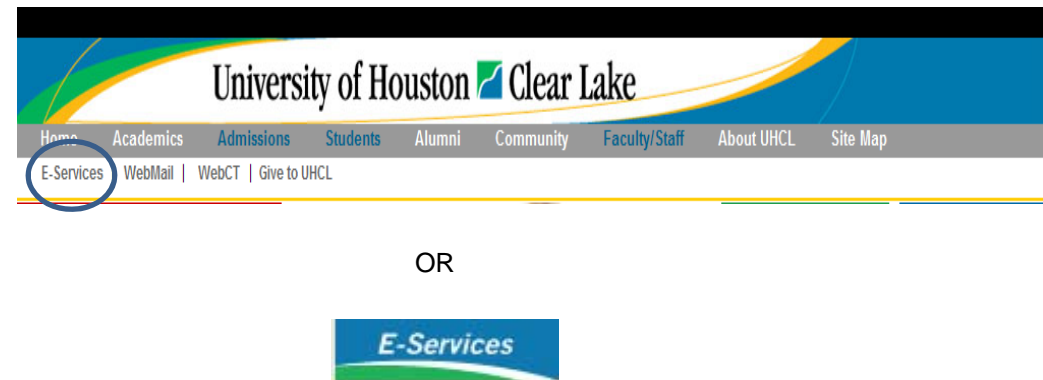


## How Do I?

## Run a Degree Progress Report

### 1. Access E-Services

E-Services can be accessed from the UHCL Homepage as well as any page where the E-Services button is available.



### 2. Log In to E\_Services

Enter your User ID(7-digit student ID) and Password.

**E-Services/PeopleSoft/HRMS/PASS Login**

User ID:

Password:

The User ID is the 7 digit student/employee identification number, located on the back of your ID card.

[Request A New Password?](#)

[Request My User ID](#)

### 3. Portal Hub Page


Click on UHCL E-Services.

**UNIVERSITY OF HOUSTON SYSTEM**

[Home](#) | [Sign Out](#)

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Mon, Sep 29, 08 1:30 PM



**UHCL E-Services**  
University of Houston-Clear Lake Student Self Service

**Welcome to the University of Houston System Portal!**

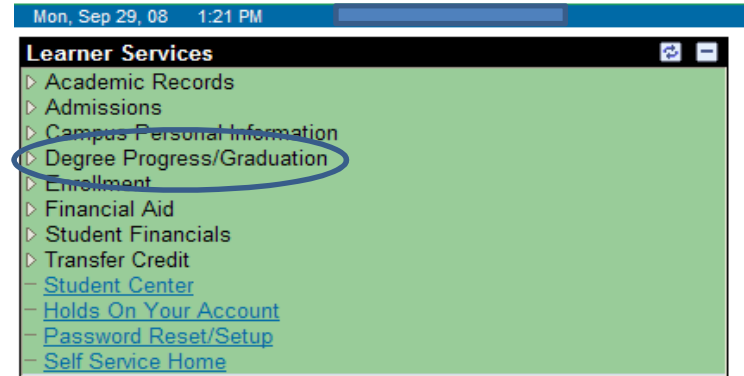
Use this portal to access varied self-service functions within the UHS system.

This is a "hub" page, providing access to specific content based on your status as applicant, student, faculty, or staff. To the left are one or more links to sites within the portal. From these sites you can access your records. Each site has a "Self Service Home" link to return you to this page.

#### 4. Learner Services Menu

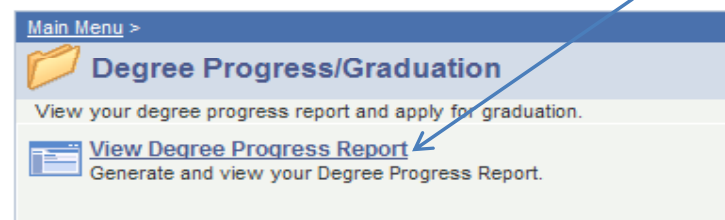
Click on the Degree Progress/Graduation Link from the Learner Services Menu.

# University of Houston Clear Lake



#### 5. Degree Progress/Graduation Link

Click on the View Degree Progress Report Link.



#### 6. Report Type

There are two report type options: **Degree Progress Report** or **BUS Double Maj Degree Progress Report**

If you are seeking a double major in the School of Business, you will select the BUS Double Maj Report, otherwise you will select the Degree Progress Report

#### View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

**\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\***

Academic Institution	UH-Clear Lake	<input type="button" value="go"/>
Report Type	<input type="text" value=""/>	
*Report Format	<input type="text" value="BUS Double Maj Degree Progress Degree Progress Report"/>	

#### Information For Students

#### What-If Reports

#### Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

#### Course List What-If Report:

View how courses which you have not yet taken may apply towards your current academic program.

go to ...

## 7. Report Format

Select one of three options for your report format:

**Standard(default):** This shows all complete and incomplete degree requirements

**Complete:** This shows only degree requirements that have been completed.

**Incomplete:** This shows only degree requirements that have NOT been completed.

### View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-If scenario, select one of the buttons below.

**\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\***

Academic Institution	UH-Clear Lake	<input type="button" value="go"/>
Report Type	Degree Progress Report	
*Report Format	Standard Report Format	

#### Information For Students

The Report Format option allows you to select how your report will display. Standard Report Format will give you the entire degree progress report. Complete Only will show you all degree requirements that HAVE BEEN completed. Incomplete Only will show you all degree requirements that HAVE NOT BEEN completed.

#### What-If Reports

#### Quick What-If Report:

View how your coursework would apply to a different academic program, plan or subplan.

#### Course List What-If Report:

View how courses which you have not yet taken may apply towards your current academic program.

go to ...

## 8. Submitting Report

Once all options have been selected, click on GO. The process will take a few minutes so do not press go again. The report will display in your browser.

### View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-If scenario, select one of the buttons below.

**\*\*this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place\*\***

Academic Institution	UH-Clear Lake	<input type="button" value="go"/>
Report Type	Degree Progress Report	
*Report Format	Standard Report Format	