myPortal Student Planning Guide:

This guide is designed to help you understand your degree audit as part of Student Planning in myPortal. Student Planning is there to help you track your progress in your academic program throughout your time at Lakehead. It will show you all of the requirements you need to fulfill in order to successfully complete your degree. Follow the steps below to access Student Planning.

Important: You can review your program requirements as listed in the Programs & Faculties section of the Academic Calendar to understand the classes you will need to register for in each year of your program as well. You should also be aware of the Academic Schedule of Dates as they outline the final days to register and drop classes for each term.
1. Log into myPortal at myportal.lakeheadu.ca
2. From the home screen you can click on the Student Planning box or you can navigate through the Academics tab (student cap icon) in the menus on the left hand side of the screen and click on the Student Planning dropdown menu (see image below).

3. After doing so, you will be brought to a page that will show you various kinds of information pertaining to your academic program. At the top of the screen you will see information about your GPA, your program major, your catalog year which indicates the year you started your program, and you will also see your progress in your program as indicated by the green bars (see image below).
4. As you scroll through your degree audit you will see the course requirements that must be met in order to successfully complete your degree. Requirements that have been met will be highlighted in green and say **Completed**, requirements that have not been met will be highlighted in red and say **Not Started**, and requirements that are you are currently in the process of completing will also be highlighted in green but will say **In Progress** instead (see images below).

**Completed Requirements:**

![Completed Requirements Table]

**Incomplete Requirements:**

![Incomplete Requirements Table]

**In Progress Requirements:**

![In Progress Requirements Table]
5. Student Planning also gives you the option to view the requirements of another program. You can use this if you are interested in switching your program and are curious about how the courses you have already completed will fit in with the new program requirements. At the very top of the screen you will see a button that says **View a New Program**. After clicking this you will see a list of all the available programs that you can potentially switch into. Simply choose one of the options and see how your already complete courses will count towards your new program requirements (see image below).