

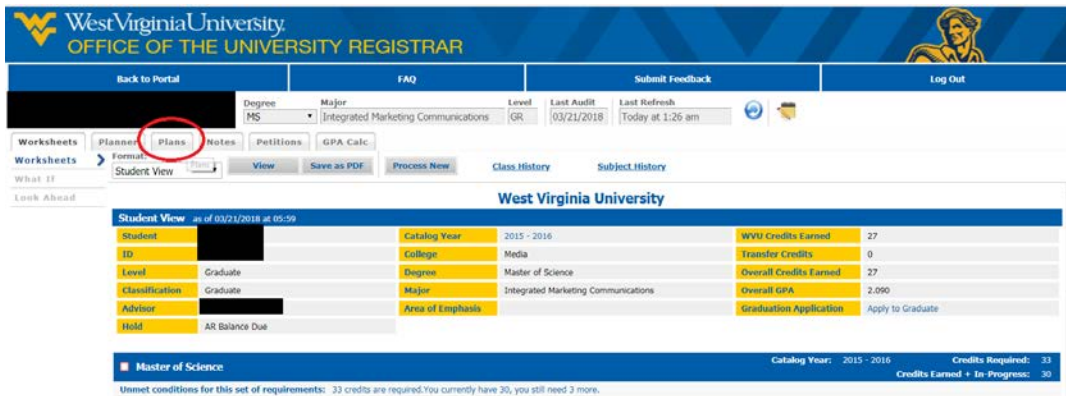
How to Save an Academic Success Plan from DegreeWorks as a PDF

1. Access DegreeWorks

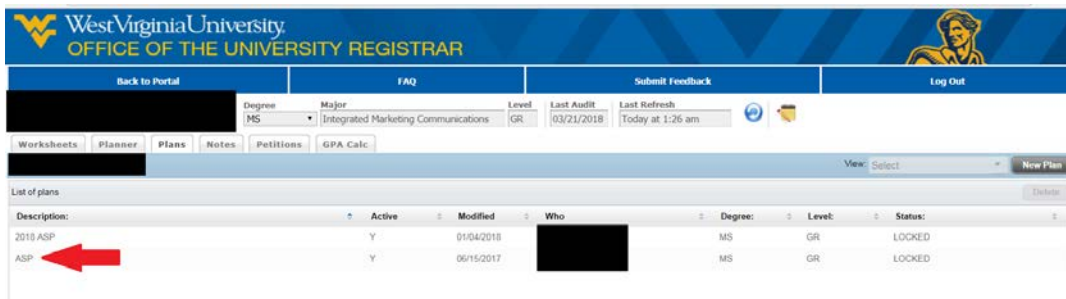
- a. Log in at <https://portal.wvu.edu> (using [WVU Login](#) username and password)
- b. Click on the DegreeWORKS button at the top



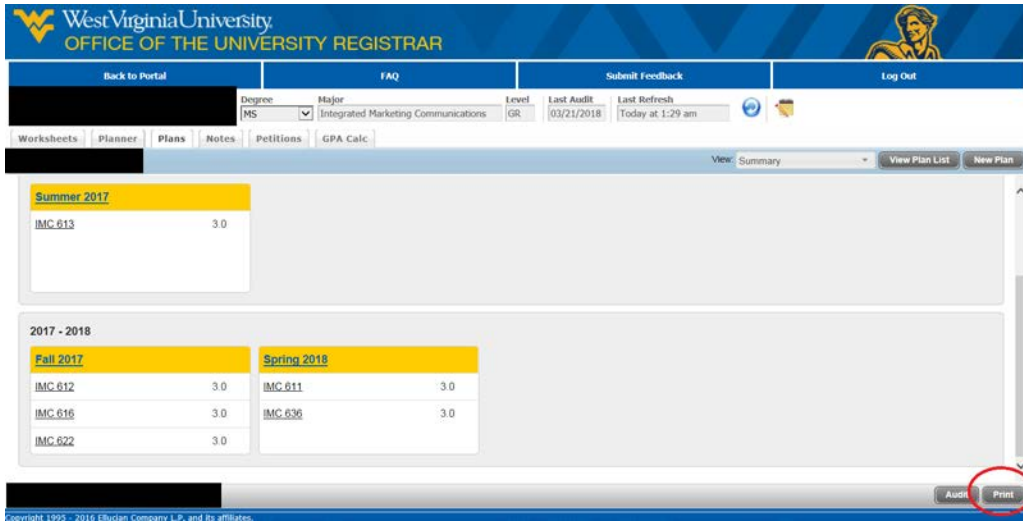
2. Click on the **Plans** tab:



3. Click on the appropriate Academic Success Plan (ASP):



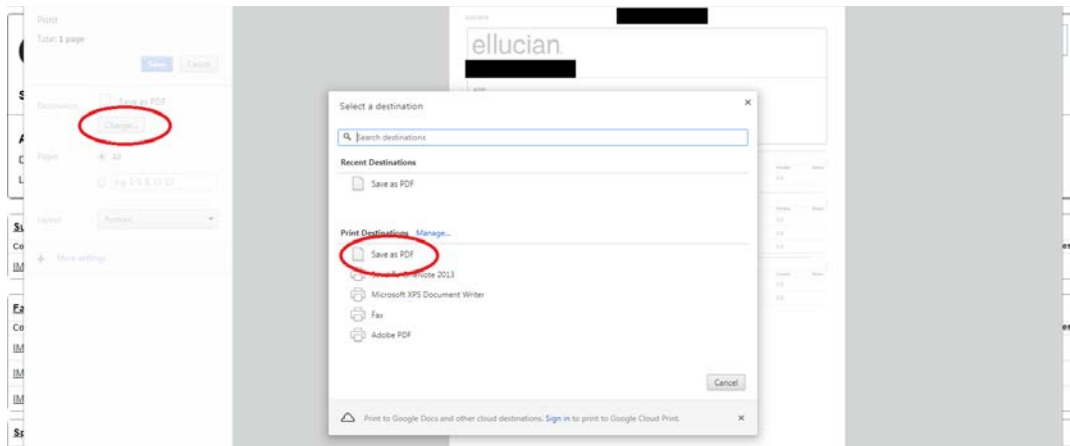
4. Select the **Print** button in the bottom right hand corner:



5. Click on the **Print** option again (in the top right corner this time):



6. This will bring up your default print screen. You may click on **Change** to select a PDF printer:



7. Click on **Save**:



8. You will then be able to save your ASP with a name and location of your choosing by entering a file name, and hitting **Save**:

