My Progress Plan (Degree Audit) Printing Instructions

Directions on how to prepare and print your My Progress Plan (Degree Audit) to attach to your graduation application for the approval process.

1. Enter your self-service account.
2. Open My Progress.
3. Go to each area/requirement and click on show details. This will open up all details for the requirement so that they can be seen in the printed document.
4. Once all requirements are open, select "print" on the upper right corner.
5. Adjust your print settings as follows:
   a. 1 Copy
   b. Black & White
   c. Letter size paper
   d. 4 pages per sheet (this will reduce the size of the printed document).
   e. IF YOU CAN...Select print both sides (this will reduce the size of the printed document).

   f. Select Options: Headers/Footers (this will put page numbers on the pages for easier reading).
   g. Save a copy with these print settings.

6. Open Paper Cut
   a. Log in
   b. Select your printer
   c. Upload the document
   d. Print.