

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

- 1. Access DegreeWorks
  - a. Log in at <a href="https://portal.wvu.edu">https://portal.wvu.edu</a> (using <a href="https://wvu.edu">WVU Login</a> username and password)
  - b. Click on the DegreeWORKS button at the top

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

Back to Portal		FAQ			Submit Feedback		Log Out	
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head			West	Virginia Ur	niversity			
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Student		Catalog Year	2015 - 2016			WVU Credits Earned	27	
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3. Click on the appropriate Academic Success Plan (ASP):

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

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MC 622	3.0								

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

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

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## 7. Click on Save:

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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**:

