Students

New Login to view your 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 your current major(s).
   Step 1: Select the Run PAWS button.
   Step 2: Select the View Audit link to view your most recent PAWS report.
3. To Request a “What If” PAWS report.
   Step 1: Select the Run Selected Major button.
   Step 2: Select the specific Degree you wish to run a PAWS report from the drop down menu.
   Step 3: Select the Catalog Year.
   Step 4: Select the Run PAWS button.
4. PAWS reports can also be ran through the Student Center page on MyCoyote.

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 your PAWS report, email pawshelp@csusb.edu.
For help logging into MyCoyote, email support@csusb.edu.
**New Login to view your PAWS Report**

1. From the MyCoyote Portal, select the **PAWS Report** icon under the QuickLaunch Navigation.
2. To Request a PAWS report for your current major(s).

Step 1: Select the **Run PAWS** button.

Request a PAWS

Select A Major

- Run Current Major:
  - School
  - Degree Program
  - Title
  - Catalog Year

- Run Selected Major:
  - Degree
  - Catalog Year
  - Format: Regular (HTML)

   ![Run PAWS button](red_square)

   ![Cancel button](cancel)

   ![Check box SELECT ALL](select all)

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

- The system will refresh every 3 seconds and your PAWS report will show under **Completed PAWS Requests** when it is ready for viewing.
3. To Request a “What If” PAWS report.

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

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

   Degree
   
   Catalog Year
   
   Format

   Run PAWS  Cancel

   
   Step 2: Select the specific **Degree** you wish to run a PAWS report from the drop down menu.

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

   Degree
   
   Catalog Year
   
   Format

   Run PAWS  Cancel
Step 3: Select the **Catalog Year**.

- The most current catalog year should be the only option.

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

<table>
<thead>
<tr>
<th>Degree</th>
<th>Administration--BA--Fin ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog Year</td>
<td>Fall 2016 ▼</td>
</tr>
<tr>
<td>Format</td>
<td>Regular (HTML) ▼</td>
</tr>
</tbody>
</table>

**Run PAWS** Cancel

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

- Your requested PAWS report will pop up automatically when it is ready for viewing.

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

<table>
<thead>
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**Run PAWS** Cancel
4. PAWS reports can also be ran through the Student Center page on MyCoyote.