Installing Degree Works PC Tools Version 40101
USG Institutions

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1. Double-click on the DegreeWorks_40101_Setup file. When the USER ACCOUNT CONTROL window appears, click YES. You will see the “Install Wizard” window appear.

2. From the Degree Works – InstallShield Wizard window, click on NEXT.

3. When the License Agreement screen appears, click “I accept the terms of the license agreement” then click NEXT.

NOTE: If a prior version of the PC Tools has been installed on your computer, you may or may not see this screen.

4. When the Customer Information screen appears, fill in the User Name, Company Name, and Unlock Code using your UNIQUE institution information (your name, your institution name, and then the activation code in the screen shot below). Click NEXT.

NOTE: If a prior version of the PC Tools has been installed on your computer, you may or may not see this screen.

5. When the Setup Type screen appears, click COMPLETE, then click NEXT.

NOTE: If a prior version of the PC Tools has been installed on your computer, you may or may not see this screen.

6. When the Server Configuration Screen appears, enter your UNIQUE institution information. After entering the correct information, click NEXT.

NOTE: If a prior version of the PC Tools has been installed on your computer, you may or may not see this screen.

7. When the Ready to Install the Program screen appears, click INSTALL.

NOTE: If a prior version of the PC Tools has been installed on your computer, you may or may not see this screen.

8. During installation, you will see the following screen:

NOTE: If a prior version of the PC Tools has been installed on your computer, you may or may not see this screen.

9. During the installation, you might receive the following error screen, just click OK and proceed.

10. You might also see another error screen, just click OK and proceed.

11. Finally, you will see the InstallShield Wizard Complete screen. Click FINISH.

    NOTE: If a prior version of the PC Tools has been installed on your computer, this screen might say "Update Complete."

12. You should now have the Degree Works PC Tools Icons – Scribe, Transit, and Surecode - on your desktop.

13. Now it's time to make sure you can open/use Scribe, Transit, and Surecode. Double click on the SCRIBE icon.

14. If you receive the following error, click OK then close the Scribe window (click on the X in the right hand corner). See remaining steps for

15. To correct this error, RIGHT CLICK on the SCRIBE ICON and then click PROPERTIES (bottom of list).

16. Click on the COMPATIBILITY tab, then click the checkbox under "Compatibility Mode", and then select your Windows operating system from the drop down box (more than likely Windows 7). Then click APPLY.

17. One FINAL step might be required – right click on the SCRIBE icon again, click RUN AS ADMINISTRATOR (4th from the top of list). The following screen will appear. Click YES.

18. The Degree Works Scribe PC Tool window will now appear. Enter your log-on credentials.

19. Repeat steps 18 through 23 for Surecode and Transit if you are unable to access the tool.

20. Final note – whenever you open Scribe, SureCode, or Transit, you will receive a prompt asking if you want to allow the application to make changes to your computer – click YES.

If you have difficulty or encounter a problem during this installation, please open a ticket with the ITS Helpdesk (helpdesk@usg.edu).