9/2014 Version

## Self Service PAWS Manual

Shelley James

Shawn Schultz

Academic Advising Center

Self Service PAWS is the system to use in finding student information for all EIU students.

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- 1. From the EIU homepage, under Current Students, click on **PAWS**:

2. Then, click on Login to PAWS:



3. Enter your EIU Net ID and password:

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EIU Net ID:		
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4. There are several different tabs on the Main Menu, depending on your role here at EIU.



5. Academic Advisors will use the Faculty Services tab.



- 6. Student Information Menu is the first place to look.
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- 7. To find a specific student, click on **ID Selection**, then choose **term**:

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8. You must know either the **student E-number** (remember to capitalize the E), or the student's last and first name (remember, there can be more than one student with the same name):



9. Once you click submit, you should receive a confirmation of the student's name and Enumber; click **Submit** again:



- 10. Now you can click on any of the headings:
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- 11. Click on **Student Information**; this provides general student info:



- 12. To return to the previous menu, click on **Return to Menu** at the upper right.
- 13. Student Addresses and Phones provides the current information we have:



14. Back to Menu: Student Schedule provides their course enrollment for the semester:

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Information for <u>Sharon L. Crafton</u>	
Current Schedule	
No schedule available for selected term. <u>Return to Previous</u>	
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15. Academic Transcript is the unofficial version of their EIU transcript:

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16. Click **Display Transcript**:

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Transcript Data							
STUDENT INFORMATION							
Name : Sharo	n L. Crafton						
Birth Date: 28-SE	P						
***Transcript type:WEB Uno	fficial Web is NOT Official ***						
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Primary Degree							
Program:	BA in General Studies						
Major:	General Studies						
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17. Back to Menu, Advisee Listing is very important; this will show your current advisees:

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Advisee Listing								
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18. Clicking on their names brings you to their student address and phone:



19. Back at Student Information, click on Advisee Photo List:



20. Back at Student Information, Click on View Test Scores:

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This page lists the test scores for this student if the stude	nt is registered for the selected term.	
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Test Scores		
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21. Back at Student Information, Click on View Holds:

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## **Schedule Planner:**

Students now have the option to build their course schedule based upon their preferences. <u>Please note that using the Schedule Planner does not actually result in students registering</u> <u>for courses; they still have to manually register for these courses in PAWS.</u>

1. To show a student how to use the **Schedule Planner**, please have the student log in to **PAWS**. At the **main menu**, choose **Registration**. Then click on **Schedule Planner**:



2. Then, choose **Click here** to open the schedule planner:

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3. After the new link opens, and you choose the registration term, you can being entering the criteria for the courses:

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4. If you, as an advisor, do not have a student tab, you can access the Schedule Planner by utilizing this link: <u>https://www.eiu.edu/apps/scheduleplanner/login.php</u>.