

# How To Have Your Student Set You Up An Authorized User

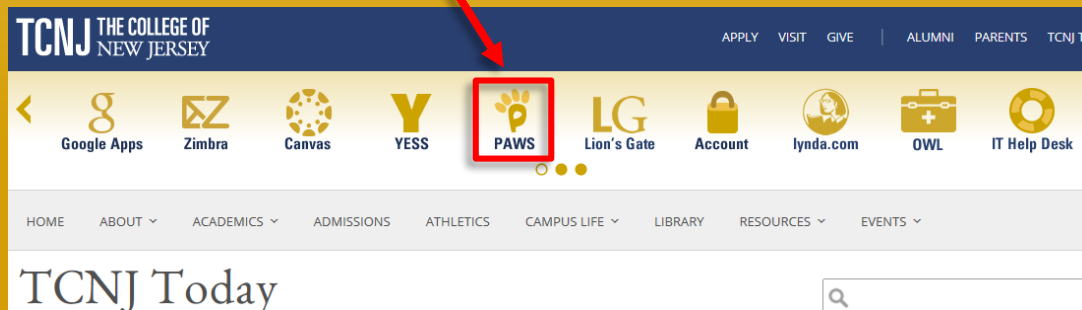


# How To Get Signed Up As An Authorized User



## \*YOUR STUDENT WILL NEED TO SET YOU UP AS AN AUTHORIZED USER\*

- Visit the TCNJ Today homepage
  - <http://today.tcnj.edu/>
- Click on the PAWS Icon in the top center of the menu bar
- The student must login with his/her TCNJ username and password



TCNJ THE COLLEGE OF NEW JERSEY

PAWS

TCNJ Username

Password

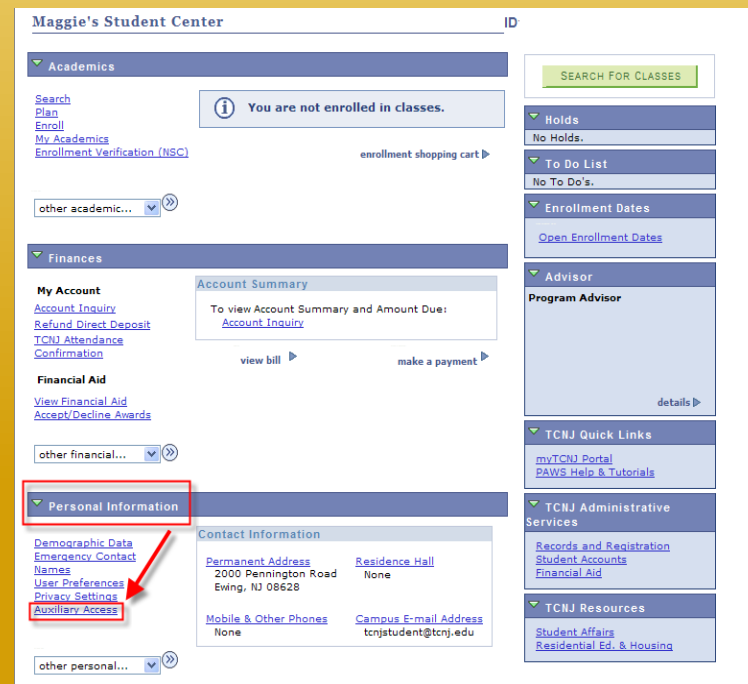
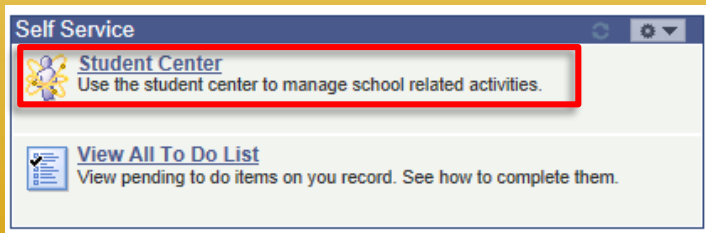
Sign In

Account Manager

# How To Get Signed Up As An Authorized User



- Once your student is logged into PAWS, have the student go to “Student Center”
- Your student will need to view the “Personal Information” section and click on “Auxiliary Access”



# How To Get Signed Up As An Authorized User



- Read the TCNJ Auxiliary Terms and Conditions and select OK
- Add a user and fill in the appropriate information

You will sign into PAWS with this username  
\*The username must be in all CAPS\*

You will need to know the PIN in order for the College to disclose student information

TCNJ Auxiliary Access

ID Maggie Alcaro

Aux User ID ALCARD2-001

Aux User's Name Marge Alcaro

Relation Parent 1 ?

Create Aux Password \*\*\*\*\* ?

Confirm Password \*\*\*\*\*

PIN TCNJ1855 ?

▼ Add/Remove Access

<input type="checkbox"/>	?	To view Financial Aid award.
<input type="checkbox"/>	?	View the To Do List of outstanding documents.
<input type="checkbox"/>	?	View and pay the student bill.
<input checked="" type="checkbox"/>	?	View and disclose education records.

Aux User Email margiealcaro@yahoo.com ?

OK Cancel

# Access Descriptions



The authorized user can view grades, class enrollment, and other educational records for the student

The authorized user can view any financial aid awards for the student

The authorized user can view the To Do List located in the Student Center and any additional documents that need to be completed by the student

The authorized user can view all financial transactions as well as having the ability to make online payments towards the bill (you will receive an email whenever a bill goes out)

Add/Remove Access			
<input checked="" type="checkbox"/>	?	View and disclose education records.	
<input checked="" type="checkbox"/>	?	To view Financial Aid award.	
<input checked="" type="checkbox"/>	?	View the To Do List of outstanding documents.	
<input checked="" type="checkbox"/>	?	View and pay the student bill.	

**\*\*Authorized users will also receive email notifications from respective departments when the student does\*\***

# Additional Authorized User Information



- If you forget your username/password, it can be reset by your student in the same manner as to which they signed-up the Authorized User
- The student can register up to 3 people to receive billing email notifications and/or to access information regarding your student account
- You will receive your username and PIN (not your password) in an email when the account is set up
  - For additional information please visit <http://authorizeduser.tcnj.edu/>

