

myCuesta Pathway QUICK START INSTRUCTIONS

Log in to my.cuesta.edu and launch myCuesta Pathway from the Student tab.

- 1> Log in to your myCuesta student portal
- 2> Click on the Student tab
- 3> Locate the myCuesta Pathway channel on the top right corner above Student Quick Links
- 4> Launch myCuesta Pathway
- 5> Your Student ID and name will appear and you will be on the Audits tab
- 6> If you have a selected major, an audit will appear for that major. The audit will show both general education and major requirements. If you don't have a selected major, explore the **What If** major option (see step 7).
- 7> To view degree requirements for a What If major:
 - Click on What If tab, hover on the pull down menus
 - The Catalog Year should reflect your most recent date of enrollment; you may pull-down the current catalog year if desired
 - Select desired What If degrees or certificates from the program drop-down menu
 - Click Process What If to view results
 - Click print on the top row of the screen for a reference copy
- 8> For grade point average scenarios, click on GPA Calc tab
- 9> To view any notes entered by your counselor, click the Notes tab
- 10> Troubleshoot, Report Problems and Request Additional Help

Troubleshooting Tip: If you have difficulty accessing myCuesta Pathway with your computer, clear the Cache file on your web browser.

To report a problem: Click on the Report Problem link at the bottom of the myCuesta Pathway channel on the students tab in your myCuesta student portal. Be sure the e-mail contains the following information:

- Your Student ID number, contact information (phone number preferred)
- If applicable
 - > Whether you are you using a PC or a Mac
 - > Which browser you are using (Internet Explorer, Firefox, Safari, Chrome, etc.)
- A detailed description of the problem
- A screen shot of what you are seeing (if possible)



The screenshots illustrate the steps to access myCuesta Pathway:

- 1**: The login page shows the 'Faculty, Staff, Student Secure Sign In' section. The 'User Name' field is highlighted with a red circle and the number 1. Below it, an example 'Example: chris_cougar' is shown. The 'Password' field is also visible.
- 2**: The user is logged in. The navigation menu at the top is highlighted with a red circle and the number 2. The 'Student' tab is selected.
- 3**: The 'My Web Services' section is shown. The 'myCuesta Pathway' channel is highlighted with a red circle and the number 3. A callout box points to the 'myCuesta Pathway' channel, which includes a description: 'myCuesta Pathway is a web-based, degree-auditing and tracking tool which enables students and counselors to evaluate academic progress towards graduation and major/program requirements. This tool will allow students to quickly and easily identify which requirements have been satisfied, and which requirements are outstanding.' Below this is a link: 'Click Here to Access MyCuesta Pathway'.