

# HOW TO SIGN UP AN AUTHORIZED USER

**THE COLLEGE OF NEW JERSEY  
THE OFFICE OF STUDENT ACCOUNTS**



# HOW TO GET SIGNED UP AS AN AUTHORIZED USER

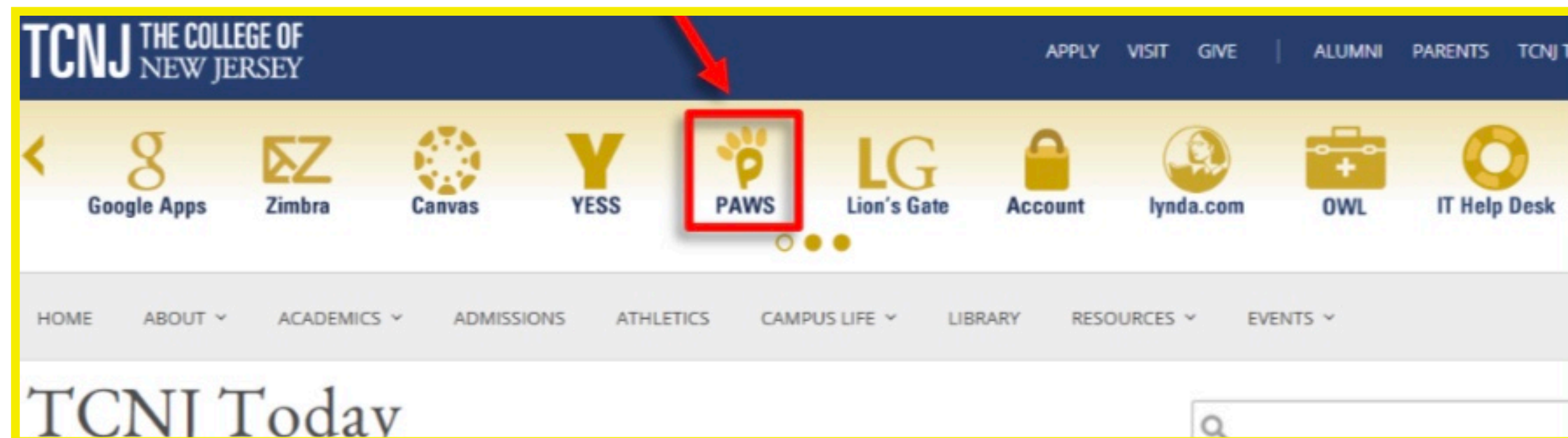
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• Please note: Your student will need to be the one to set you up as an authorized user! •

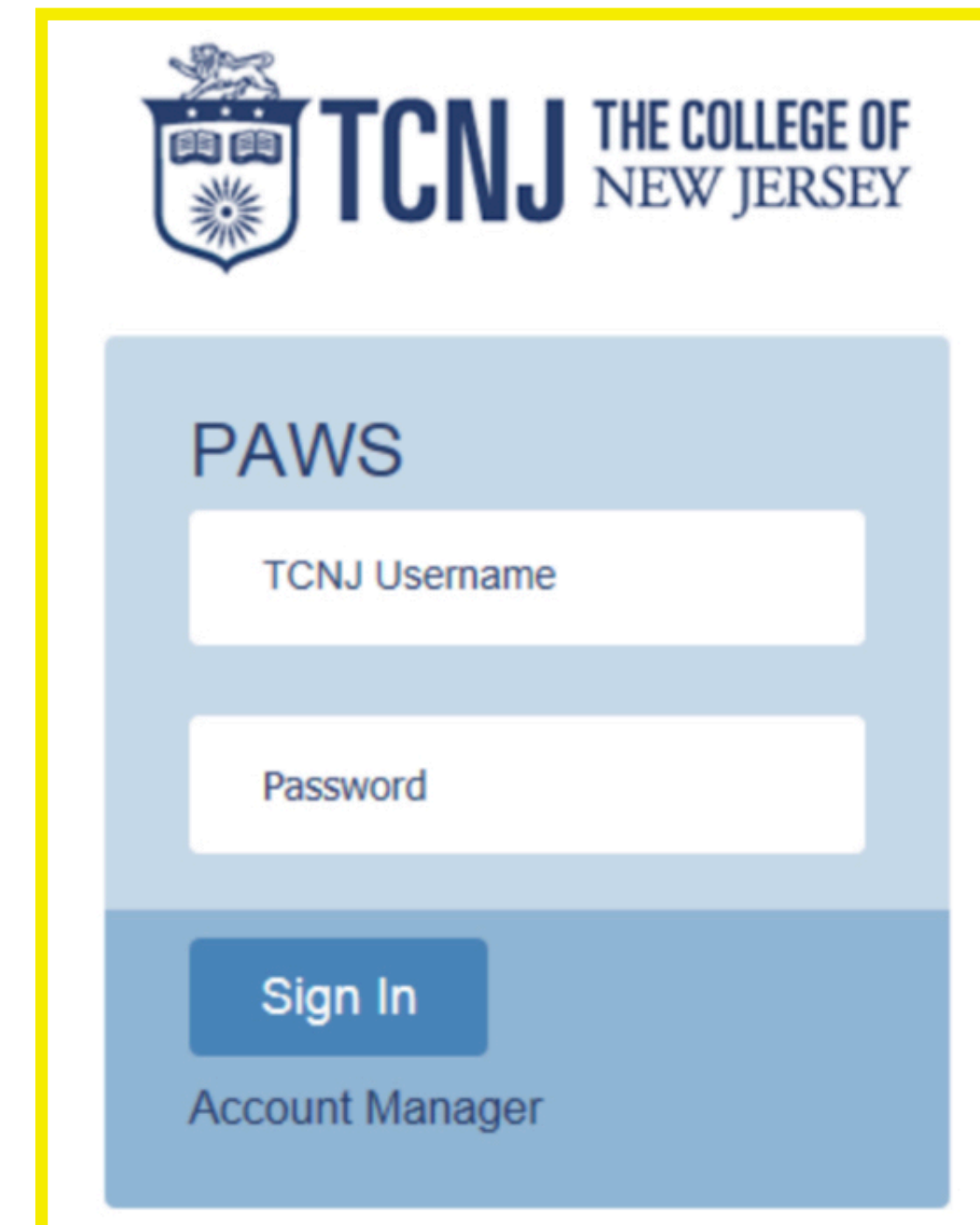
**Step 1:** Visit the TCNJ Today Homepage at <http://today.tcnj.edu/>.

**Step 2:** Click on the PAWS Icon in the top center of the menu bar.

**Step 3:** The student must login with his/her TCNJ username and password.



**Step 2**

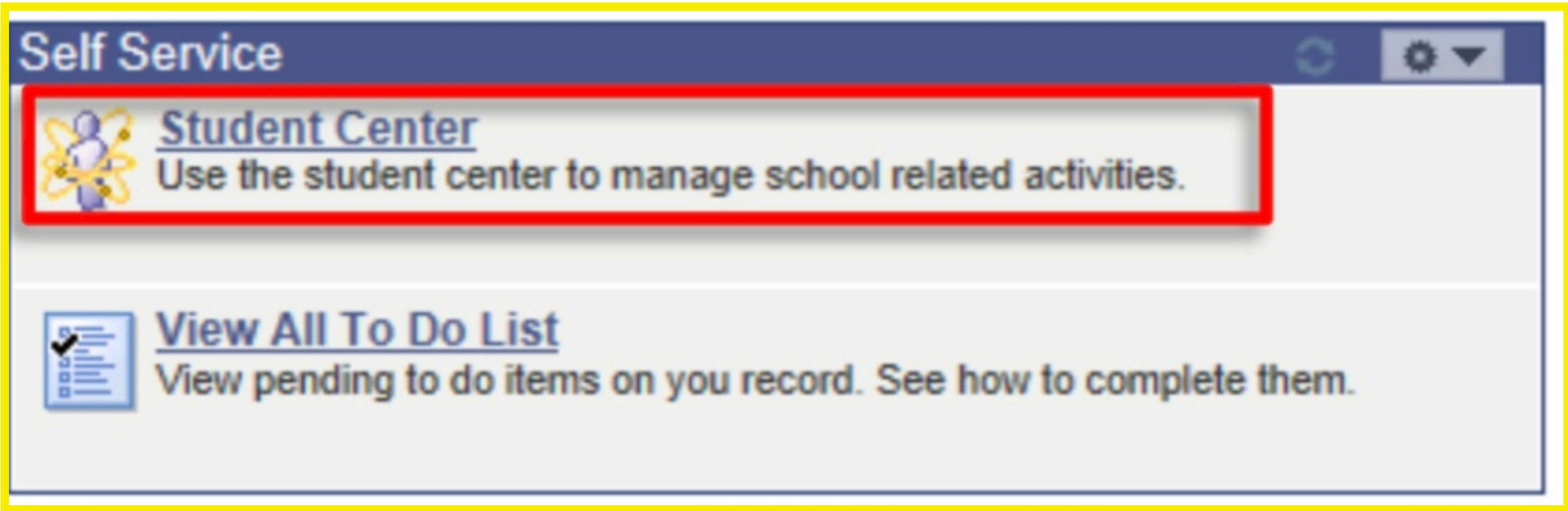
A screenshot of the PAWS login form. The form is light blue and contains the TCNJ logo and text 'THE COLLEGE OF NEW JERSEY' at the top. Below the logo is the text 'PAWS'. There are two input fields: 'TCNJ Username' and 'Password'. Below the input fields is a blue button labeled 'Sign In'. At the bottom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

**Step 3**

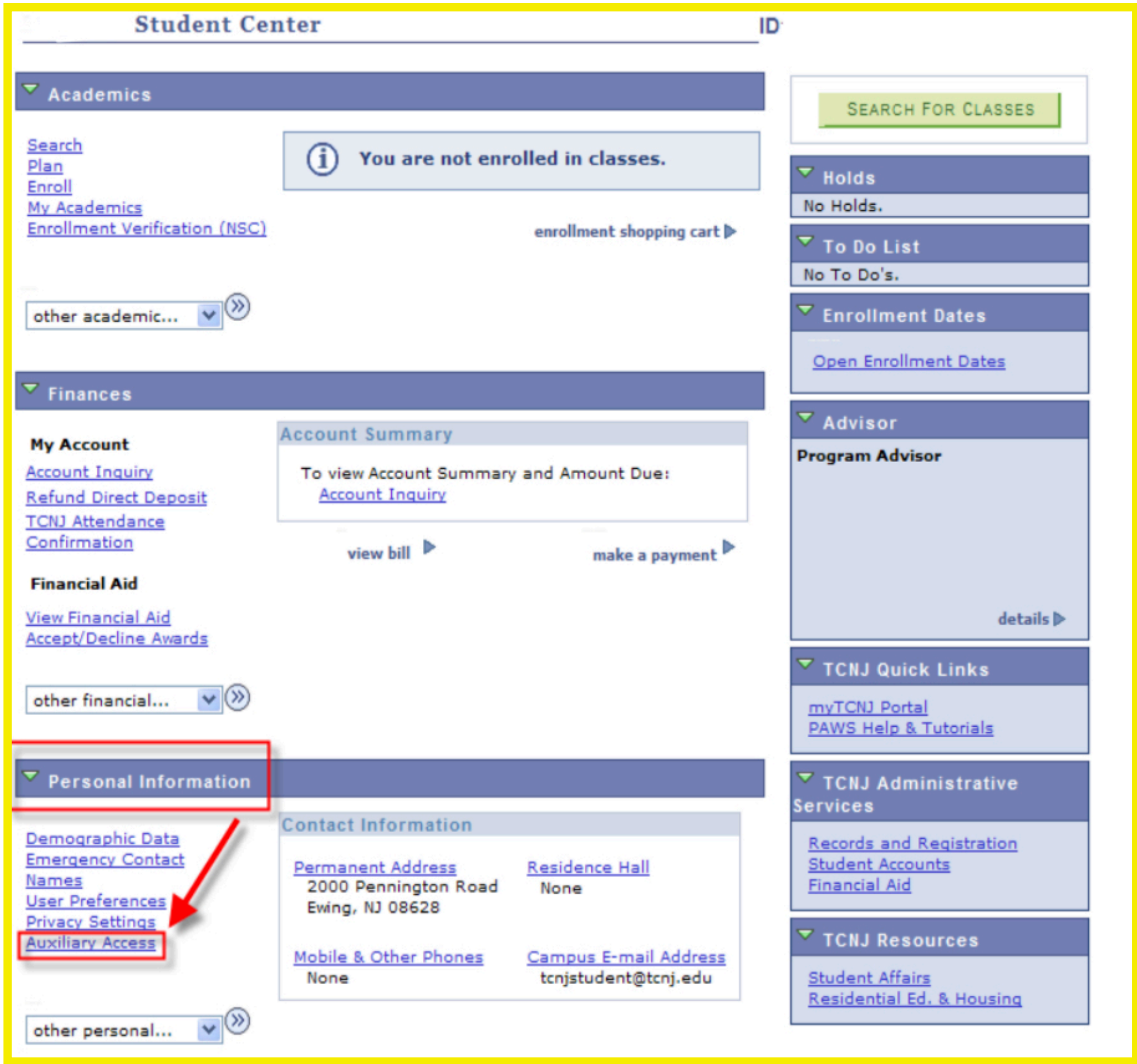
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**Step 4:** Once your student is logged into PAWS have the student go to “Student Center”.

**Step 5:** Your student will need to view the “Personal Information” section and click on “Auxiliary Access”.



Step 4



Step 5

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**Step 6:** Read the TCNJ Auxiliary Terms and Conditions and select "OK".

**Step 7:** Add a user and fill in the appropriate information. Please note you will sign into PAWS with "Aux User ID" and the username must be in all CAPS. You will also need to know the "PIN" in order for the College to disclose student information.

The screenshot shows the 'TCNJ Auxiliary Access' form. It includes the following fields and options:

- ID:** A red box highlights the 'Aux User ID' field.
- Aux User's Name:** A text input field.
- Relation:** A dropdown menu with 'Parent 1' selected.
- Create Aux Password:** A password input field with masked characters.
- Confirm Password:** A password input field with masked characters.
- PIN:** A red box highlights the 'PIN' field, which contains the value 'TCNJ1855'.
- Add/Remove Access:** A table with checkboxes for different permissions:

<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:** A text input field with '@yahoo.com' entered.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Step 7



## ACCESS DESCRIPTIONS

**Please note:** All authorizes users will also receive email notifications from respective departments when the student does.

**“View and disclose education records”:** The authorized user can view grades, class enrollment, and other educational records for the student.

**“To view Financial Aid award”:** The authorized user can view any financial aid awards for the student .

**“View the To Do List of outstanding documents”:** 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.

**“View and pay the student bill”:** 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).

## ADDITIONAL AUTHORIZED USER INFORMATION

• For additional information, please visit <http://authorizeduser.tcnj.edu> •

- \* 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