### How Do I? Run a Degree Progress Report-Faculty

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 Advisement Link

5. New/Drop-In Advisees
Click on the New/Drop-In Advisees Link.

6. Search Page (Drop-In Advisees)
You can either view your list of your advisees if your school assigns you advisees or you can search a student if they walk-in for advising.
Click on Search to find a student.

7. Select Student
A search page will appear to enter the student ID or you can search by Name. The student will appear, you can select it and it will return to the previous page.
8. Selecting Report
The student name will appear next to the Search button. On the drop down menu next to the name, select "Degree Progress" and Click Change.

9. Submitting Report
You will be directed to the Degree Progress Report Page. Select the Report Type. There are two Report Types:
   - **DEGPR**: For all undergraduates
   - **BUSDM**: Specifically for BUS undergrads seeking a double major.
10. Select the Report Format. 
There are three Report Formats: 
- **Standard** (default): Shows all complete and incomplete degree requirements. 
- **Completed**: Shows only degree requirements that have been completed. 
- **Incompleted**: Shows only degree requirements that have not been completed.

Once all selections have been made, then click on the Go button.

11. The report will show in the browser.
12. Viewing Degree Progress Reports for your Advisees.

If you are assigned advisees, you can click on the View My Advisees Button from the primary Advisement page.

13. Selecting the Degree Progress Report
When you click on this button you will be taken to a page that will list all of your current advisees. From the drop down menu, select the Degree Progress Option and click on the arrow next to the box. You will be taken back to the Degree Progress Request Page shown in step 9. You can then follow the remaining steps to view the degree progress report.