Faculty/Advisors

New **Login to view a PAWS Report Quick Reference Steps**

1. From the MyCoyote Portal, select the **PAWS REPORT** (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.**

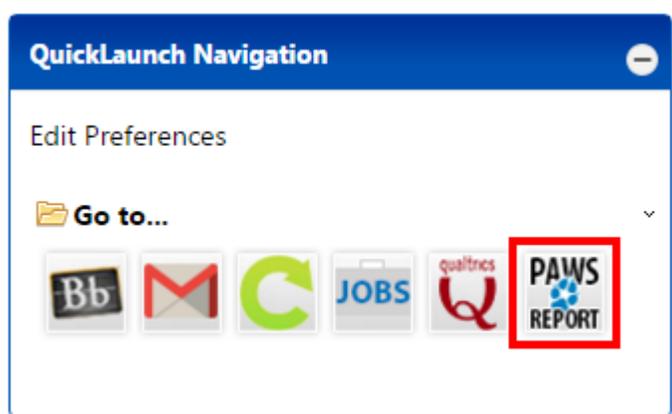   Navigation: Campus Community > Student Services Center.

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.

Students

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SAN BERNARDINO

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]

    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] ❓

- 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.

Select	▲ Name	Student Id
▣	Coyote,Joe E	000226420

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:

School	Degree Program	Title	Catalog Year
	COMM-BA	COMMUNICATION (A&L)	Fall 2015

○ Run Selected Major:

Choosing a degree program here will not change 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.

Completed PAWS Requests

These are the PAWS that have been run in the past for this student's record. Hitting the "Run PAWS" button will run a new audit report. #Deleting audits removes them from this list.

Run PAWS   **Delete**

select all/select none

ID	Program	Catalog Year	▾ Created	Format	Run By	Type	View	Delete
4682298	COMM-BA	Fall 2015	01/19/2016 4:19 PM	HTML	Student	IP	View Audit	☐

4. To Request a "What If" PAWS report for a student.

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	Regular (HTML) ▾

Run PAWS   Cancel

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

⊙ **Run Selected Major:**

Choosing a degree program here will not change your declared degree program.

Degree	Administration--BA--Fin ▾
Catalog Year	- ▾

Format	Regular (HTML) ▾

Run PAWS   Cancel

Step 3: Select the **Catalog Year**.

- The current catalog year should be the only option.

Run Selected Major:

Choosing a degree program here will not change your declared degree program.

Degree	Administration--BA--Fin ▼
Catalog Year	Fall 2016 ▼
Format	Regular (HTML) ▼

Run PAWS   Cancel

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

- The requested PAWS report will appear automatically.

Run Selected Major:

Choosing a degree program here will not change your declared degree program.

Degree	Administration--BA--Fin ▼
Catalog Year	Fall 2016 ▼
Format	Regular (HTML) ▼

Run PAWS   Cancel

5. Additional ways to view PAWS reports for students.

      a. The **PAWS Audit Request** self service quicklink from the MyCoyote portal.

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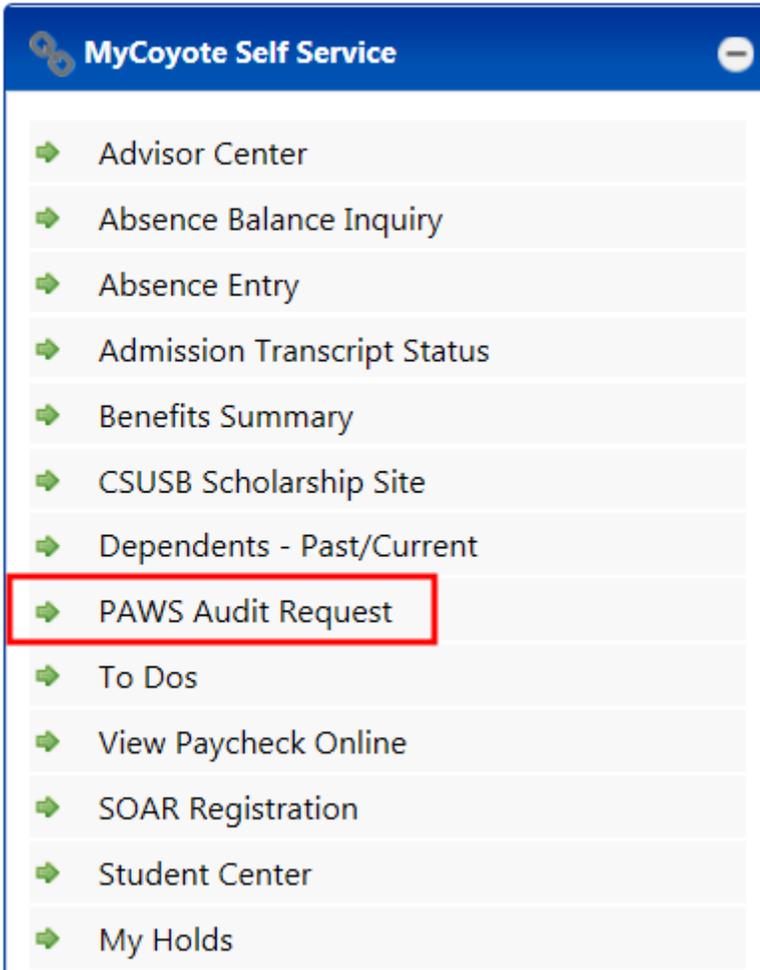
b. In PeopleSoft **Student Services Center.**

Navigation: Campus Community > Student Services Center

| student center | academics | finances | financial aid | general info | admissions | transfer credit |

Joe's Student Center

Academics

My Class Schedule
Schedule Planner
PAWS Report

[other academic... ▾] ⊗

(i) You are not enrolled in classes.