1. Go to the ecuBIC Home page [https://ecubic.ecu.edu](https://ecubic.ecu.edu).

2. Navigate to the report you would like to create a subscription for. Degree Works PLAN reports are located in the Degree Works folder: ecuBIC < Student < Registrar < Degree Works

3. Click on the elliptical found top right corner of report listing.

4. Select Manage.

5. Click Subscriptions on the left side of the screen

6. Click New subscription
7. Enter a description for your subscription.

8. Leave Type of Description as the default: standard subscription

9. Click Edit Schedule under the schedule section.

10. Specify the schedule details.
11. Click apply button to apply the schedule details to the subscription.

12. Select a Delivery options. This includes who it should be delivered to (use pirate ID) How the subject line should read and the format. Default is set to MHTML (web archive).

13. Set the Report parameters. This is where you can specify what specific program / conc you would like the report for.

14. Click Create subscription