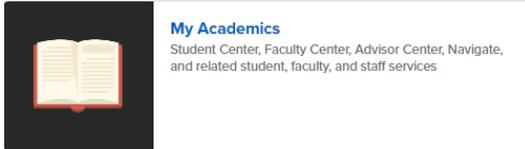


Students

PAWS Report Quick Reference Steps

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



2. Select the myCAP and PAWS Report tile



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.

The screenshot shows the MyCoyote portal interface. At the top, there is a blue navigation bar with the CSUSB logo on the left and three dropdown menus: 'Student Menu', 'Faculty Menu', and 'Staff Menu'. Below the navigation bar, the 'myCoyote' logo is prominently displayed. The main content area is divided into several sections. On the left, there is a 'Coyote Connection' banner with the text 'COYOTE CONNECTION FIND YOUR PACK!' and a photo of a smiling woman. To the right of this is a 'Winter Intersession 2024' banner with the text 'Winter Intersession 2024 is here! The class schedule will be available September 29, 2023 and registration begins November 13, 2023.' Below these banners is a grid of six service tiles. Each tile has an icon and a title with a brief description. The tiles are: 'Canvas' (Canvas Learning Management System), 'Student Center' (Access student related self services), 'Personal Messages' (Directly access your personal messages), 'Faculty Center' (Manage items such as your class roster, class schedule, and grading), 'My Financials' (Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site), and 'My Academics' (Student Center, Faculty Center, Advisor Center, Navigate, and related student, faculty, and staff services). The 'My Academics' tile is highlighted with a red border.

Canvas
Canvas Learning Management System

Student Center
Access student related self services

Personal Messages
Directly access your personal messages.

Faculty Center
Manage items such as your class roster, class schedule, and grading

My Financials
Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site

My Academics
Student Center, Faculty Center, Advisor Center, Navigate, and related student, faculty, and staff services

2. Select the myCap/PAWS Report tile

The screenshot shows the myCoyote dashboard interface. At the top left is the CSUSB logo. At the top right are navigation menus for 'Student Menu', 'Faculty Menu', and 'Staff Menu'. The main header area features the 'myCoyote' logo and a 'myCoyote Home' button. Below the header is a grid of four tiles:

- myCAP and PAWS Report**: This tile is highlighted with a red border. It features an icon with 'myCAP' and 'PAWS REPORT' text. The description reads: 'View students myCoyote Academic Planner or Program Advising Worksheet for Students'.
- Schedule Planner**: Features an icon of a laptop with a pencil and a plus sign. The description reads: 'Plan, schedule and register for courses'.
- Add Classes**: Features a green circle with a white plus sign. The description reads: 'Enroll in classes for the term'.
- Drop Classes**: Features an orange circle with a white minus sign. The description reads: 'Drop classes from your schedule'.

3. To Request a PAWS report for your current major(s).

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

Request an Undergraduate PAWS

[Run Declared Programs:](#)

Academic Level	Degree Program
	KEXS-BS

[Select a Different Program:](#)

Advanced Settings [Click to view available options.](#)

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

Catalog Year	Created	Audit Type	Format	Run By	Course Type	View
Fall 2023	09/19/2023 4:51 PM		HTML		...	View Audit

- 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 Clear Selections

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 Clear Selections

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.

Search	>
Plan	>
Enroll	>
My Academics	>

PAWS
Schedule Planner