How do I get Access to DegreeWorks?

1. Access your OneStop Account from the ECU main webpage.

2. Review the FERPA PowerPoint and Complete the FERPA Quiz under the Banner box.

3. If your supervisor hasn’t “claimed you” yet, please ask them to do so (under the Employee block on the tools tab, click Reporting Structure). Once that process is completed, you can continue to request security.

4. Click the Banner Security Request link, under Banner.

5. Once in the Banner Security Request link, click the Student link. Make sure that your supervisor knows that he/she will receive an email to approve your access to DegreeWorks - the process stops until that has occurred.
6. In the pop up window, select Dept (non-advisor) from the DegreeWorks Pull down menu.

7. Click the submit button.

8. **Click** the submit button to submit your DegreeWorks Security Request.

9. **Click OK** to Agree to the East Carolina University RCS Administrative Systems Confidentiality Statement.

10. Click **OK** to agree to the Administrative Systems Confidentiality Statement.
11. You should get an email when the process is completed, letting you know you have access.