


## 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!

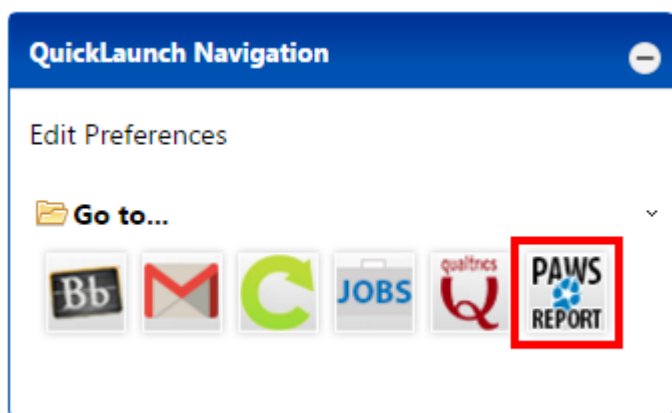
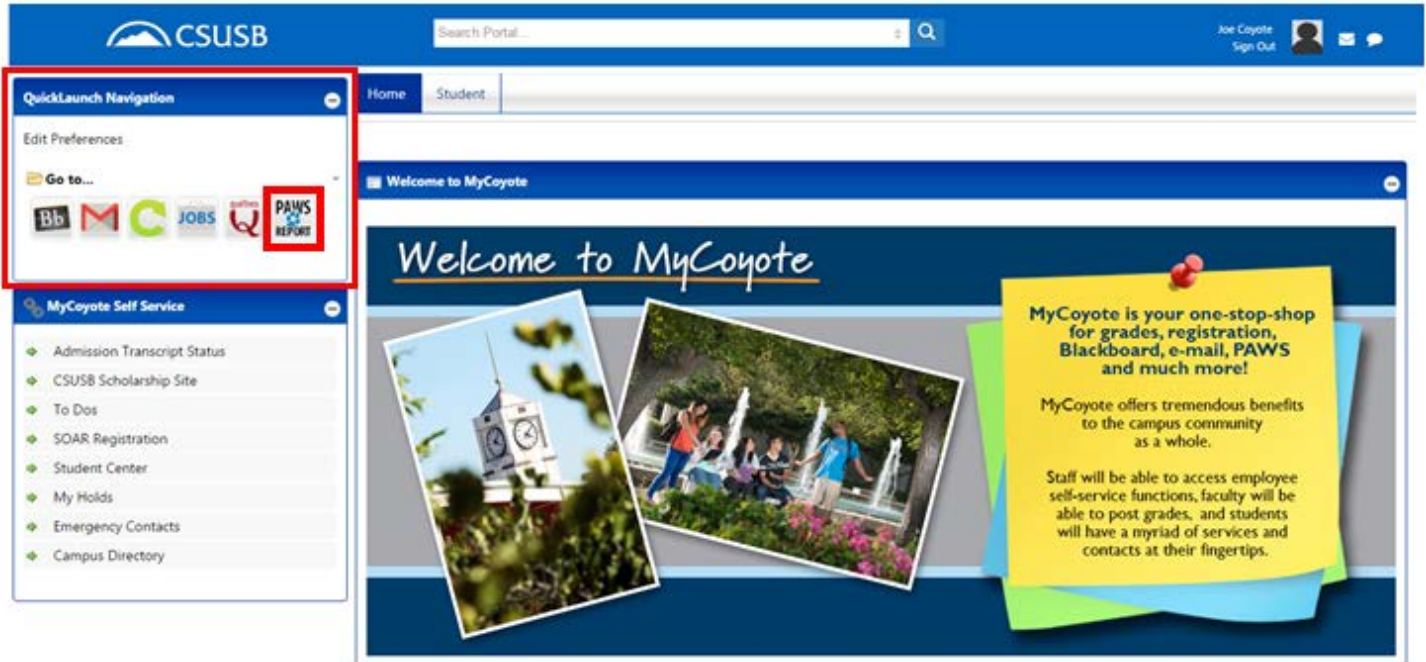
- Automatic system refresh every 3 seconds!
- Link to catalog course descriptions!
- Option of HTML or PDF version!
- Easier to read and manage!

For help reading your PAWS report, email [pawshelp@csusb.edu](mailto:pawshelp@csusb.edu).

For help logging into MyCoyote, email [support@csusb.edu](mailto: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 |
|--------|----------------|---------------------|--------------|
|        | 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 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.

### 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   | <b>View Audit</b> |        |

### 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

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

### 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.

|              |                           |
|--------------|---------------------------|
| Degree       | Administration--BA--Fin ▼ |
| Catalog Year | Fall 2016 ▼               |

|        |                  |
|--------|------------------|
| Format | Regular (HTML) ▼ |
|--------|------------------|

|   |                                       |
|---|---------------------------------------|
| <input type="button" value="Run PAWS"/> | <input type="button" value="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.

|              |                           |
|--------------|---------------------------|
| Degree       | Administration--BA--Fin ▼ |
| Catalog Year | Fall 2016 ▼               |

|        |                  |
|--------|------------------|
| Format | Regular (HTML) ▼ |
|--------|------------------|

|   |                                       |
|---|---------------------------------------|
| <input type="button" value="Run PAWS"/> | <input type="button" value="Cancel"/> |
|---|---------------------------------------|

4. PAWS reports can also be ran through the Student Center page on MyCoyote.

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