Faculty/Advisors

New Login to view a PAWS Report Quick Reference Steps

1. From the MyCoyote Portal, select the (PAWS Report icon) under the QuickLaunch Navigation.

2. To Request a PAWS report for a student.
   
   Step 1: Select the Students icon.
   
   Step 2: Enter the Student ID or Name.
   
   a. To search by Student ID, enter the student ID then select the Submit button.
   
   b. To search by Name, enter the first name, last name, or both then select the Search button.
   
   • After you select the Search button, a list of names matching the information inputted will display. Select the button to the left of the name to run the PAWS report.

3. To Request a PAWS report for a student’s current major(s).
   
   Step 1: Select the Run PAWS button.
   
   Step 2: Select the View Audit link to view the most recent PAWS report.

4. To Request a “What If” PAWS report.
   
   Step 1: Select the Run Selected Major button.
   
   Step 2: Select the Degree from the drop down menu.
   
   Step 3: Select the Catalog Year.
   
   Step 4: Select the Run PAWS button.

5. Additional ways to view PAWS reports for students.
   
   a. The PAWS Audit Request self service quicklink from the MyCoyote portal.
   
   b. In PeopleSoft Student Services Center.

       Navigation: Campus Community > Student Services Center.

New Features!

➢ Automatic system refresh every 3 seconds!
➢ Link to catalog course descriptions!
➢ Option of HTML or PDF version!
➢ Easier to read and manage!

For help reading the PAWS report, email pawshelp@csusb.edu.

For help logging into MyCoyote, email support@csusb.edu.
New Login to view a Student’s PAWS Report

1. From the MyCoyote Portal, select the **PAWS Report** icon under the QuickLaunch Navigation.

2. To Request a PAWS report for a student.
   
   **Step 1:** Select the **Students** icon.
Step 2: Enter the **Student ID** or **Name**.

a. To search by **Student ID**, enter the student ID then select the **Submit** button.

### Enter Student ID

Student ID

![Submit button]

b. To search by **Name**, enter the first name, last name, or both then select the **Search** button.

### Search by Student Name

**First Name**

Joe

**Last Name**

Coyote

![Search button]

- After you select the **Search** button, a list of names matching the information inputted will display. Select the button to the left of the name to run the PAWS report.

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Student Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Select button]</td>
<td>Coyote, Joe E</td>
<td>00026420</td>
</tr>
</tbody>
</table>
3. To Request a PAWS report for a student’s current major(s).

   Step 1: Select the Run PAWS button.

   Request a PAWS
   Select A Major
   • Run Current Major:

<table>
<thead>
<tr>
<th>School</th>
<th>Degree Program</th>
<th>Title</th>
<th>Catalog Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMM-BA</td>
<td>COMMUNICATION (A&amp;L)</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>

   • Run Selected Major:
   Choosing a degree program here will not charge your declared degree program.

   Degree
   Catalog Year

   Format  Regular (HTML)  

   Run PAWS  Cancel

   Step 2: Select the View Audit link to view the most recent PAWS report.

   • The system refreshes every 3 seconds and the PAWS report will appear under Completed PAWS Requests when ready for viewing.
4. To Request a “What If” PAWS report for a student.

   Step 1: Select the **Run Selected Major** button.

   ![Run Selected Major button](highlight)

   **Run Selected Major:**
   Choosing a degree program here will not change your declared degree program.

   - Degree
   - Catalog Year

   ![Format dropdown](highlight)
   - Format: Regular (HTML)

   ![Run PAWS button](highlight)
   ![Cancel button](highlight)

   **Step 2:** Select the **Degree** from the drop down menu.

   ![Degree select](highlight)
   - Administration--BA--Fin

   ![Catalog Year](highlight)

   ![Format](highlight)
   - Format: Regular (HTML)

   ![Run PAWS button](highlight)
   ![Cancel button](highlight)
Step 3: Select the **Catalog Year**.

- The current catalog year should be the only option.

![Catalog Year selection](Image)

Step 4: Select the **Run PAWS** button.

- The requested PAWS report will appear automatically.

![Run PAWS button](Image)
5. Additional ways to view PAWS reports for students.
   a. The **PAWS Audit Request** self service quicklink from the MyCoyote portal.
b. In PeopleSoft **Student Services Center**.

Navigation: Campus Community > Student Services Center

Joe's Student Center

**Academics**

- My Class Schedule
- Schedule Planner
- **PAWS Report**

You are not enrolled in classes.