Degree Works Access for Faculty /Staff

Go to https://ca11.fw.tamucc.edu:9191/banner_account_request.html

Print the Access Form. On this Form be sure you check “Degree Works” within the “Account Access” choices. Sign and initial the form and have your supervisor do the same in the spaces provided. Fax the form to Missy Chapa at (361) 825-5887.

Registrar:

The registrar will determine if additional data custodian signatures are needed. If additional signatures are needed the form will be forwarded to the appropriate custodian as necessary. If no further action is required, the registrar will sign the form and forward it to Information Technology Services. The Office of the Registrar will retain a copy of the form for record.

Data Custodians:

Data custodians will sign the last section of the form. One copy will be retained by each data custodian who is required to sign this form.

Data Custodians:

For access to student records: Registrar
For access to Financial Assistance data: Director of Financial Assistance
For access to Accounts Receivable data: Bursar

The Associate Vice-President for Enrollment Management may sign in the absence of any of the above. The form will be forwarded to computer services upon completion of this form.

Information Technology Instructions:

Information Technology Services will initial on the request for any listed application that the appropriate paperwork has been completed. For new accounts the user ID field in section 1 will be filled in. After verification that the form has been completed and all required paperwork has been received, Information Technology Services will create a work-order for the appropriate accounts to be created. Information Technology Services will scan the document after completion of the work-order and retain per record retention instructions. Information Technology Services will provide passwords and user names to account requestors in accordance with current guidelines.

Banner System Administrator: The Banner system administrator will notify the Argos and/or BRM account managers of any action required on their parts in creating new accounts. Additionally, supervisors for person who has new accounts created will be notified via email that their accounts have been created. Account passwords will be provided to computer services so they may provide the information to the requestor in accordance with current guidelines.

Once you have an account go to http://degreeworks.tamucc.edu/ to log in and view plans. Your login will be the same as your computer login.

Visit the online tutorial at http://sail.tamucc.edu/DegreeWorks/DegreeWorks.html. It will give a brief overview of what you will see. To schedule more in depth training contact Bill Coari at ext 3787 or William.coari@tamucc.edu.