



JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

HOW TO ACCESS YOUR DEGREE AUDIT

Bring your degree Audit with you to your scheduled workshop or you will be asked to **reschedule**.



Important Notice Regarding Degree Works

Use your Degree Audit in conjunction with the College's Undergraduate Bulletin in order to ensure that you are fulfilling all of the requirements for graduation. The Undergraduate Bulletins for various years can be found on the John Jay website at <http://www.jjay.cuny.edu/academics/654.php>

How to Access Your Degree Audit

1. [If you know your CUNY Portal Username and Password, follow these steps.](#)

- Go to www.cuny.edu and click on "Portal Log In."
- Type in your CUNY Portal Username and Password.
- Under SSO Applications for Students, look for **Student Advisement/Degree Audit**.
- Click on the "Audit" tab
- Select "View Audit"
- Use your Degree Audit to select courses that you plan on taking in the upcoming semester based upon your degree requirements.
- Use the "**what-if**" feature to preview how the courses you have completed and are currently enrolled in would apply towards a different major at John Jay.
- View how future/potential courses will be factored towards your degree requirements by using the "**look ahead**" feature.

2. [If you do not know your CUNY Portal Username, Password and/or email address on file, follow these steps.](#)

- Go to www.cuny.edu and click on "Register Now."
- Choose "Student."
- Enter your last name, social security number, and date of birth.
- Confirm that the information is correct.
- This will provide you with your username and allow you to reset your password for CUNY Portal.
- This option will also work if your CUNY Portal account does not recognize you as a John Jay student.

Counseling Services

@ John Jay