


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

- Login into My Fresno State.
- Under the PAWS Action Request Tracker heading, click the “Add New Request” button

The screenshot shows the My Fresno State website interface. The main navigation menu on the left includes 'My Menu' with sub-items like 'Employee Self Service', 'Faculty Self Service', 'Student Self Service', 'Curriculum Management', 'Student Support', 'eRecruit', 'Reports Portfolio', 'Forms Portfolio', 'PAWS Action Request Tracker', 'Security Requests', 'Reporting Tools', and 'PeopleTools'. Below this is 'Campus Links' with sub-items like 'Campus Directory', 'Campus Calendars', and 'Campus Maps'. The main content area features several widgets: 'My Messaging Center' (No Unread Messages), 'My Announcements' (No articles currently available), 'Money Matters' (No articles currently available), and 'Continuing & Global Education' (No articles currently available). The 'PAWS Action Request Tracker' widget is highlighted with a green oval and contains a table with columns 'Request #', 'Title', and 'Status'. Below the table is an 'Add New Request' button. A green dashed arrow points from the 'PAWS Action Request Tracker' heading to the 'Add New Request' button. The right sidebar contains news articles and links.

Request #	Title	Status

PAWS  **Action Request Tracker**

Request ID: 999999999999 Request Posted: Status:

*RequestTitle: 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 DtM:

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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.

My Action Requests			
Request #		Title	Status
6963		New Report for Student Favorite Color	In Progress Updated

[Campus Help Center](#)