# 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.

3. **Portal Hub Page**  
Click on UHCL E-Services.
4. Learner Services Menu
Click on the Degree Progress/Graduation Link from the Learner Services Menu.

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.
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.

---

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.