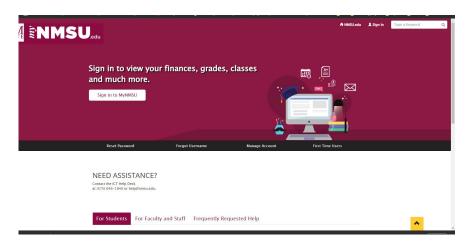
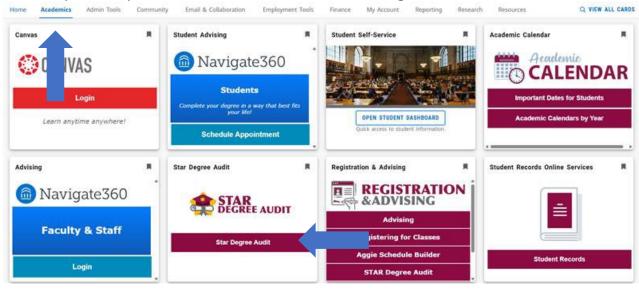
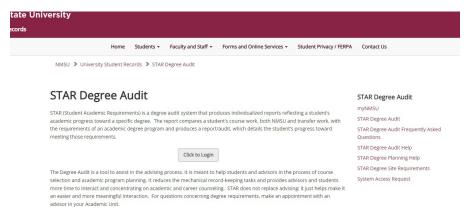
1. Sign in to your myNMSU: https://my.nmsu.edu



2. On the top ribbon, please select Academics and click Star Degree Audit



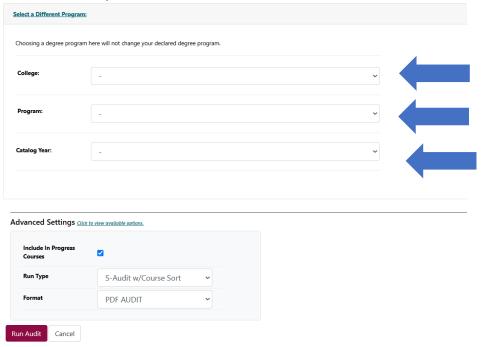
3. You can also go to https://records.nmsu.edu/students/star-degree-audit.html and select Click to Login



4. Log in with your myNMSU username and password. If you are already logged into your NMSU account, it should sign you in automatically once you press *Click to Login*.

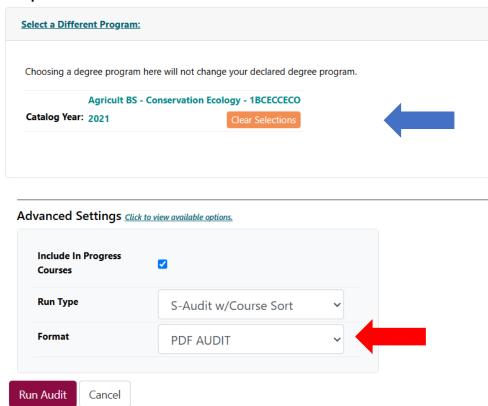


5. Select the <u>College, Program</u>, and <u>Catalog Year</u>. (Catalog year indicates the year you started college). Ensure your Degree Program matches your Student Schedule. Please also ensure that you run the degree (Bachelor of Science, Bachelor of Arts, etc.) that matches what you have declared in your file.

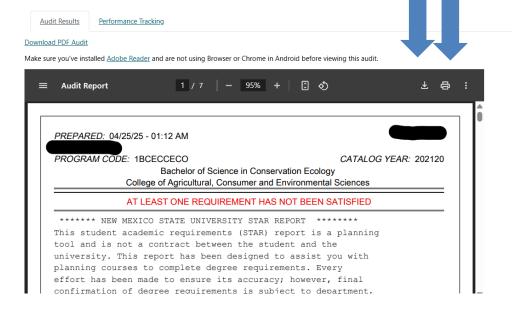


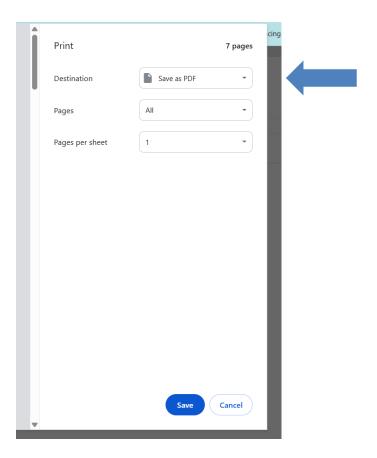
6. Then, once you have filled out your degree information, under *Advanced Settings*, select PDF Audit for the *Format*, then click *Run Audit*. You do not need to change anything under *Run Type*.

Request an Audit



7. Once the STAR Degree Audit loads, it will show up like below. Please then hit the Download or Printer button in the right-hand corner. If you choose the Printer Icon, please ensure you select "Print to PDF."





8. Select a folder to save the document and email it from your myNMSU email to myp@nmsu.edu.

Please remember to attach the STAR Degree Audit to your email through the *Insert*, then *Attach file* option (available in the options above your email) to ensure that the audit is sent as a PDF. If you drag and drop the STAR degree audit into your email, it will likely convert it to an unusable file for us

