9/2014 Version

Self Service PAWS Manual
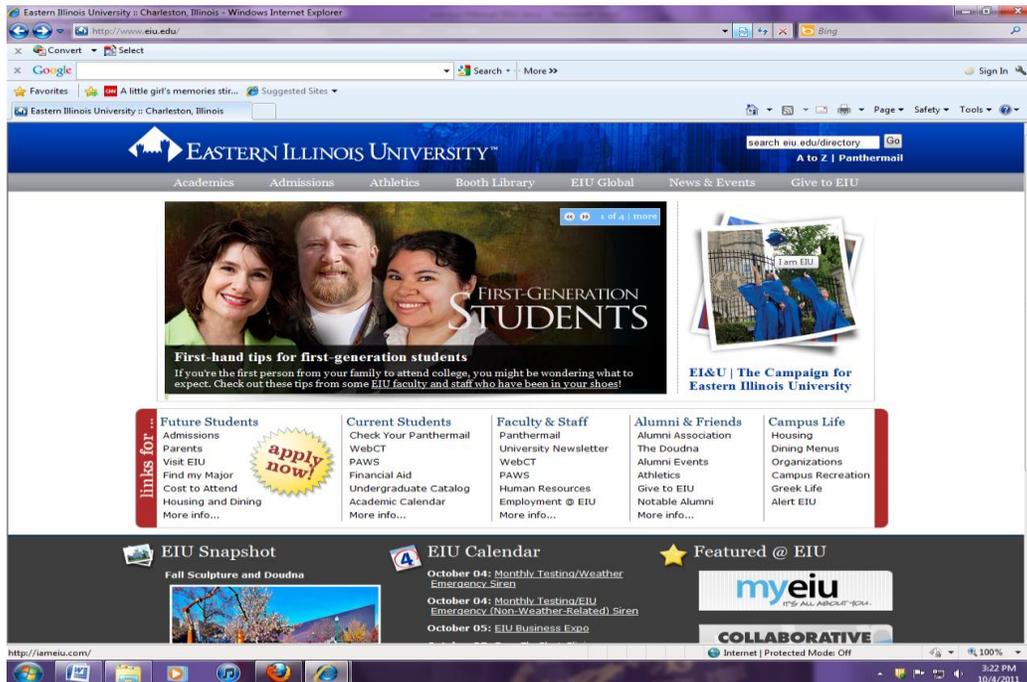
Shelley James

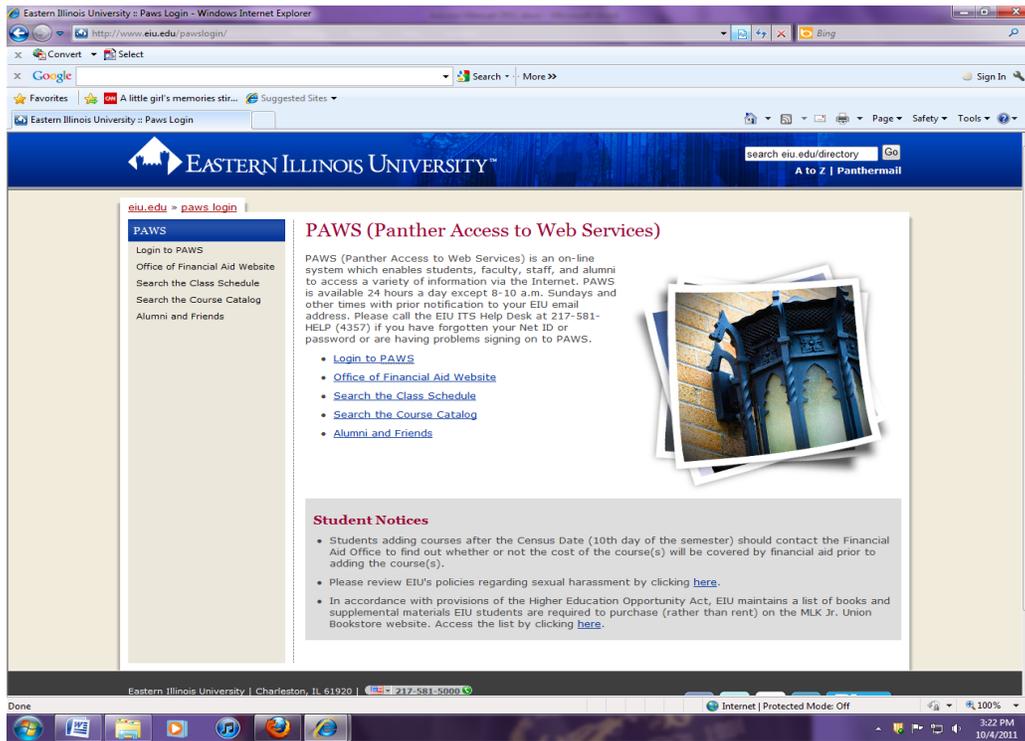Shawn Schultz

Academic Advising Center

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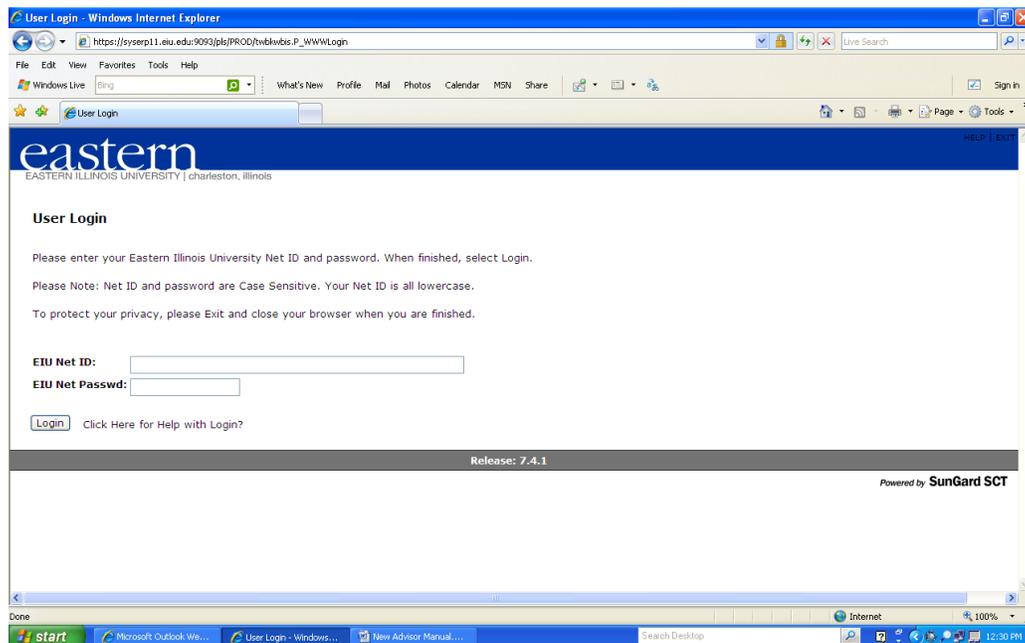
Log On Instructions:

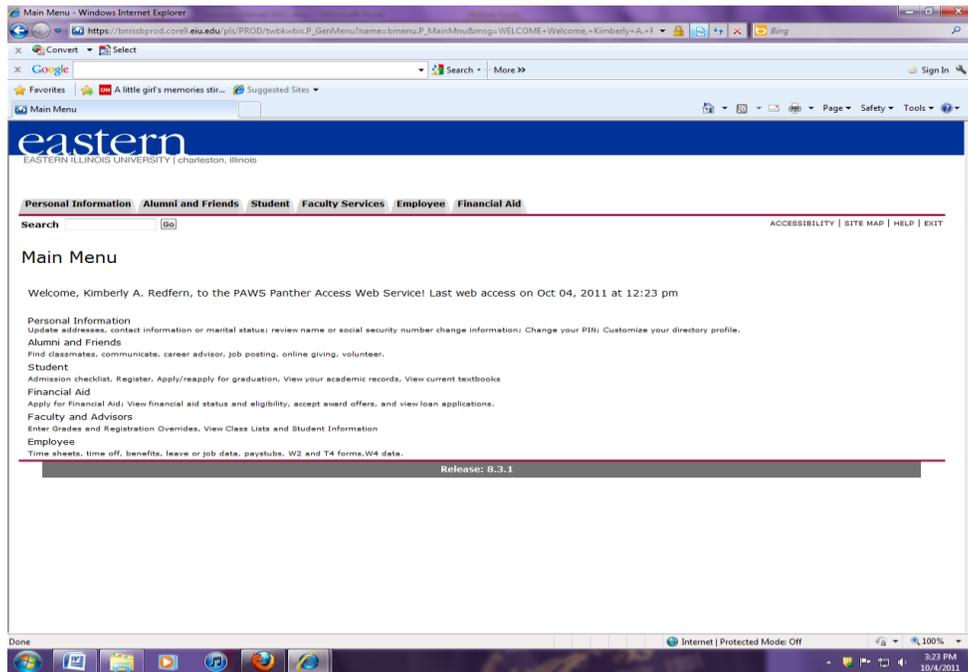1. From the EIU homepage, under Current Students, click on **PAWS**:

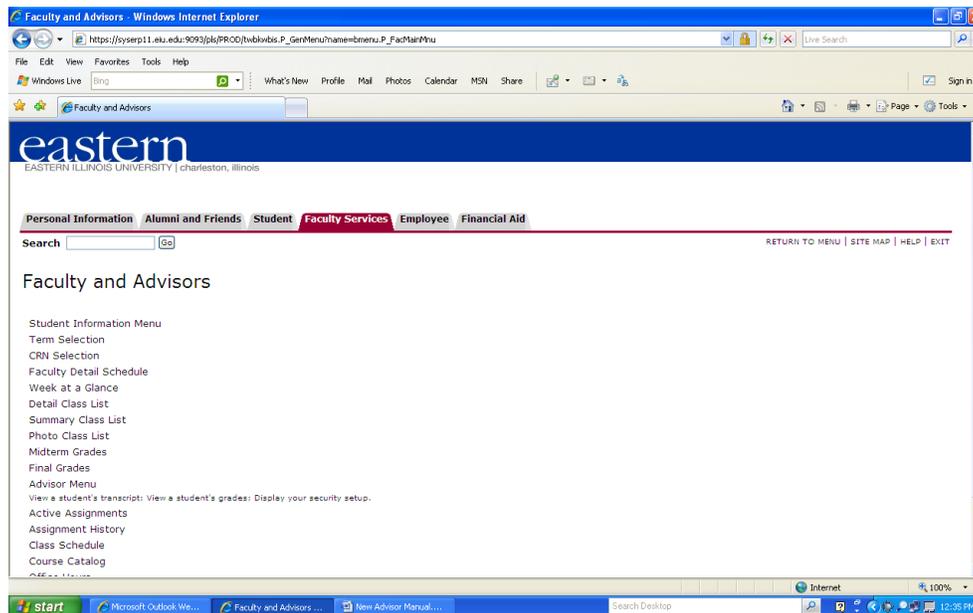2. Then, click on **Login to PAWS**:

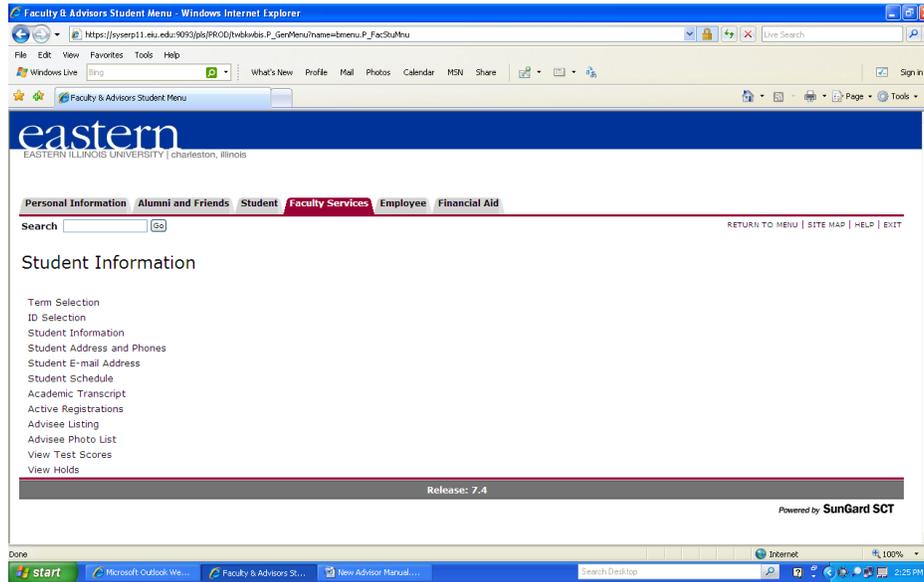3. Enter your **EIU Net ID and password**:

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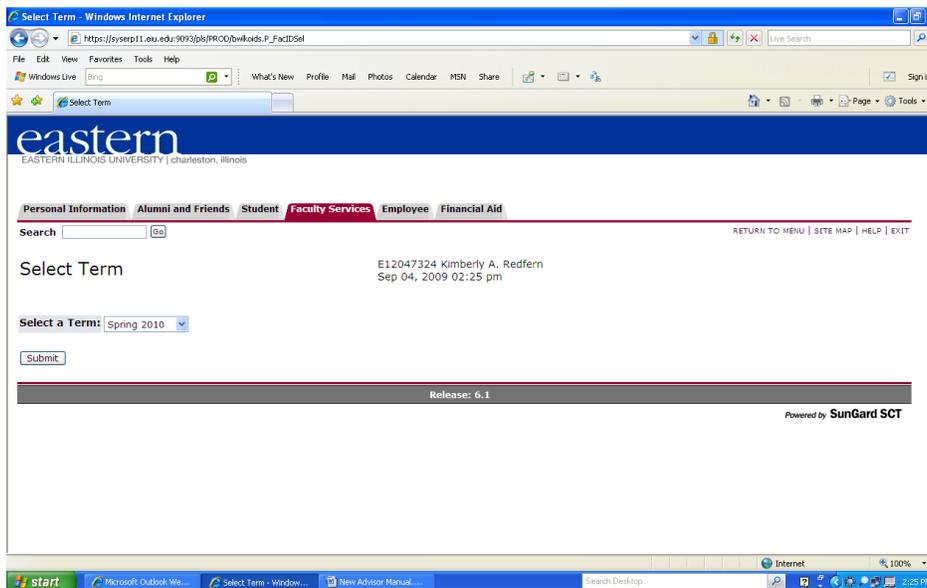

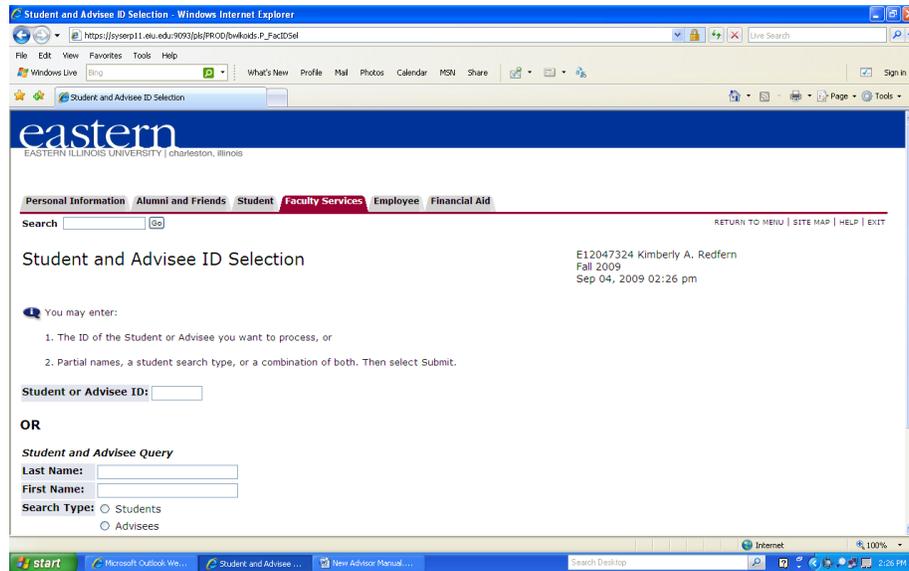5. Academic Advisors will use the **Faculty Services** tab.

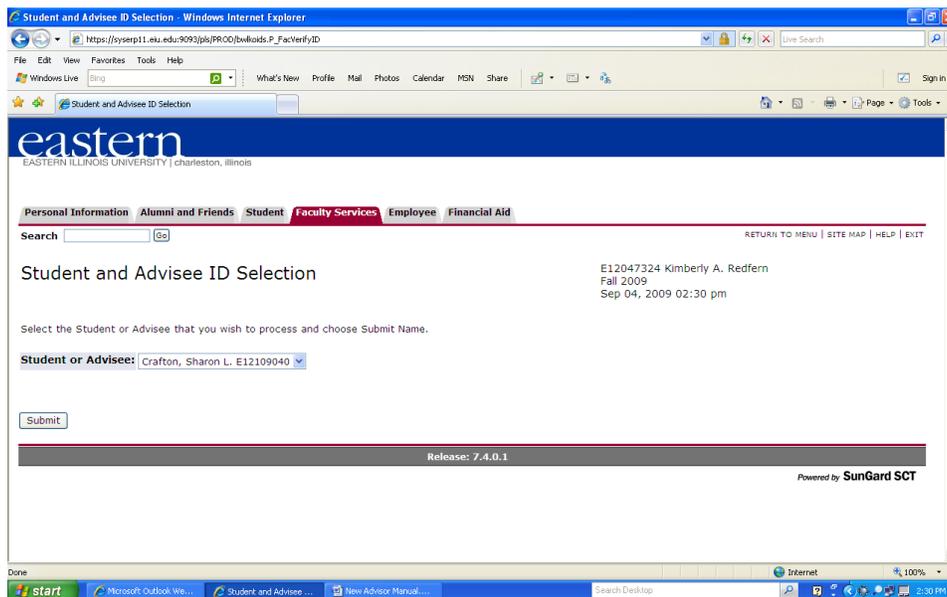6. **Student Information Menu** is the first place to look.

7. To find a specific student, click on **ID Selection**, then choose **term**:
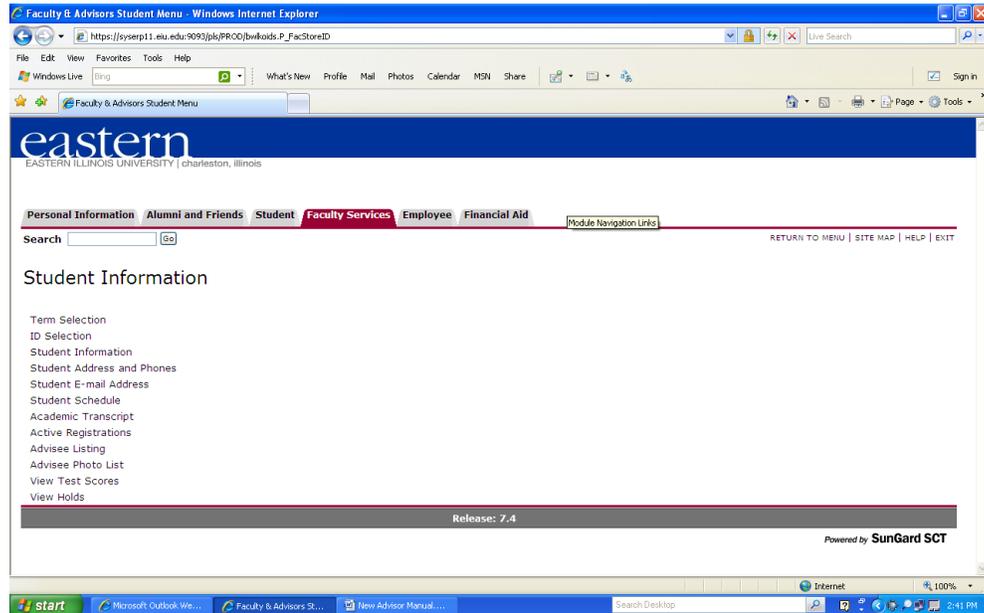
8. You must know either the **student E-number** (remember to capitalize the E), or the student's last and first name (remember, there can be more than one student with the same name):
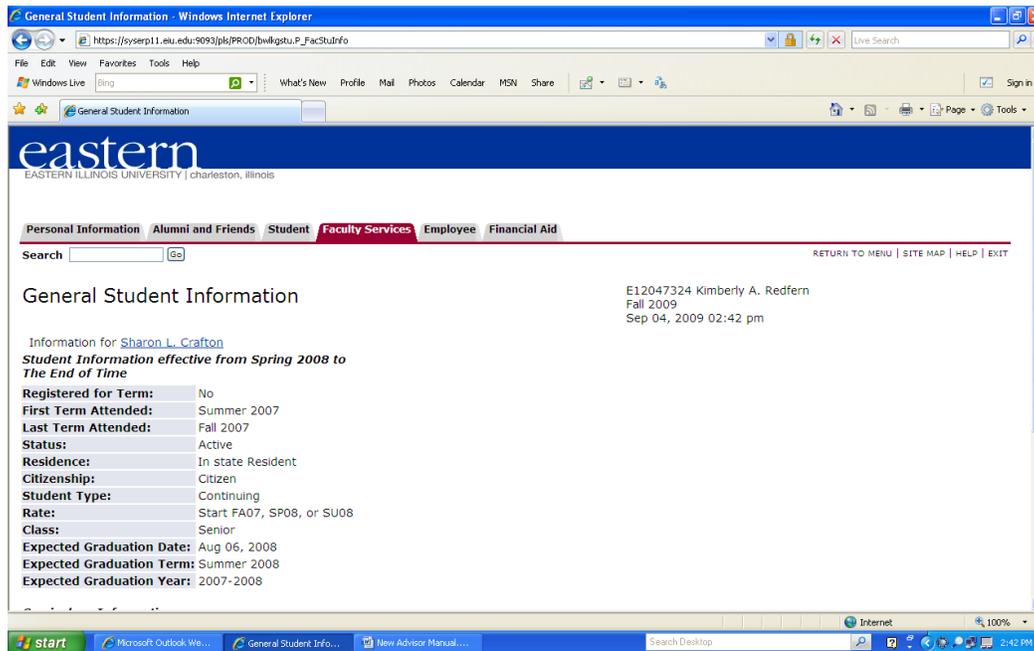

9. Once you click submit, you should receive a confirmation of the student's name and E-number; click **Submit** again:
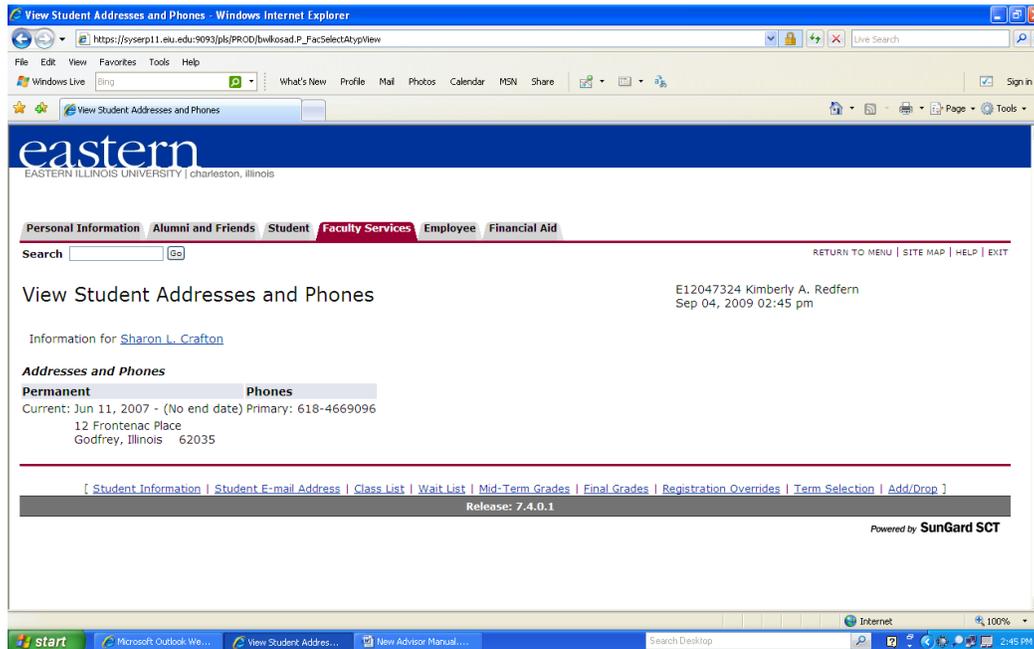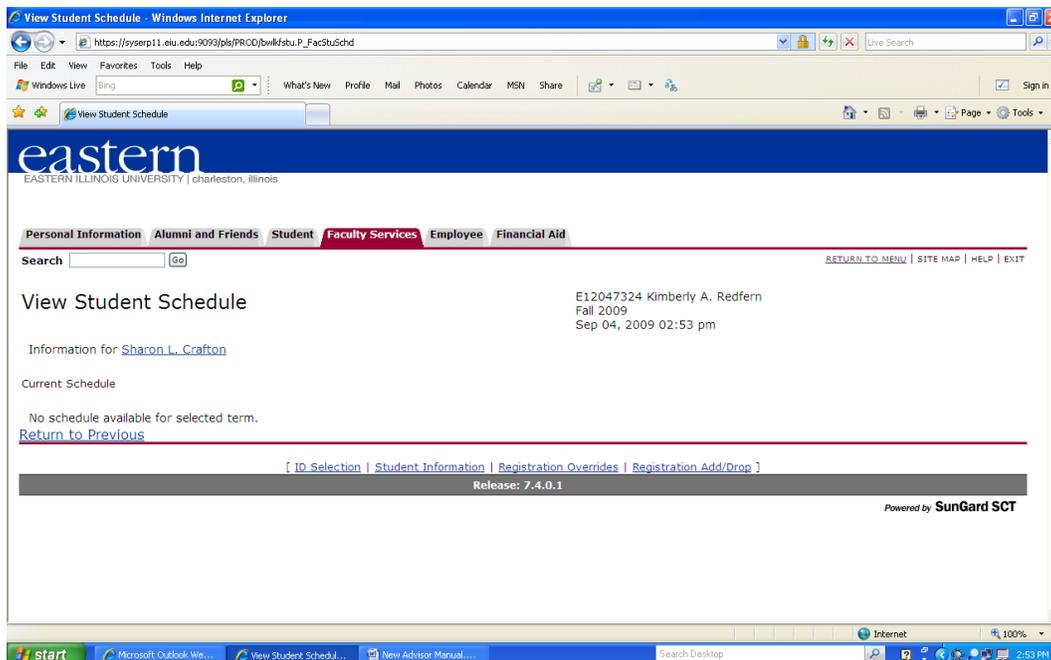
10. Now you can click on any of the headings:

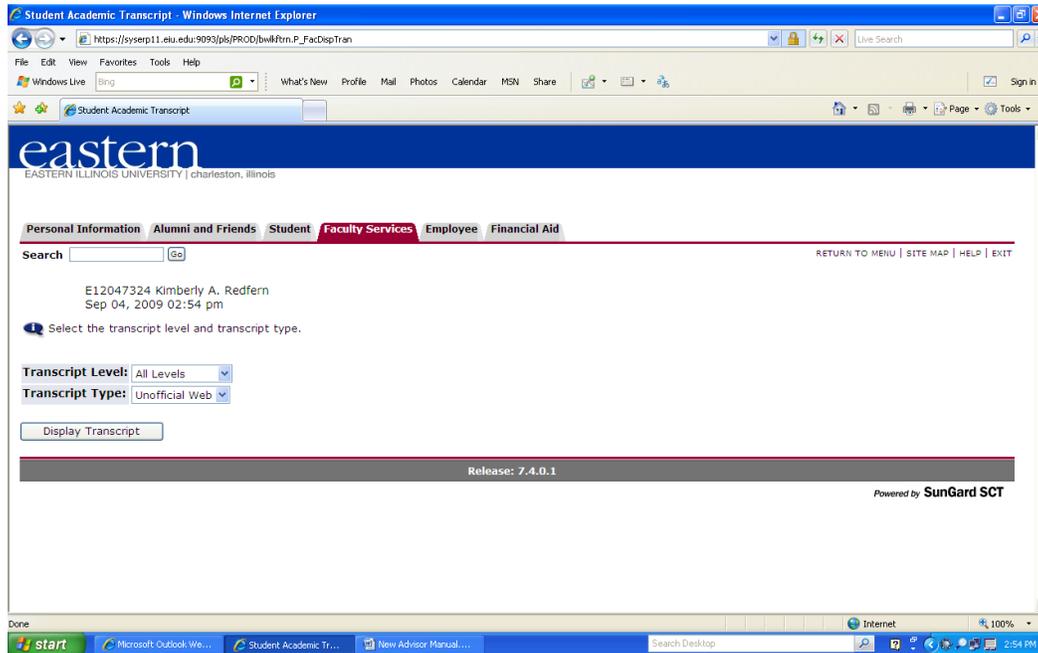11. Click on **Student Information**; this provides general student info:

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:
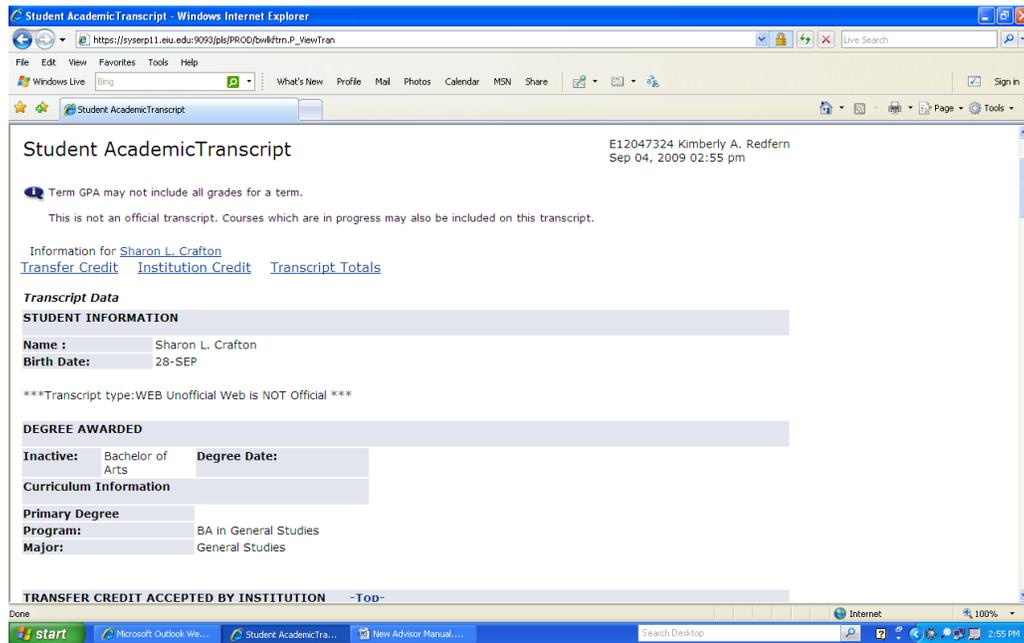

14. **Back to Menu**: **Student Schedule** provides their course enrollment for the semester:
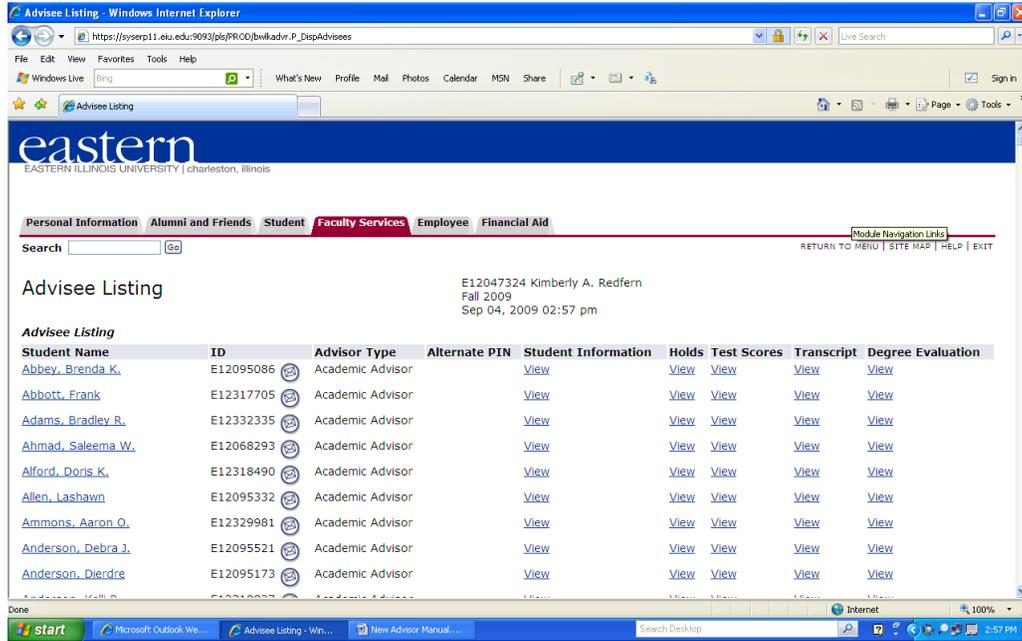
15. **Academic Transcript** is the unofficial version of their EIU transcript:
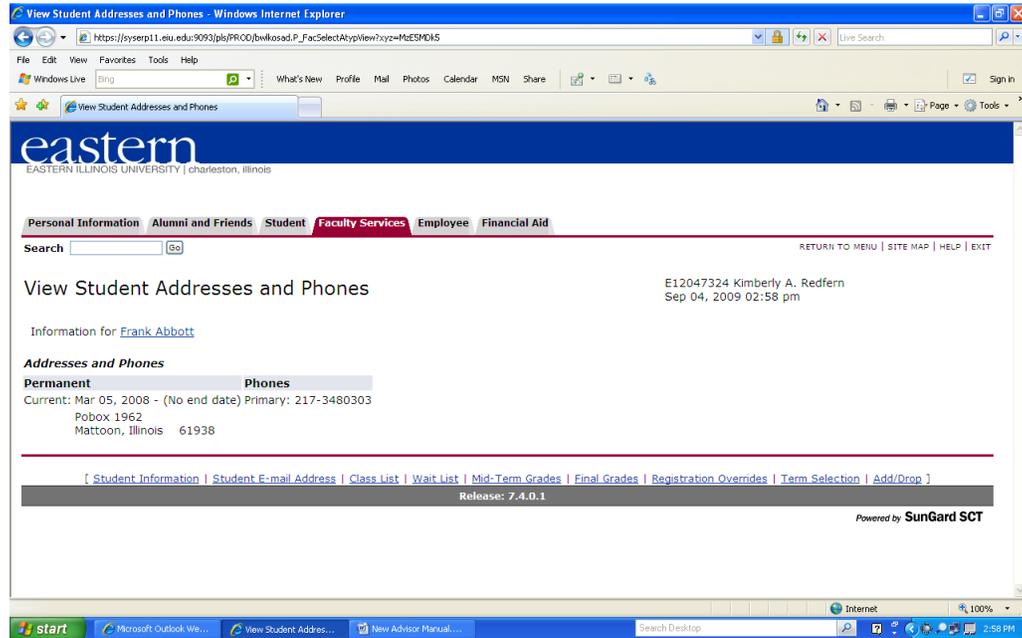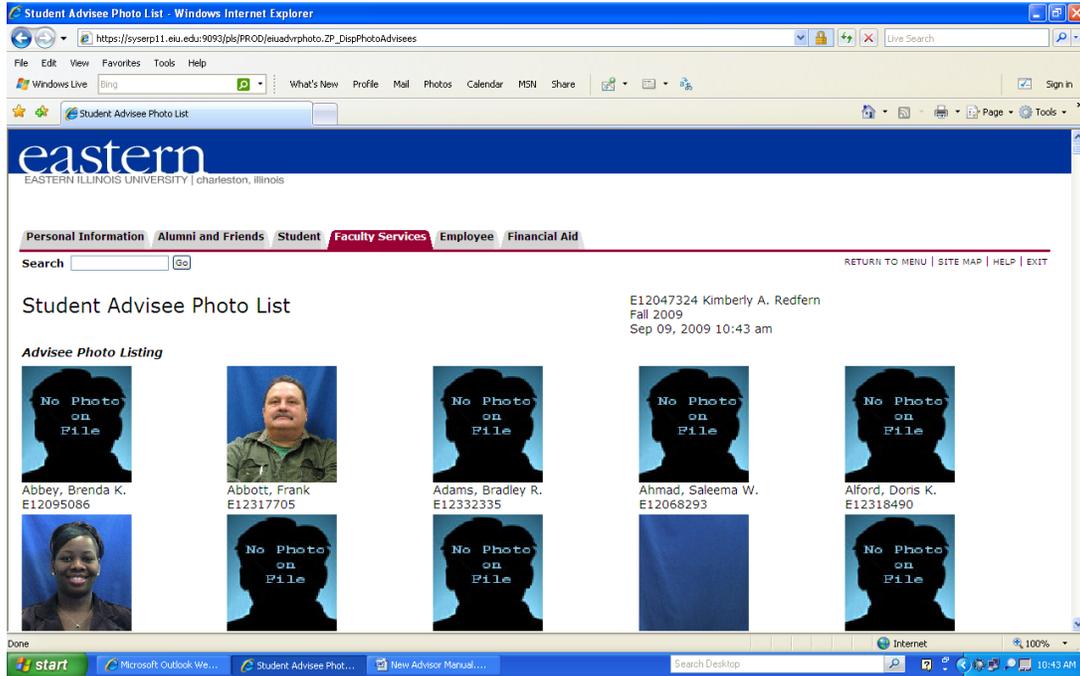

16. Click **Display Transcript**:

17. Back to Menu, **Advisee Listing** is very important; this will show your current advisees:
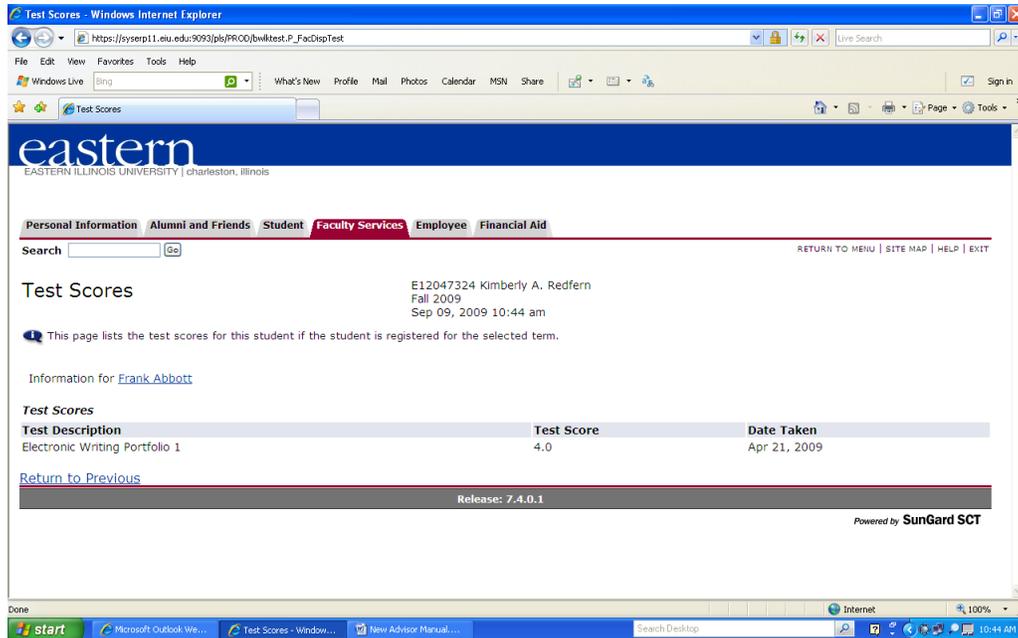

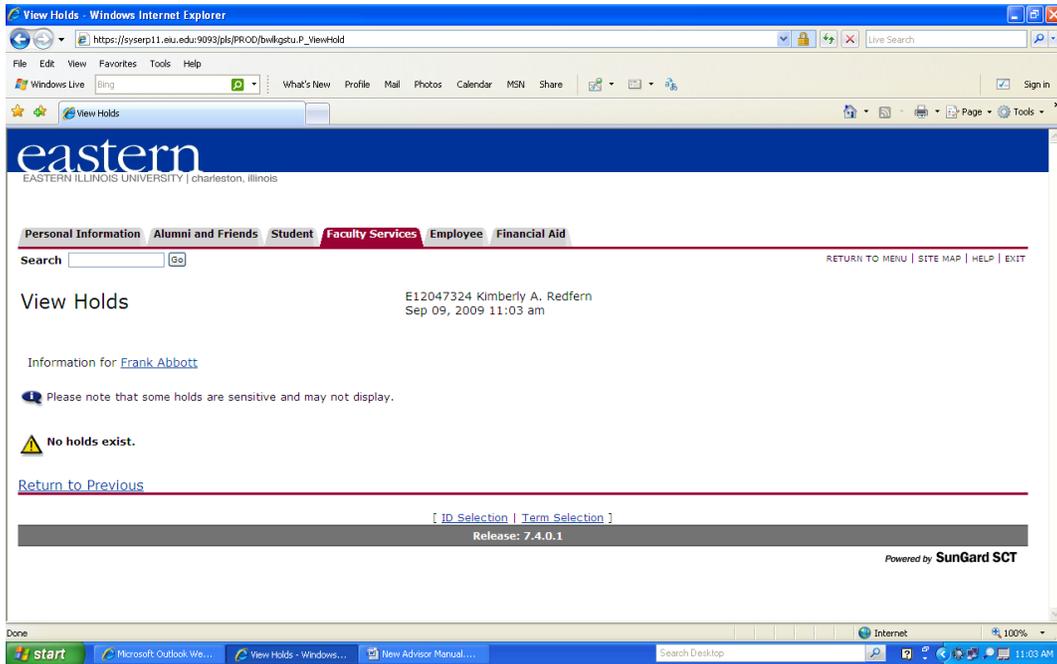18. Clicking on their names brings you to their student address and phone:

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

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

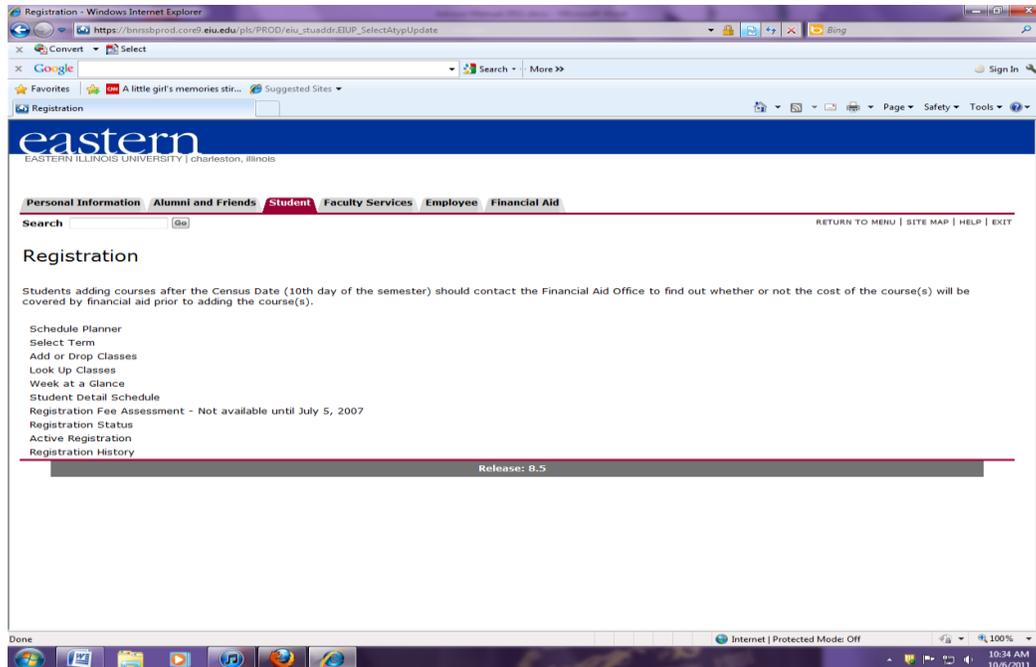21. Back at **Student Information**, Click on **View Holds**:
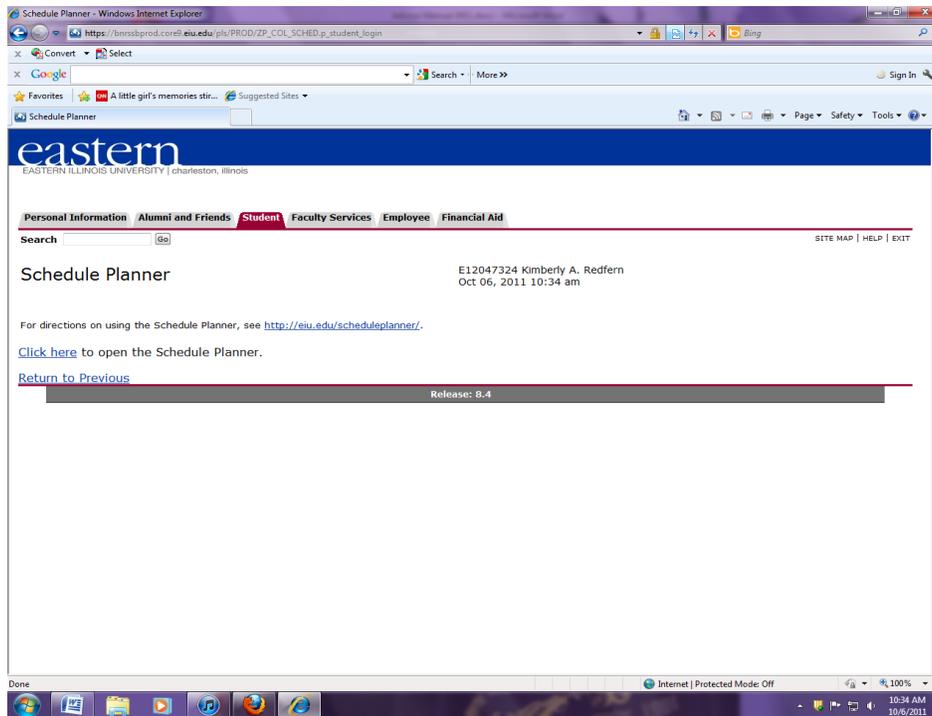
Schedule Planner:

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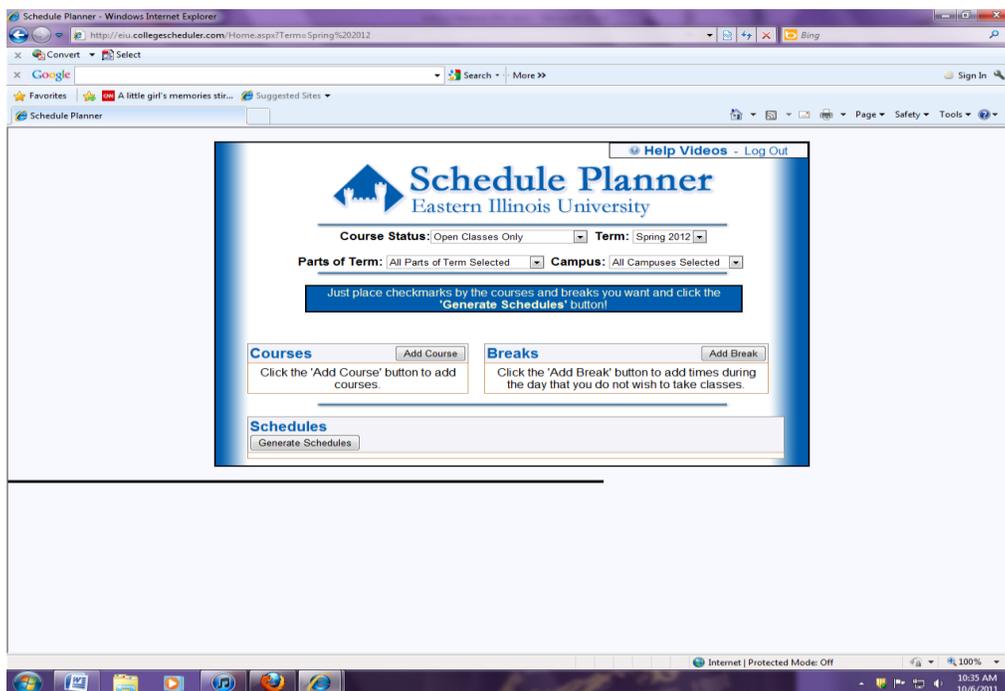
1. To show a student how to use the **Schedule Planner**, please have the student log in to **PAWS**. At the **main menu**, choose **Registration.** Then click on **Schedule Planner**:

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.