Students

PAWS Report Quick Reference Steps

1. From the MyCoyote Portal, select the My Academics tile.

![My Academics](image1)

2. Select the myCAP and PAWS Report tile

![myCAP and PAWS Report](image2)

3. To Run a PAWS:
   - Step 1: Select the **Run PAWS** button.
   - Step 2: Select the **View Audit** link to view your most recent PAWS report.

4. 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.

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

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

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

1. From the MyCoyote Portal, select the My Academics icon.
2. Select the myCap/PAWS Report tile
3. To Request a PAWS report for your current major(s).

Step 1: Select the Run PAWS button.

**Request an Undergraduate PAWS**

<table>
<thead>
<tr>
<th>Run Declared Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Level</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Select a Different Program:**

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**Advanced Settings** [Click to view available options.]

- Run Declared Programs
- Cancel

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

<table>
<thead>
<tr>
<th>Catalog Year</th>
<th>Created</th>
<th>Audit Type</th>
<th>Format</th>
<th>Run By</th>
<th>Course Type</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2023</td>
<td>09/19/2023 4:51 PM</td>
<td>HTML</td>
<td></td>
<td></td>
<td></td>
<td>View Audit</td>
</tr>
</tbody>
</table>

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

   Step 1: Select the Run Selected Major button.

   **Select a Different Program:**

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

   **Academic Level:** Undergraduate

   **Program:**

   **Catalog Year:**

   **Advanced Settings** Click to view available options.

   **Run Different Program** Cancel

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

   **Select a Different Program:**

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

   **Academic Level:** Undergraduate

   **Program:** Administration--BA--f

   **Catalog Year:**

   **Advanced Settings** Click to view available options.

   **Run Different Program** Cancel
Step 3: Select the **Catalog Year**.
   a. The most current catalog year should be the only option.

   ![Select a Different Program]

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

**Academic Level:** Undergraduate  
**Program:** Administration--BA--Finance Conc - FIN-BA  
**Catalog Year:** Fall 2023

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Step 4: Select the **Run Different Program** button.
   b. Your requested PAWS report will pop up automatically when it is ready for viewing.

**Request an Undergraduate PAWS**

**Run Declared Programs:**

**Select a Different Program:**

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

**Academic Level:** Undergraduate  
**Program:** Administration--BA--Finance Conc - FIN-BA  
**Catalog Year:** Fall 2023

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Advanced Settings [Click to view available options.]

[Run Different Program] [Cancel]
5. PAWS reports can also be ran through the Student Center page on MyCoyote.