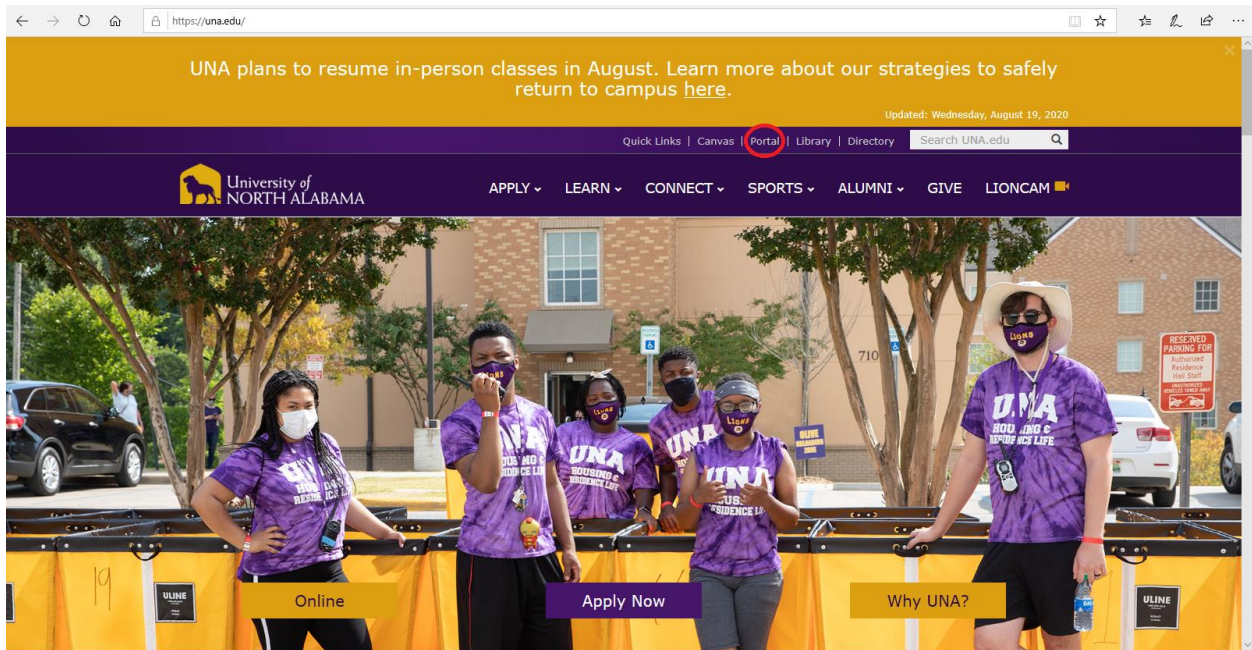
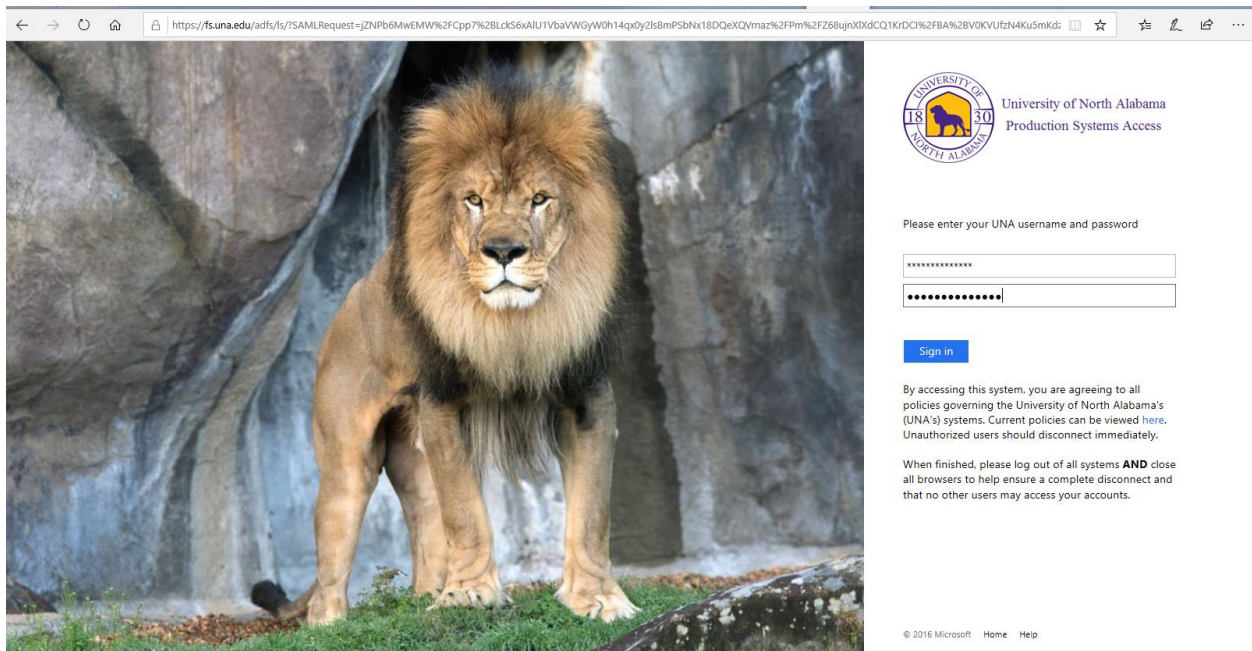


Step One: Go to una.edu.

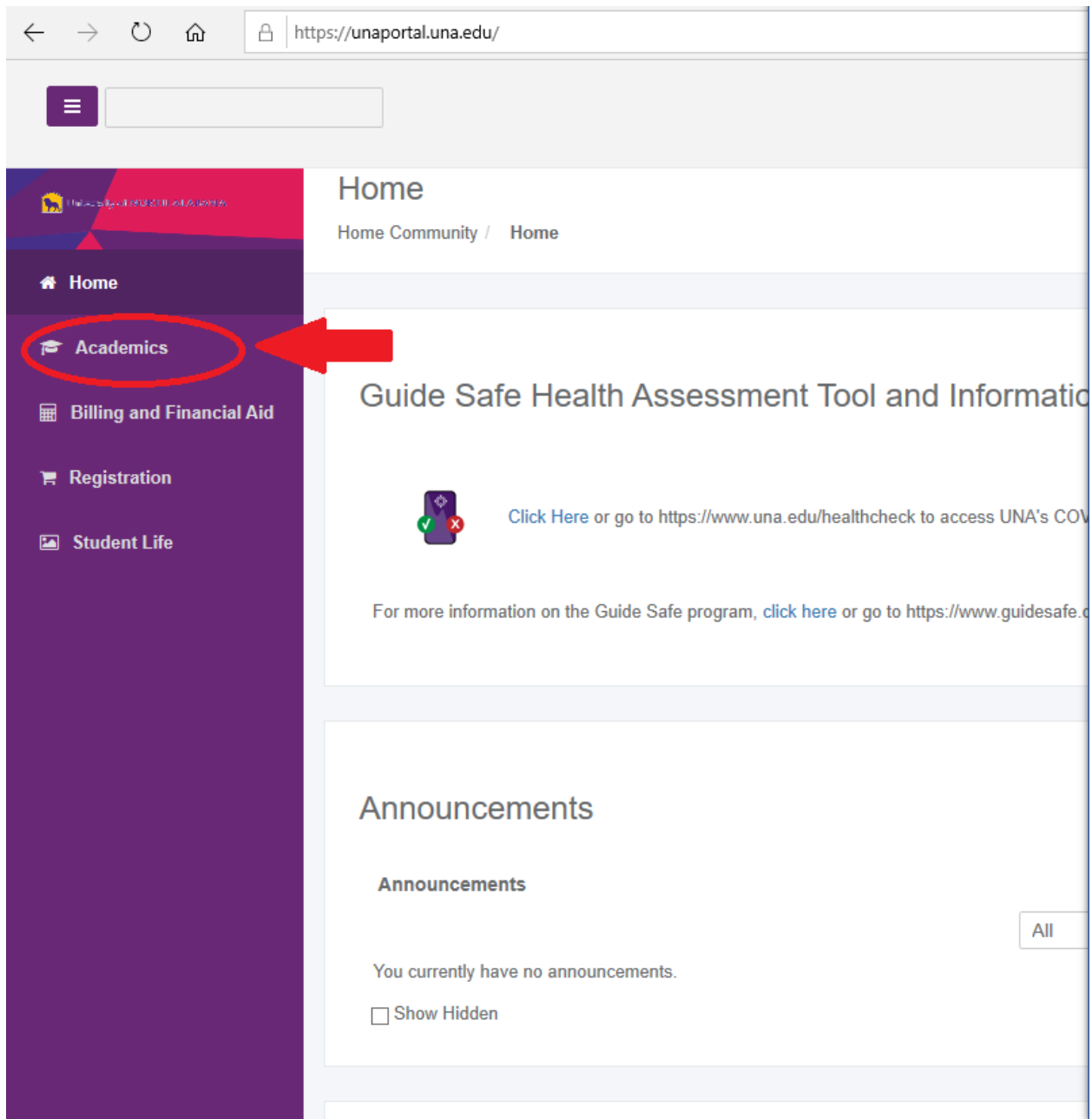
Step Two: Go to the portal button on the top right of the screen.



Step Three: Login into your portal account.



Step Four: Click on Academics on the left side of the screen.



The image shows a web browser window displaying the UNA portal. The address bar shows the URL <https://unaportal.una.edu/>. The page has a purple sidebar on the left with a navigation menu. The menu items are: Home, Academics, Billing and Financial Aid, Registration, and Student Life. The 'Academics' item is circled in red, and a red arrow points to it from the right. The main content area is titled 'Home' and includes a breadcrumb trail 'Home Community / Home'. Below this, there is a section titled 'Guide Safe Health Assessment Tool and Information' with a sub-header 'Click Here or go to <https://www.una.edu/healthcheck> to access UNA's COVID-19 Health Assessment Tool'. A small icon of a smartphone with a green checkmark and a red 'x' is next to the text. Below this, there is another line of text: 'For more information on the Guide Safe program, [click here](https://www.guidesafe.com) or go to <https://www.guidesafe.com>'. At the bottom of the page, there is an 'Announcements' section with the heading 'Announcements' and a button labeled 'All'. The text below the heading says 'You currently have no announcements.' and there is a checkbox labeled 'Show Hidden'.

Step Five: Click on Degree Works Audit & Evaluation found under “Degree Requirements.”

The screenshot shows the Academics page of the University of North Carolina's website. The page has a purple sidebar on the left with navigation links: Home, Academics, Billing and Financial Aid, Registration, and Student Life. The main content area is titled "Academics" and "Student Records". Under "Student Records", there are several sections: "Student Records" (with a link to "Student Profile" and a description), "Print Enrollment Verification", "Transcripts" (with links to "Request Official Transcript" and "View Unofficial Transcript"), "Degree Requirements" (with a link to "Catalog" and "Degree Works Audit & Evaluation" circled in red), "Course Substitution Request", "Transient Approval Form", and "FERPA" (with a link to "Records Release").

University of North Carolina

Academics

Home Community / Academics

Home

Academics

Billing and Financial Aid

Registration

Student Life

Student Records

Student Records

[Student Profile](#)
View your bio information, check your holds, see your schedule all from one location.

[Print Enrollment Verification](#)

Transcripts

[Request Official Transcript](#)
[View Unofficial Transcript](#)

Degree Requirements

[Catalog](#)
[Degree Works Audit & Evaluation](#)
[Course Substitution Request](#)

[Transient Approval Form](#)

FERPA

[Records Release](#)

Step Six: Click on Save as PDF.

The screenshot shows the UNA Degree Works Prodigy environment. At the top, there is a navigation bar with the University of North Alabama logo and links for 'Holds', 'FAQ', 'Print', and 'Log Out'. Below this is a student information table with columns for Student ID, Name, Degree, Major, Level, Student Class Level, and Last Audit. The student's major is 'Computer Information S' and their level is 'UG Junior'. There are also links for 'Worksheets', 'Plans', and 'GPA Calc.'. A 'Format:' dropdown is set to 'Student View', and a 'View' button is next to it. The 'Save as PDF' button is circled in red. Below the navigation is a large blacked-out area representing the student's progress. A legend section follows, defining symbols for 'Complete', 'Not Complete', 'Complete except for classes in-progress', 'Nearly complete - see advisor', 'Transfer Class', 'Any Subject', 'Prerequisites Required', and 'Registered (Credits Not Yet Earned)'. Below the legend are two progress bars: 'Requirements' at 74% and 'Minimum Credit Hours' at 63%. A note states: 'The progress bars above are intended for planning purposes only. All requirements must be met before a degree or certificate is awarded.' At the bottom, a summary box for 'Degree in Bachelor of Business Administration' shows 'Catalog Year: 2019-2020', 'Minimum Credit Hours Required: 120', and 'Credit Hours Applied: 76'. A 'Still Needed' message indicates that 44 more credit hours are required. The footer contains copyright information for Elucon Company L.P.

Step Seven: Click on the 3 dots and click save when prompted.

dashboard - Microsoft Edge

https://dgw.una.edu/Dashboard/dashboard

1 of 4

Degree Works Report

UNA Degree Works Prod Environment

Student View A00055hK as of 08/19/2020 at 04:50

Degree Progress

Requirements	74%
Credit Hours	63%

Degree In Bachelor of Business Administration	Catalog Year: 2019-2020	Credit Hours Required: 120
	GPA: 3.54	Credit Hours Applied: 76

Unmet conditions for this set of requirements:

- Minimum Total Credit Hours Required **Reason:** You currently have 76 credit hours (including both earned and in progress courses), you still need a minimum of 44 more credit hours and successful completion of all graduation requirements.
- Minimum Credit Hours at UNA
- Minimum Credit Hours Earned from UNA or other 4-Year Institutions
- Minimum credits in 300 or 400-level courses **Reason:** You have taken 0 but still need 36 credits in junior-senior level courses.
- You meet the 2.0 minimum GPA requirement
- General Education Area I Requirements

Step Eight: Repeat steps 1-4.

Step Nine: Click on Student Profile

The screenshot shows the 'Academics' page of the University of North Alabama portal. The left sidebar contains navigation links: Home, Academics, Billing and Financial Aid, Registration, and Student Life. The main content area is divided into several sections: 'Student Records' (with 'Student Profile' circled in red), 'Banner Self Service' (with links for Banner Self-Service, Personal Information, Student, and Financial Aid), 'Academic Profile' (showing 'Spring 2018' and 'No Data Found for Curriculum'), 'Dates & Deadlines' (with links for Academic Calendar and Withdraw/Drop/Final Exam Dates), 'Graduation', and 'Academic Support' (with links for Library, Writing Center, MLC, Tutoring, and Advising Services).

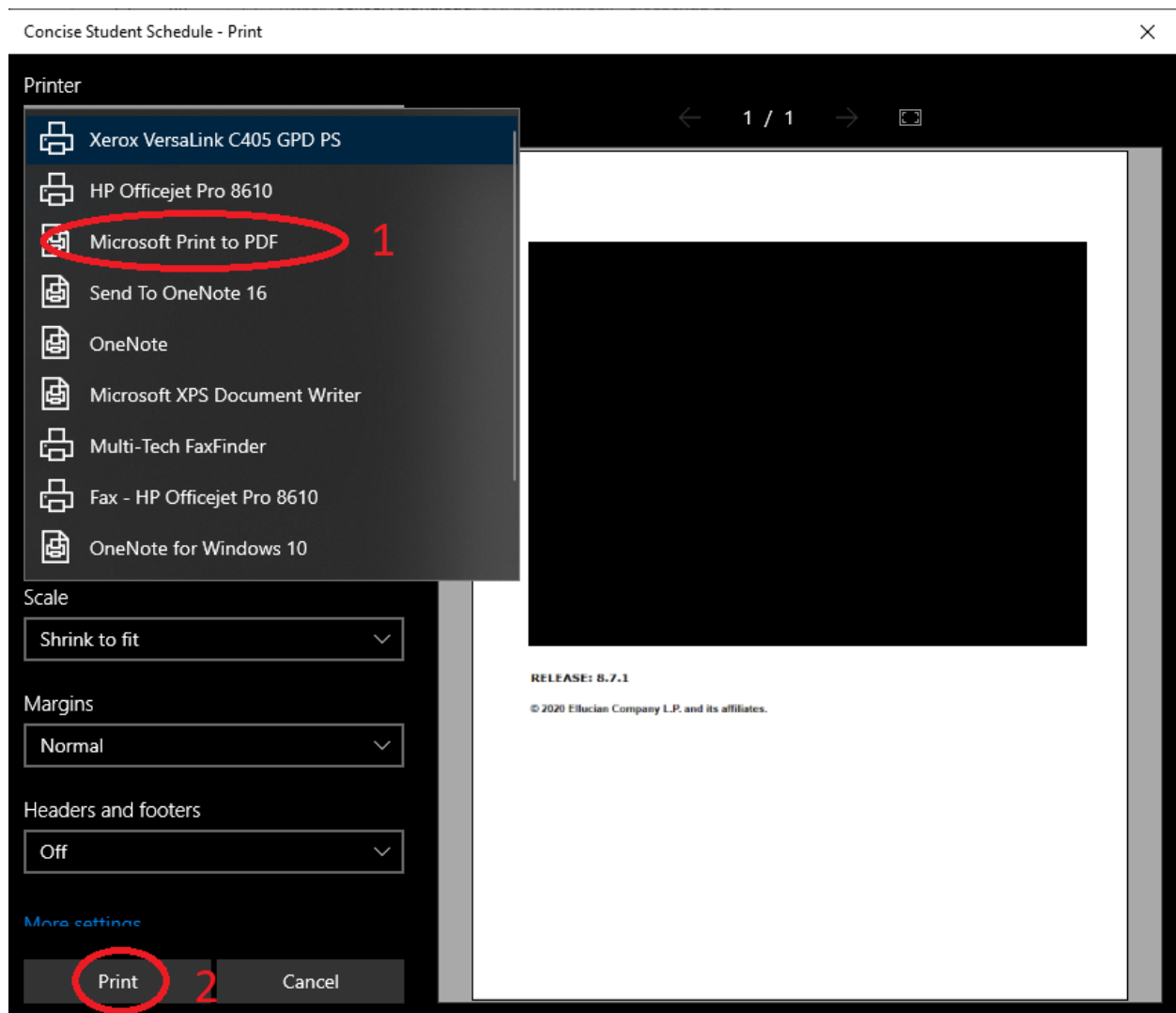
Step Ten: Click on Student Schedule

The screenshot shows the 'Student Profile' page in the 'Student Self-Service' portal. The left sidebar contains navigation links: Curriculum and Courses, Prior Education and Testing, Additional Links, Academic Transcript, Registration, Student Schedule (circled in red), View Application to Graduate, Week at a Glance, View Grades, and Degree Works Audit and Evaluation. The main content area is divided into several sections: 'Bio Information', 'General Information', 'Graduation Information', 'Advisors', 'CURRICULUM, HOURS & GPA' (with a sub-section for 'Primary'), and 'REGISTERED COURSES'. The 'CURRICULUM, HOURS & GPA' section shows details for the 'Primary' degree: Bachelor of Bus Administration, Undergraduate level, BBA Qualifications program, College of Business, Computer Information Systems major, and Computer Sci & Info Systems department.

Step Eleven: Right Click on the screen and select "Print."

The screenshot shows a web browser window with the URL https://selfserve.una.edu/UNAP/bwskcrse.P_CrseSchdDetl. The page header includes the University of North Alabama logo and navigation tabs for **Personal Information**, **Student**, and **Financial Aid**. A search bar is present with a "Go" button. On the right side, there are links for [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [EXIT](#). The main heading is "Concise Student Schedule". A right-click context menu is open over the page, with the "Print" option circled in red. Other menu options include "Select all" and "Read aloud". Below the heading, a yellow horizontal line separates the header from the content. A small blue icon and text state: "This page lists the classes for which you are registered for the term. All of the detail in [redacted] it the class is included." Below this, there are labels for "Name:", "Classification:", "Level:", "College:", and "Major and Department:", each followed by a black redaction box. To the right, there is an "Address:" label followed by another black redaction box. A large black redaction box covers the main content area below. At the bottom of the page, there is a link [\[Student Detail Schedule \]](#), the text "RELEASE: 8.7.1", and the copyright notice "© 2020 Ellucian Company L.P. and its affiliates."

Step Twelve: Select Microsoft Print to PDF and select Print once selected.



Step Thirteen: Attach both files to an email sent to dmcclain2@una.edu.

Congratulations! You have now completed the process for your benefits to be verified. If you have any questions, please contact the MVA Office. The number for the MVA Office is (256)765-4746.