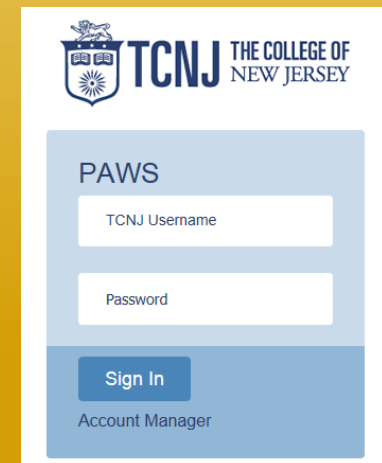
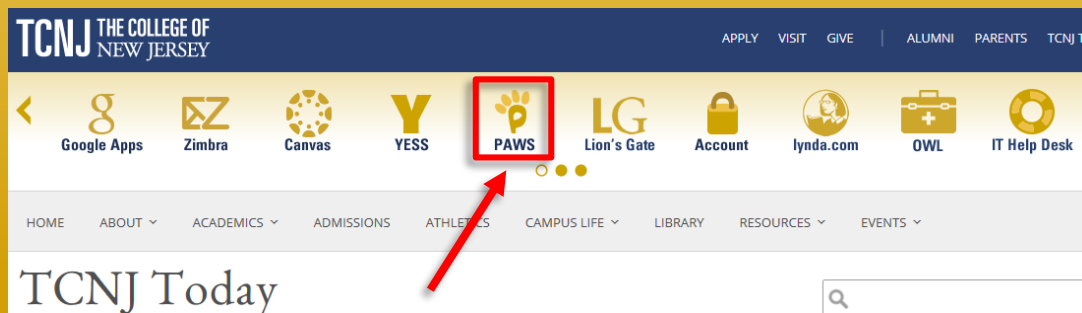


How To Sign Up An Authorized User



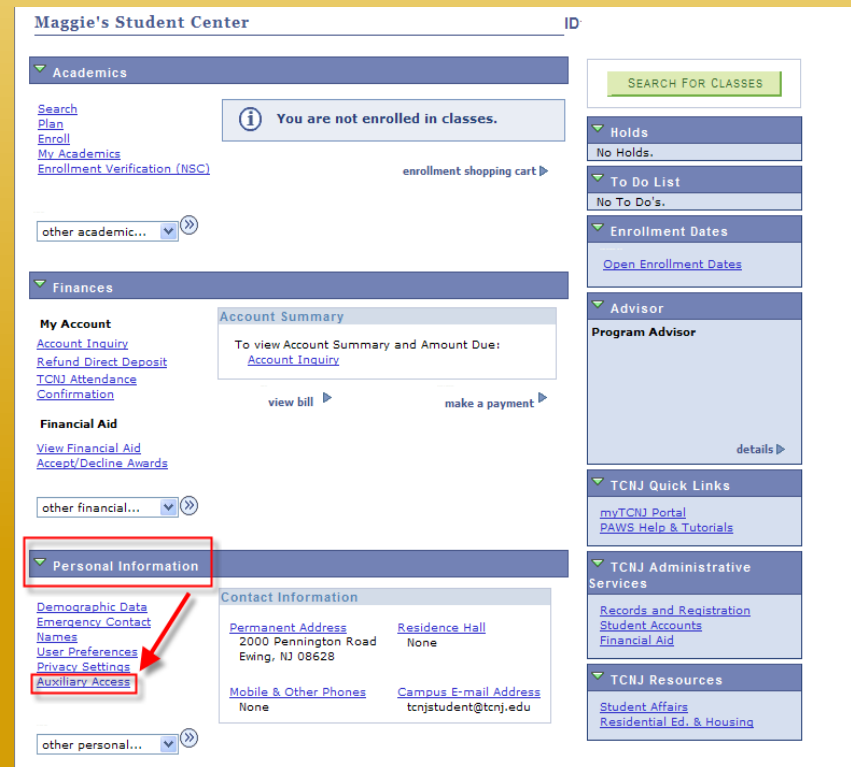
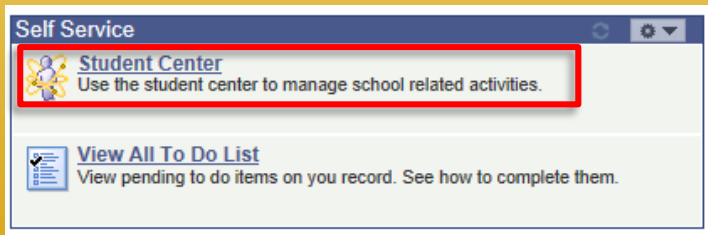
How To Sign Up An Authorized User

- Visit the TCNJ Today homepage
 - <http://today.tcnj.edu/>
- Click on the PAWS Icon in the top center of the menu bar
- Login with your TCNJ username and password

A screenshot of the PAWS login form. The form is light blue and features the TCNJ logo and text 'THE COLLEGE OF NEW JERSEY' at the top. Below the logo is the text 'PAWS'. There are two input fields: 'TCNJ Username' and 'Password'. Below the input fields is a blue 'Sign In' button. At the bottom of the form is a link for 'Account Manager'.

How To Sign Up An Authorized User

- Once you are in PAWS, go to “Student Center”
- You will need to look in the “Personal Information” section for “Auxiliary Access”



How To Sign Up An Authorized User



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

The authorized user will sign into PAWS with this username

The authorized user will need to know the PIN in order for the college to disclose your student information

TCNJ Auxiliary Access

ID Maggie Alcaro

Aux User ID ALCARD2-\$01

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 (they 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 the authorized user forgets their username/password, it can be reset by visiting your PAWS account and viewing the Auxiliary User link
- You can register up to 3 people (other than yourself) to receive billing email notifications and/or to access information regarding your student account

