

How to Generate a Degree Audit

1. Open the FireFox web browser, and log into CommNet.
2. You can access CommNet by going to the Gateway Community College homepage. Click the blue link at the top labeled “My Gateway”.
3. On the bottom right click the purple box that says “myCommNet”.
4. Log in using your NetID (8-digit number with the @student.commnet.edu extension) and password. Example: 01234567@student.commnet.edu
5. On the CommNet homepage, in the bottom left corner is the Degree Works box. Click the highlighted blue text, [Gateway Community College](#).
6. A yellow pop-up bar will appear at the top of the browser. Right click “Options”, and allow pop-ups. Exit out of the new tab that was created, and re-click the [Gateway Community College](#) link.
7. This will generate your degree audit, that can be viewed and saved if desired.
8. Generating a degree audit for a different major, is done through the same page.
9. On the left hand column select “What if”, update program to desired major, and catalog year to the current year. Change area of study to newly selected major. Click “Process What If”.

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