

NEIUworks View Your Degree Evaluation Online

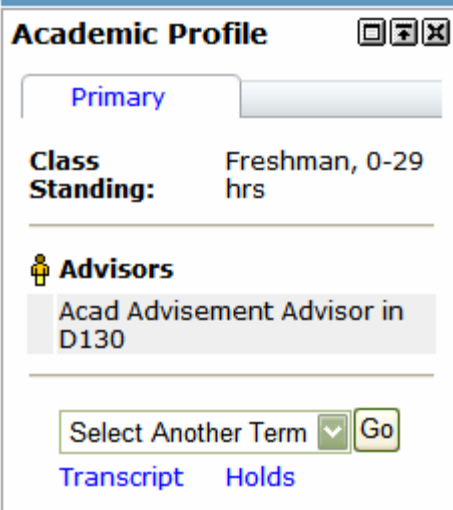
Please Note: Currently, the online degree evaluation will evaluate General Education and university requirements only (i.e.: major and minor will not be evaluated). The development of this functionality is in progress. Please see your advisor for assistance with major and minor requirement evaluation.

To access self-service:

1. Go to <http://neiuport.neiu.edu>.
2. Login to NEIUport.
3. Click the Current Student tab.

To view your degree evaluation:

1. Locate the Academic Profile channel.
2. Click the Transcript link at the bottom of that channel.
3. Select the Student And Financial Aid tab.
4. Click Student Records.
5. Click Degree Evaluation.
6. Select the current term and click Submit.
7. Click Generate New Evaluation at the bottom of the page.
Please Note: You will see a link for What-If Analysis at the bottom of the page. That functionality is not yet set up and will not produce accurate results at this time.
8. Click the radio button next to Program.
9. Select the current term from the Term dropdown list.
If you are a newly admitted student, select the term for which you were admitted.
10. Click the Generate Request button.
11. Click on the radio button next to Detail Requirements and click the Submit button.
The degree evaluation will display.
12. Refer to [Interpret a Degree Evaluation](#) for more information.
13. If you need to print the degree evaluation, see the tips on the next page.



The screenshot shows a web interface titled "Academic Profile". At the top, there is a "Primary" tab. Below the tab, the "Class Standing" is listed as "Freshman, 0-29 hrs". Underneath, there is an "Advisors" section with a person icon and the text "Acad Advisement Advisor in D130". At the bottom of the form, there is a dropdown menu labeled "Select Another Term" with a "Go" button next to it. Below the dropdown, there are two radio buttons labeled "Transcript" and "Holds".

Tips for printing a degree evaluation:

- Start at File, Print Preview. Change the dropdown on the toolbar from “as laid out on page” to “only the selected frame.” This eliminates some of the extra portal header and makes for a cleaner page.
- Because of the width of the degree evaluation, click the Page Setup icon and change the orientation of the page from Portrait to Landscape. This will ensure that all the information prints on the page.
- Check the number of pages shown. (Some browsers will show this at the bottom of the page, and some will have it on the toolbar.) If the document is two or more pages, click the directional arrows to see what the last page contains. Sometimes an extra page will contain only footer text and will not need to be printed. Some browsers will have an option to change the size of the text on the page. The Shrink to Fit option can be helpful when the info runs a little more than one page.

To exit self-service:

1. Click the Back to Current Student Tab link in the upper left of the portal window.
2. Click the Logout icon on the toolbar (upper right) to logout of the portal.

It is recommended that you always logout of the portal and then close the browser window when you are finished using the portal at any public computer to ensure the security of your access.