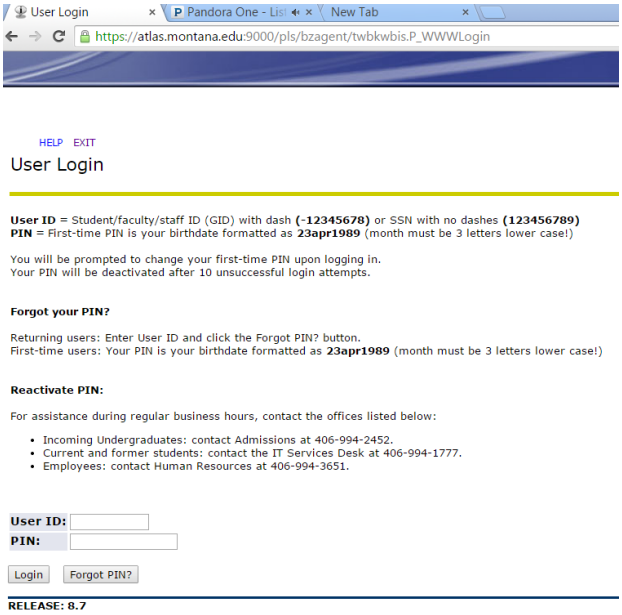
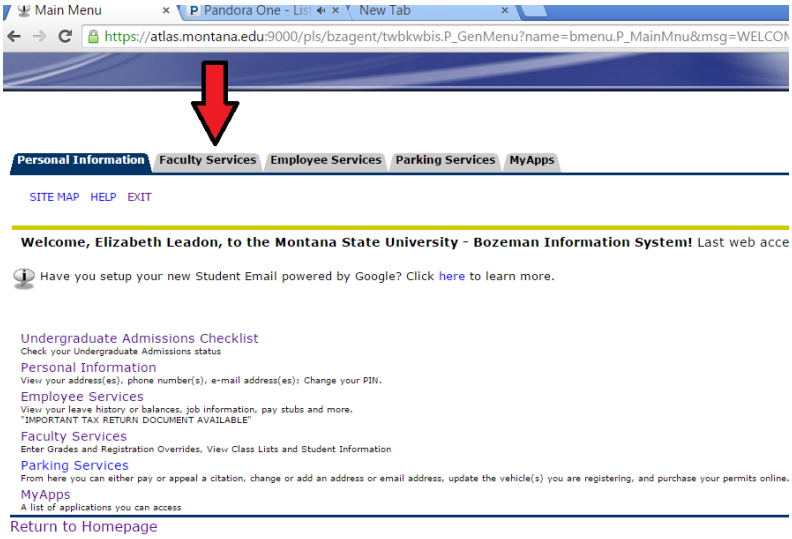
How to use Degree Works to find a student's Registration PIN

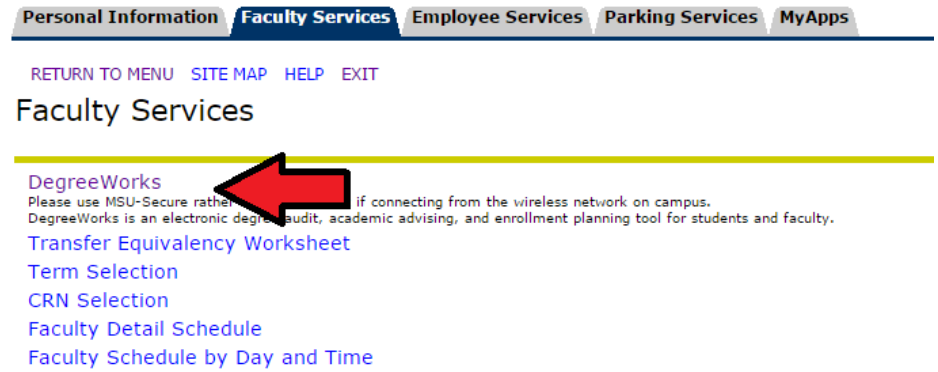
Step One: Log into your My Info account



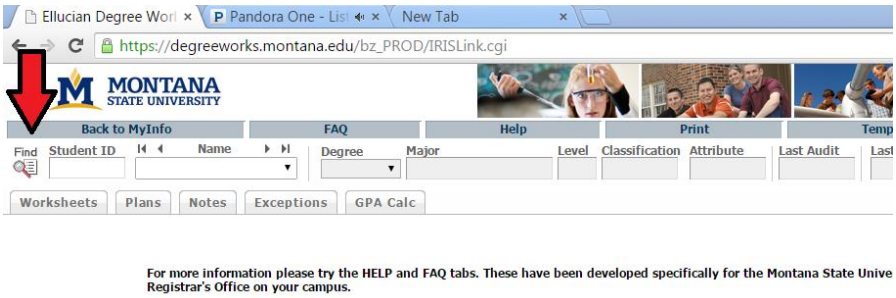
Step Two: Select Faculty Services



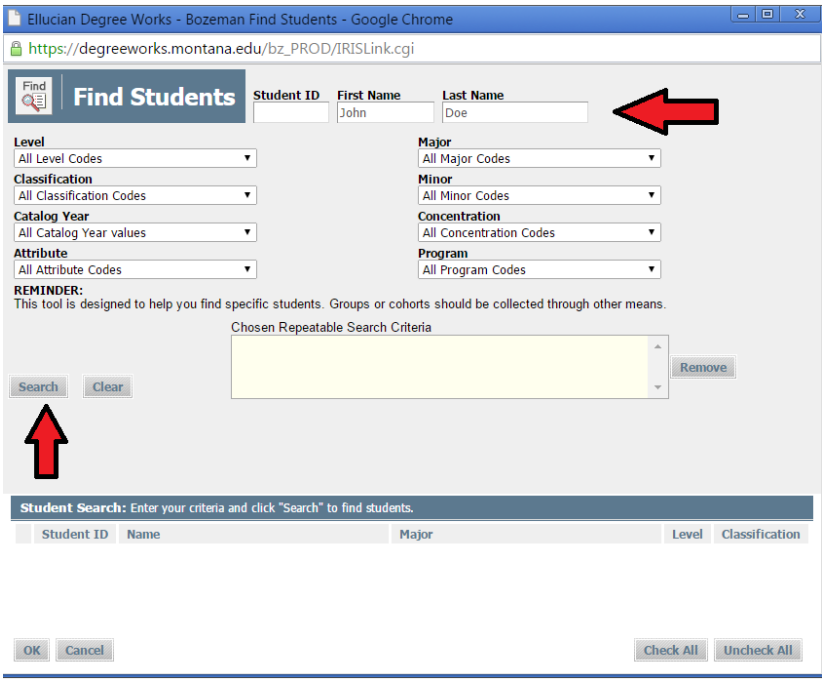
Step Three: Select Degree Works



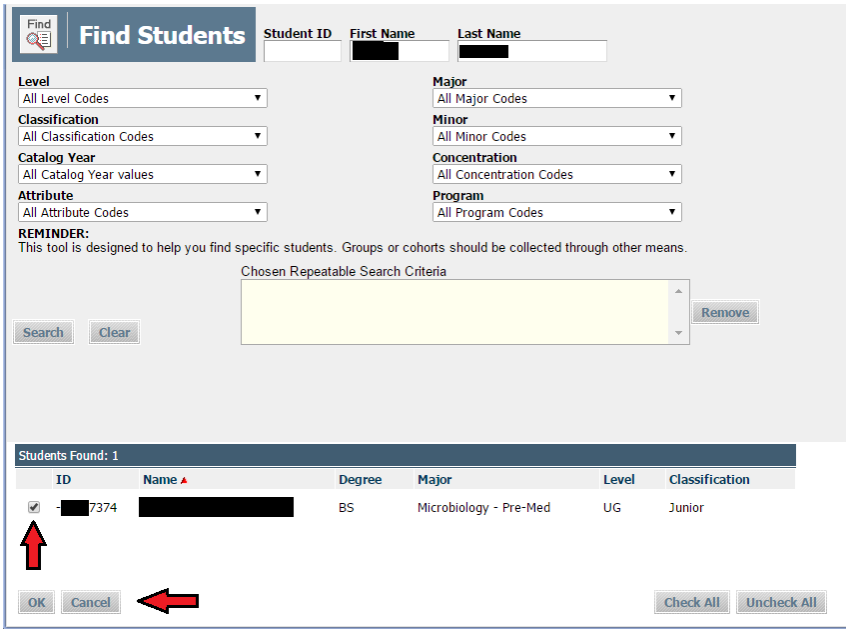
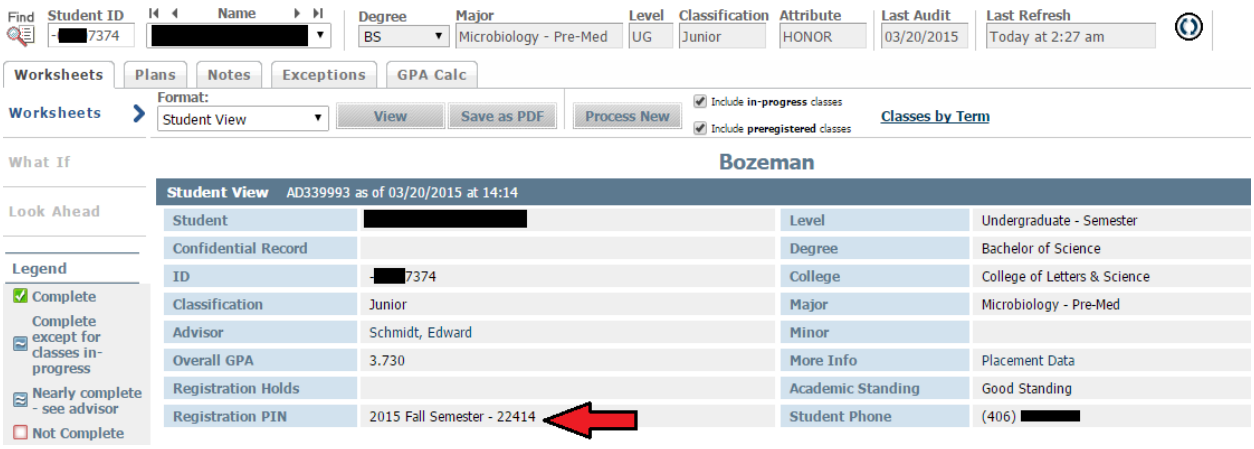
Step Four: How to look up a student if you do not have their GID #



Search by first/last name



Step Four continued: check box next to student's name and hit 'OK'



Step Five: Once you have pulled up your advisee's page you can view their information to help advise them, and provide their PIN number to them.