

Student Degree Progress Report Guide

Go to the [CSUN home page](#) and:

1. Go the **MyCSUN** link.
2. Then select the **CSUN Portal** link.

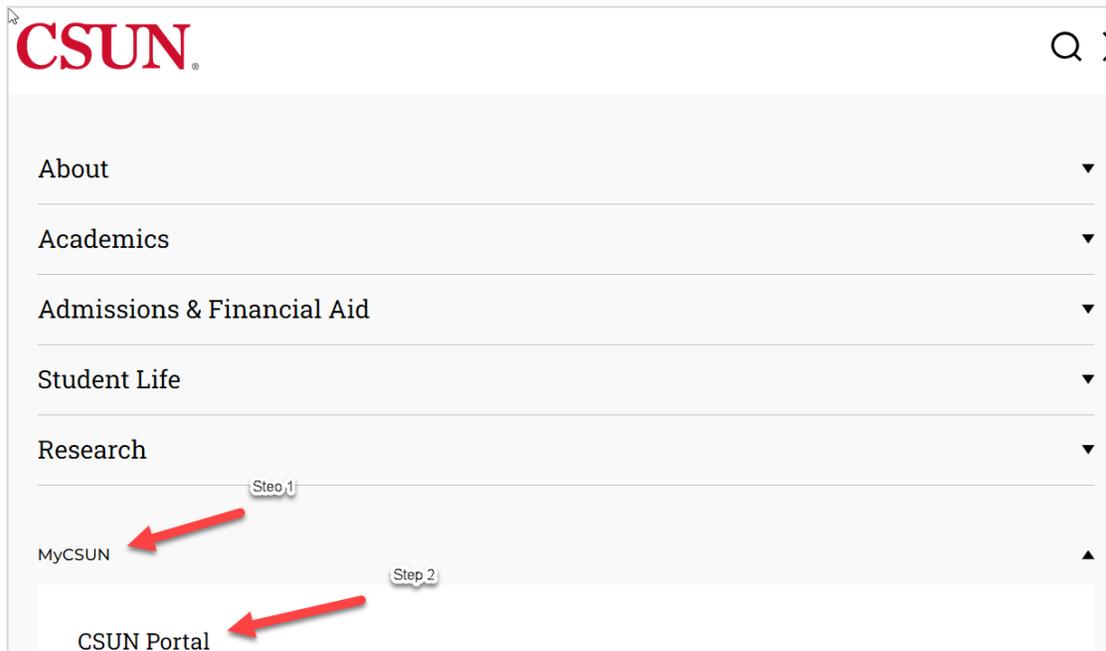


Figure 1: The MyCSUN homepage with two red arrows. The first red arrow points to step one the MyCSUN link and the second red arrow points to the second step CSUN portal.

3. Enter your **SOLAR user ID**.
4. Enter your **SOLAR password**.

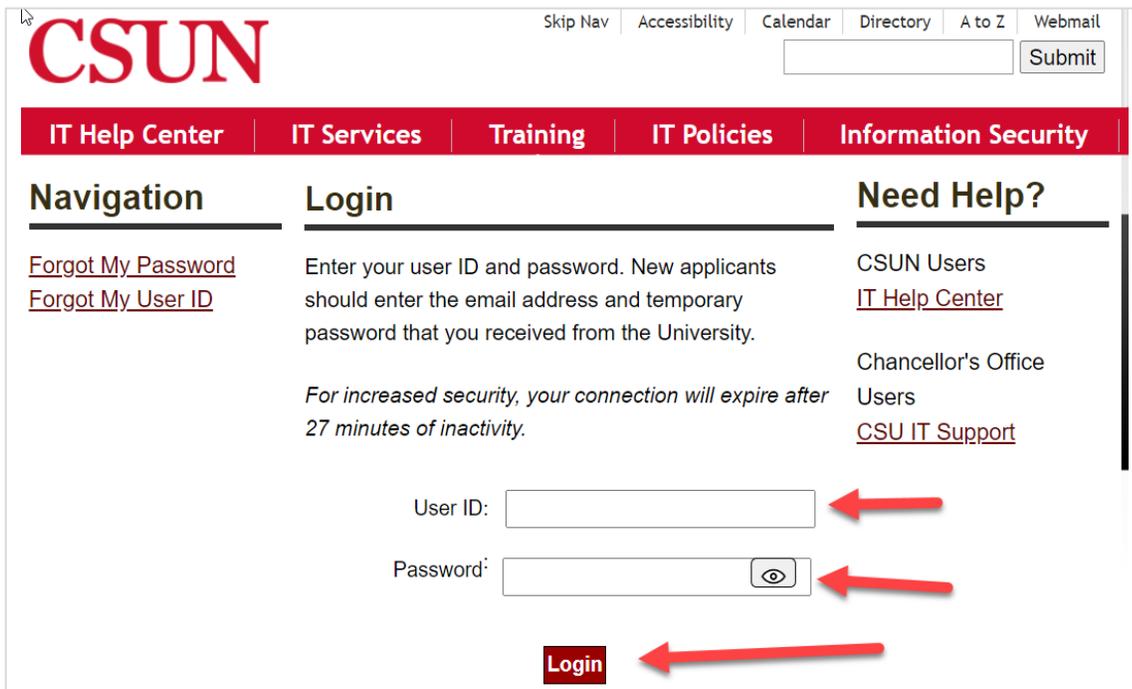
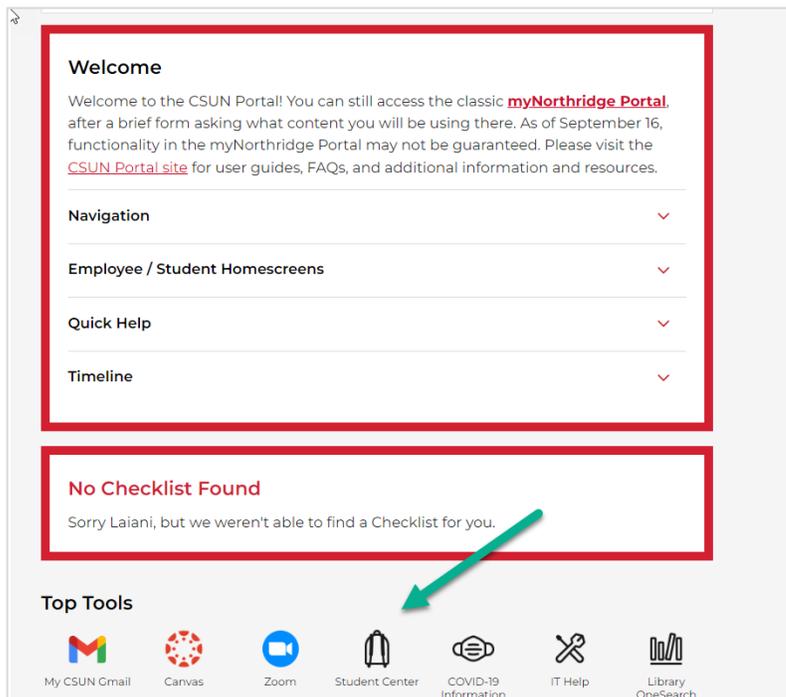
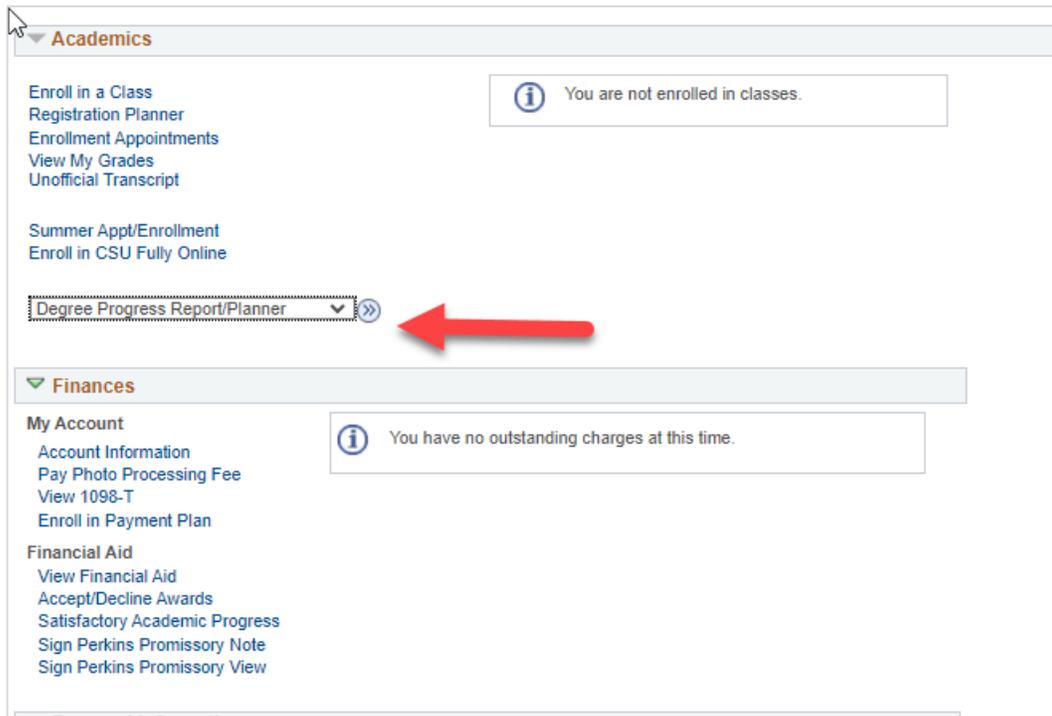


Figure 2: C S U N login landing page with three red arrows. The first red arrow points to the user ID field, the second red arrow points to the password field and the first red line points to the login button.

5. Go on the **Student Center** Icon.

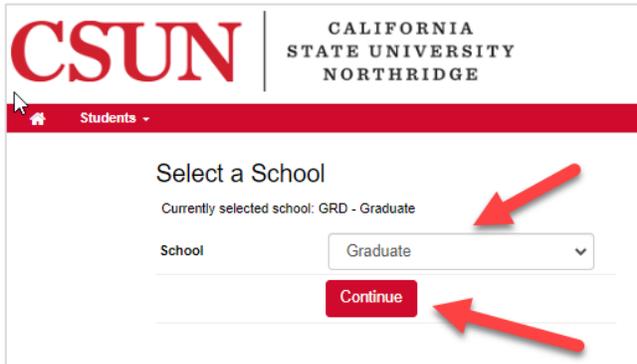


6. Select the **Degree Progress Report/Planner** from the dropdown box and go to the arrow button to the right of the dropdown box (this will open a new window).



IMPORTANT NOTE: If the **Select a School** page appears, please follow the steps below:

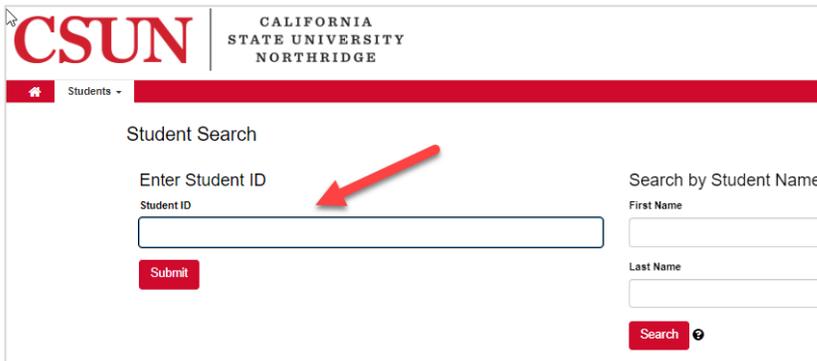
- Select **Graduate** from the school dropdown box.
- Go to the **Continue** button.



- Select the Student icon.

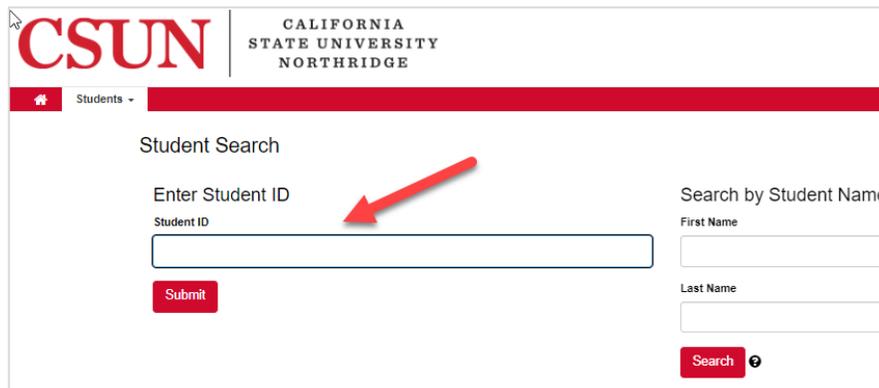


- Enter your **student ID number** in the **Student ID box**.
- Select the **Submit** button.

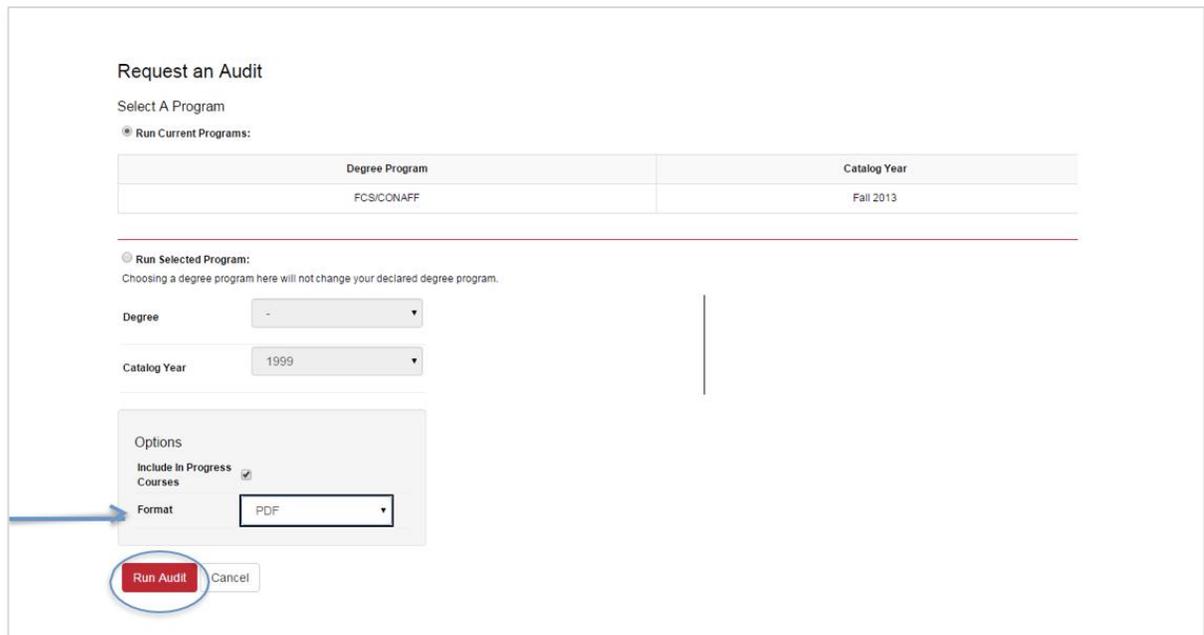


If the **Select a School page** does not appear, then the **Student Search** page will appear.

7. Enter your student ID in the field.
8. Select the **Submit** button.



9. In the **Options Box**, select PDF from the **Format** field dropdown menu and press the red **Run Audit** button.



10. The completed Audit Requests page will display (Audits that you request will be stored here).

The screenshot shows a web interface with a navigation bar at the top containing 'Audits', 'Plans', 'Courses', and 'Exceptions'. Below the navigation bar, the page title is 'Completed Audit Requests'. A sub-header explains: 'These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.' There are two buttons: 'Run Audit' on the left and 'Delete' on the right. Below the buttons is a table with the following data:

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
84440722	ECONOMICS	2014	09/11/2015 10:07 AM	onlin	Student	IP	View Audit	<input type="checkbox"/>

11. To open an audit, click the **View Audit** link