

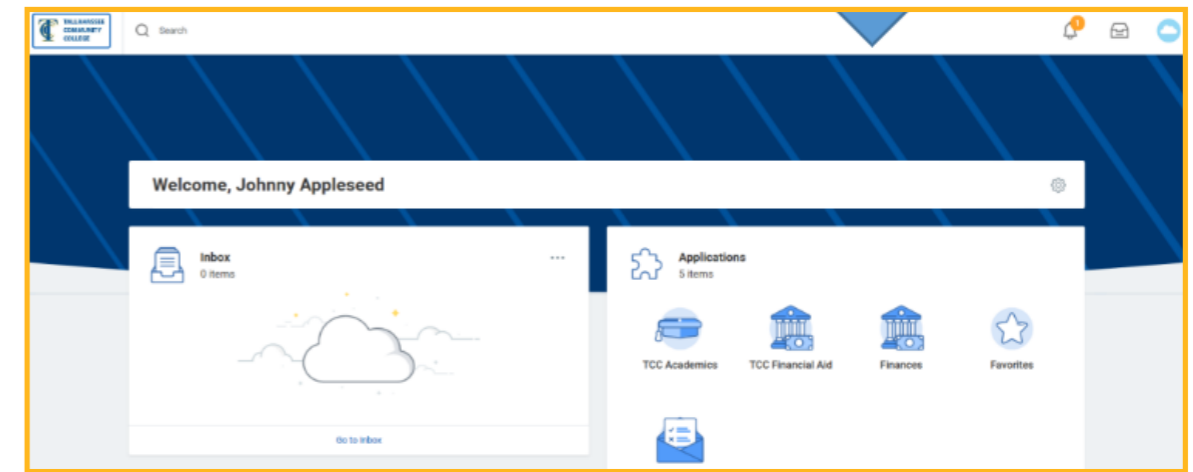


# HOW TO SEND YOUR TCC DEGREE AUDIT

**STEP ONE** - Login as a student to TCC Workday by visiting the website here:

<https://www.tcc.fl.edu/workday>

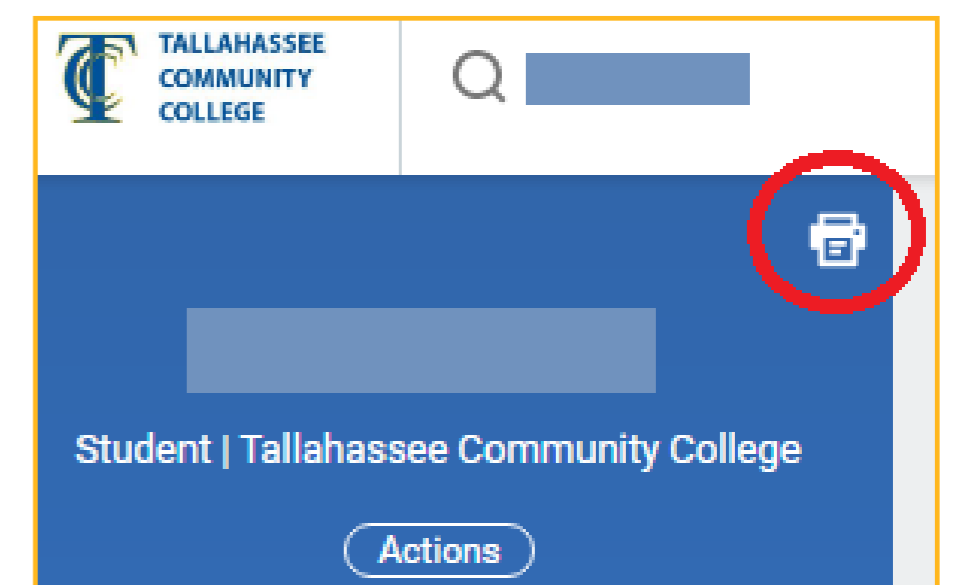
**STEP TWO** - When you login, you will see this dashboard:



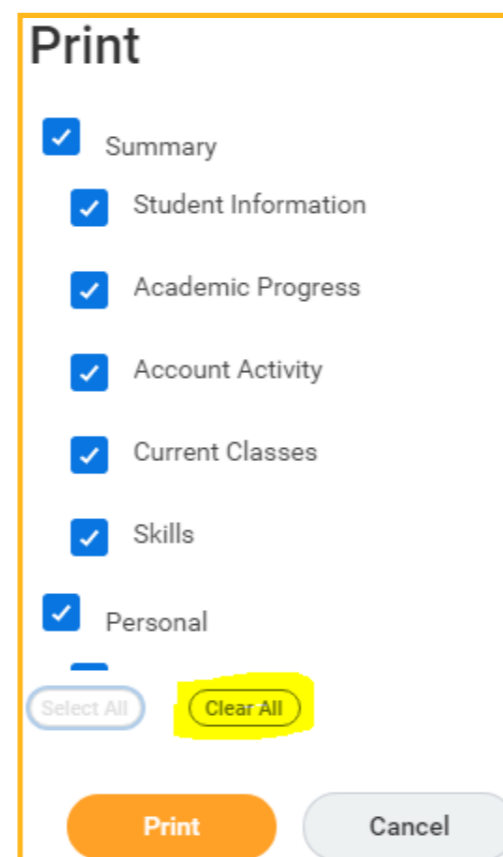
**STEP THREE** - Click on the Cloud icon at the top right and choose "View Profile"



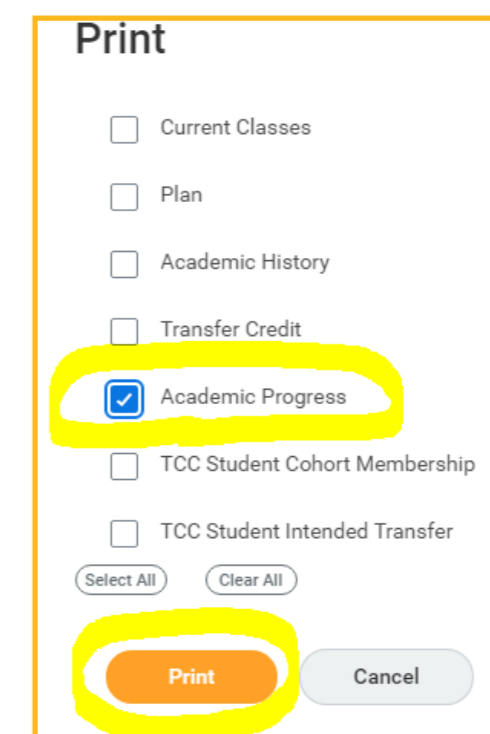
**STEP FOUR** - Click on the printer icon at the top left to print your Academic Progress/Academic History:



**STEP FIVE** - Select 'Clear All' from the Print Menu



**STEP SIX** - Scroll down on the Print Menu to Academics & check "Academic Progress" ONLY:



**STEP SEVEN** - Choose Print and Select "Save as Adobe PDF" Once saved, you will send the saved pdf to Jennifer Rinnert via email at [JRinnert@flagler.edu](mailto:JRinnert@flagler.edu)