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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.

**Log On Instructions:**

1. From the EIU homepage, under **Current Students**, click on **PAWS**: 
2. Then, click on **Login to PAWS**: 

![Login to PAWS](image1)

3. Enter your **EIU Net ID and password**:

![Enter EIU Net ID and password](image2)
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.

7. To find a specific student, click on **ID Selection**, then choose **term**: 
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 E-number; click Submit again:
10. Now you can click on any of the headings:

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:
15. **Academic Transcript** is the unofficial version of their EIU transcript:

![Image of Academic Transcript]

16. **Click Display Transcript:**

![Image of Display Transcript]
17. Back to Menu, **Advisee Listing** is very important; this will show your current advisees:

![Advisee Listing Image]

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

![View Student Addresses and Phones Image]
19. Back at **Student Information**, click on **Advisee Photo List**:

![Advisee Photo List](image1)

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

![View Test Scores](image2)
21. Back at **Student Information**, Click on **View Holds**: 
Schedule Planner:

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

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:

3. After the new link opens, and you choose the registration term, you can being entering the criteria for the courses:
4. If you, as an advisor, do not have a student tab, you can access the Schedule Planner by utilizing this link: [https://www.eiu.edu/apps/scheduleplanner/login.php](https://www.eiu.edu/apps/scheduleplanner/login.php).