Emory: How to Run a Degree Tracker Report - Administrators

Navigation: opus.emory.edu

Step 1:

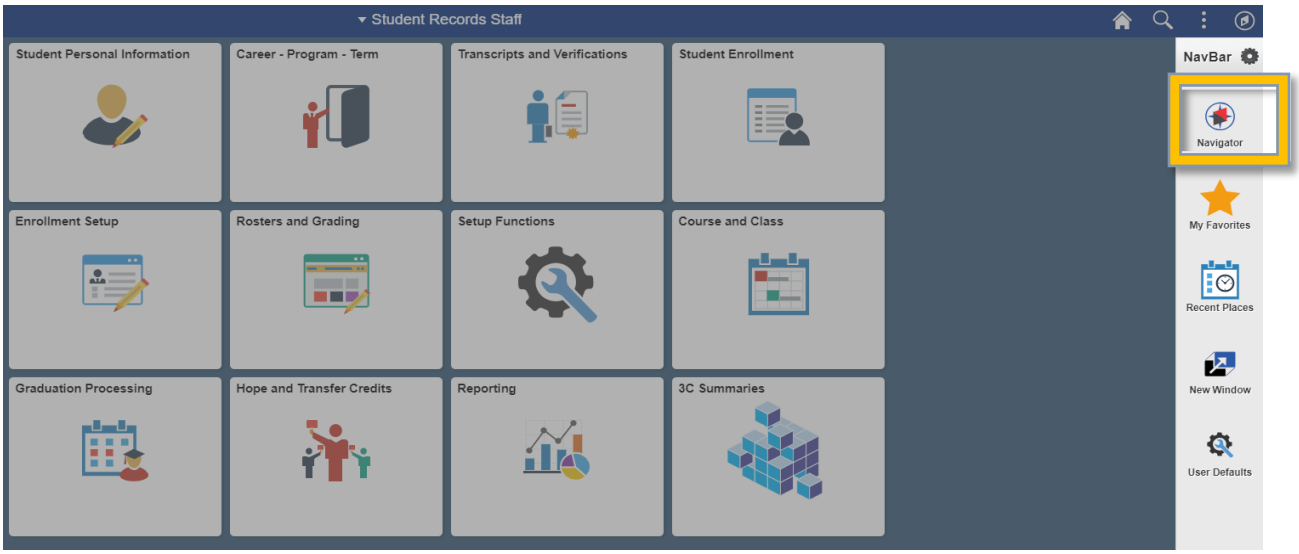
Enter "*Network ID & Password* " **Click** "Login"

Step 2:

Click "*Nav Bar*" icon at the top right of the screen

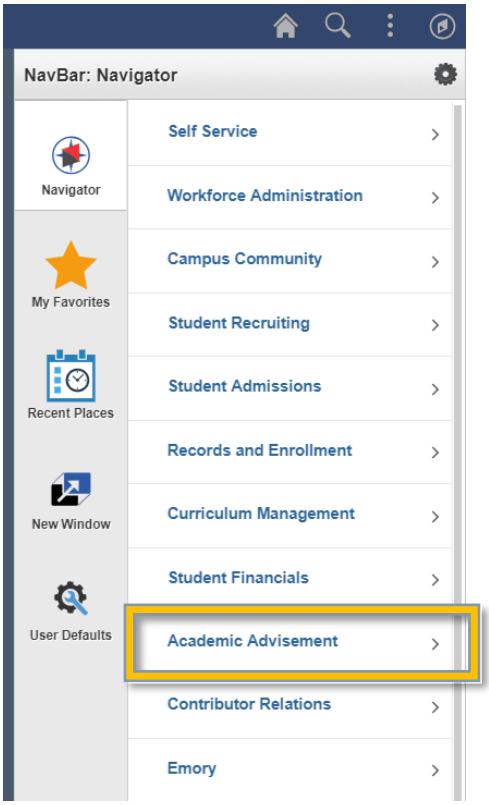
Step 3:

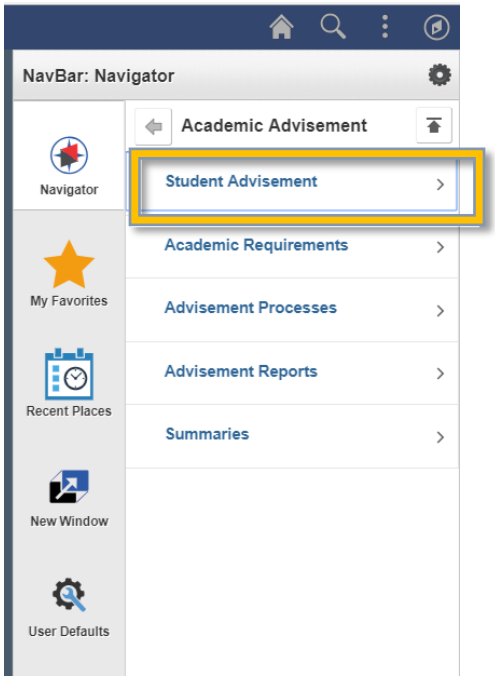
Click "*Navigator*"

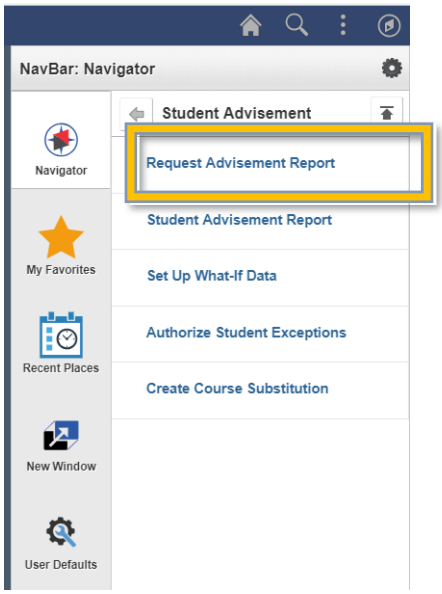


Step 4:

Click "*Academic Advisement*", "Student Advisement", "Request Advisement Report"





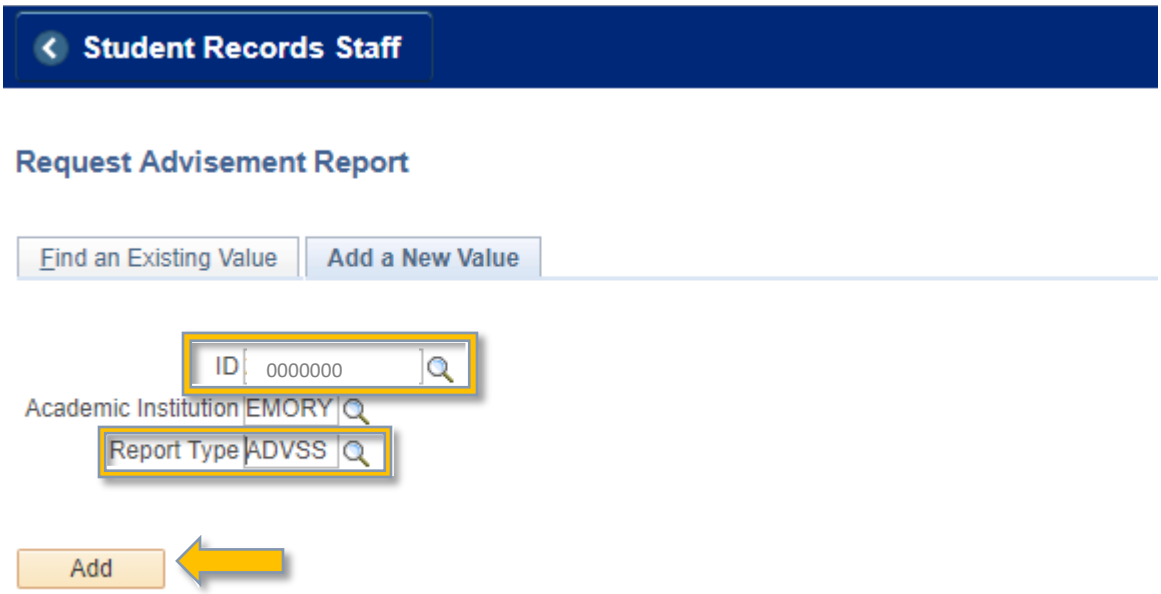


Step 5:

Click "*Add a New Value*" tab

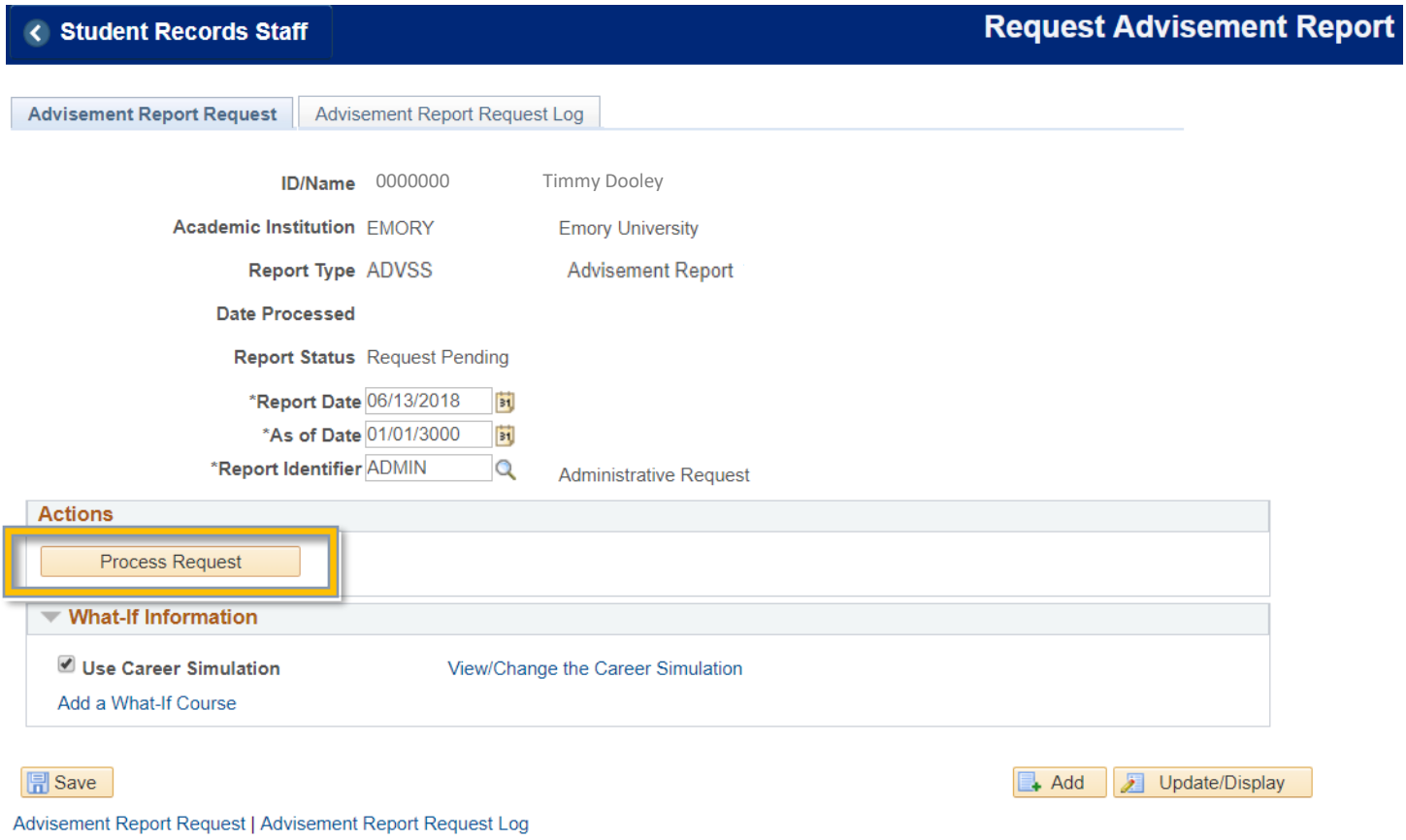
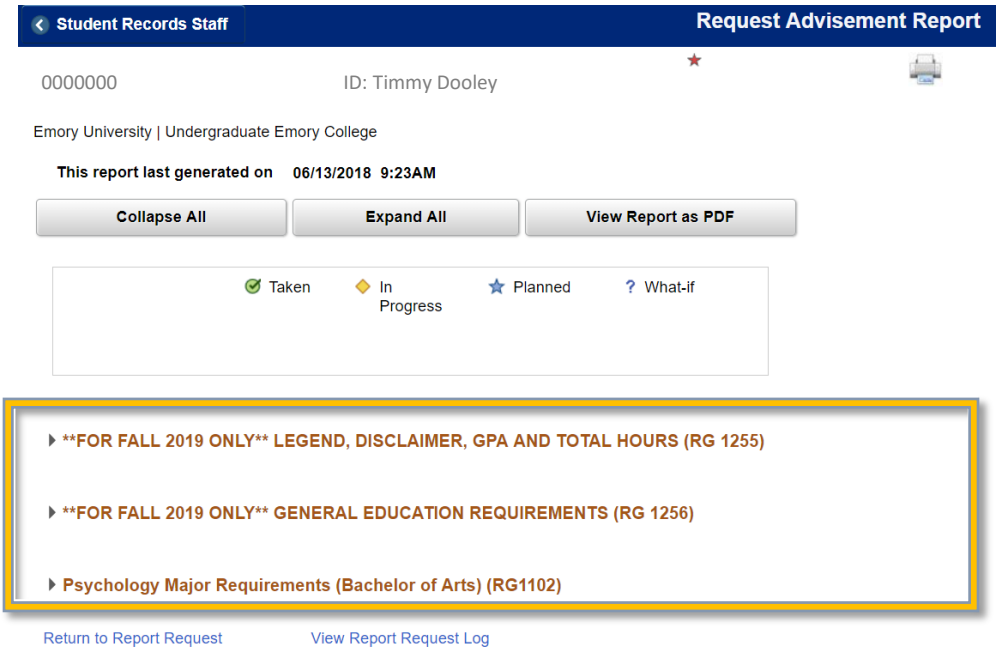
Step 6:

Enter your Student ID "#######" and Report Type "ADVSS", then **Click** "ADD"



Step 7:

Click “Process Request”



Here is your Degree Tracker Report!