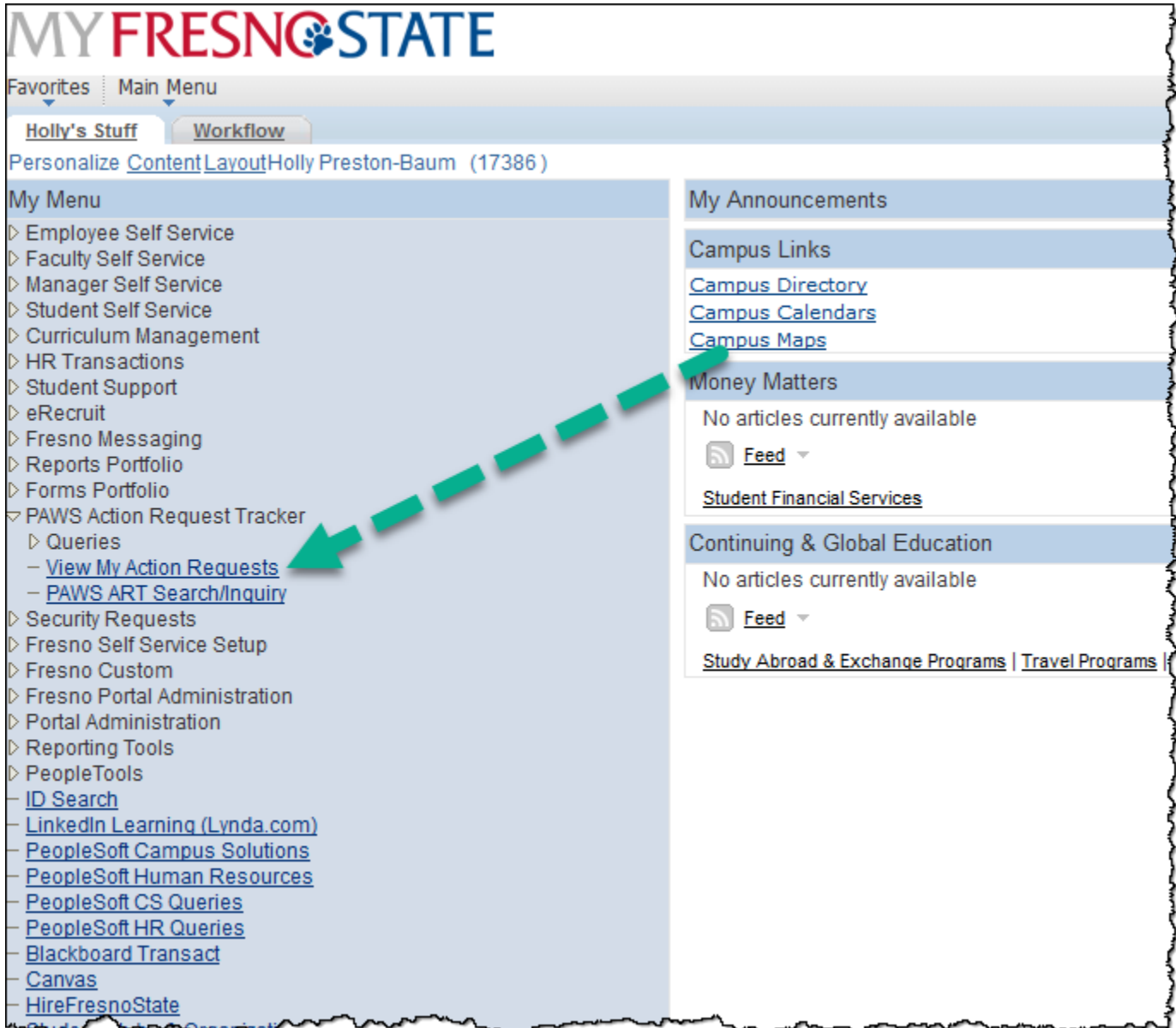


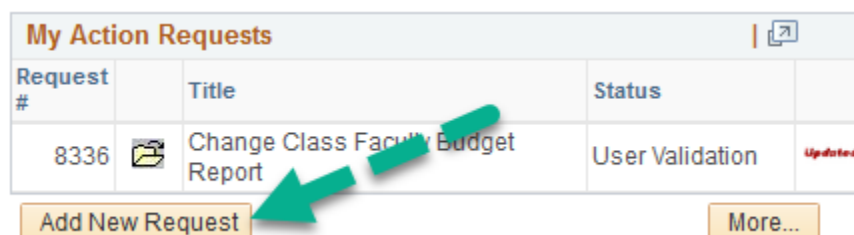
# How to Submit a PeopleSoft Administrative Web-based System (PAWS) Request

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



The screenshot shows the My Fresno State portal interface. The main menu on the left is expanded to show the 'PAWS Action Request Tracker' section, which includes the option 'View My Action Requests'. A large green dashed arrow points from the 'View My Action Requests' link to the right side of the page. The right side of the page contains various navigation links and sections, including 'My Announcements', 'Campus Links', 'Money Matters', and 'Continuing & Global Education'.

- Click on the Add New Request Button



The screenshot shows a table titled 'My Action Requests' with the following data:

Request #	Title	Status	
8336	Change Class Faculty Budget Report	User Validation	Updated

Below the table, there is an 'Add New Request' button and a 'More...' button. A large green dashed arrow points from the 'Add New Request' button to the right side of the page.



## Action Request Tracker

Request ID: 999999999999 Request Posted: Status:

\*Request Title:  1

\*Area:  2 Student Administration Date Resolved:

\*Sub Area:  3 Student Records Date Needed:  5

\*Impact:  4 [More Info](#)  6

\*Request Description:  
 7

Logged By: Walt Disney Phone Number: 559/278-1111

Department: 010101 Color Requirements

Last Updated By: Last Upd DtTm:

8

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.

Request #	Title	Status	
6963	New Report for Student Favorite Color	In Progress	

[Campus Help Center](#)