How to Submit a PeopleSoft Administrative Web-based System (PAWS) Request

- Login to My Fresno State
- Click on PAWS Action Request Tracker then click on View My Action Requests

- Click on the Add New Request Button
1. Type in a useful title for the Request Title
2. Select the Area for the request
3. Select the Sub Area for the request
4. Select the needed Impact to your work load
5. Select the Date Needed
6. If you have any important files needed for the request, click the File Attachments and upload the files into the request system
7. Type in the Request Description, be as descriptive as possible. If requesting report list all the fields needed. Include who should be able to see the new PeopleSoft page/process/report.
8. Click the Save Changes button

Note: the Request ID, Request Posted Date and Request Log will fill in when the request is saved.

You may check on the status of your request by returning to your My Fresno State page and clicking on the folder icon in your PAWS Action Request Tracker area.