How to Access Your Degree Audit

- Go to [www.cuny.edu](http://www.cuny.edu) using the internet browser Firefox Mozilla
- In the upper right side, click on Log-In and then CUNY PORTAL
- Type in your CUNY Portal Username and Password
- On the left side, under Applications/Resources, click on DegreeWorks

To change the academic year for your requirements, follow the steps below:

- Once you’ve accessed your Degree Audit, click the “What If” button
- Set the academic year for your general education requirements in the “Degree” section
  - If you are following your original requirements, this should be set to the first academic year you attended John Jay.
  - If you are following the new requirements, this should be set to the current academic year.
- Set the academic year for your major requirements in the “Areas of Study” section
  - If you are following your original requirements, this should be set to the first academic year you declared your current major.
  - If you are following the new requirements or changing your major upon return, this should be set to the current academic year.
- Then click the “Process Audit” button

If you do not know your CUNY Portal Username and/or Password, follow the steps below:

On the CUNY Portal Log In page, click “Forgot Your Username or Password” and follow the steps listed
If after doing these steps you are still experiencing difficulties, please call the Help Desk at 212-237-8200 to have your account reset.