

HOW TO SIGN UP AN AUTHORIZED USER

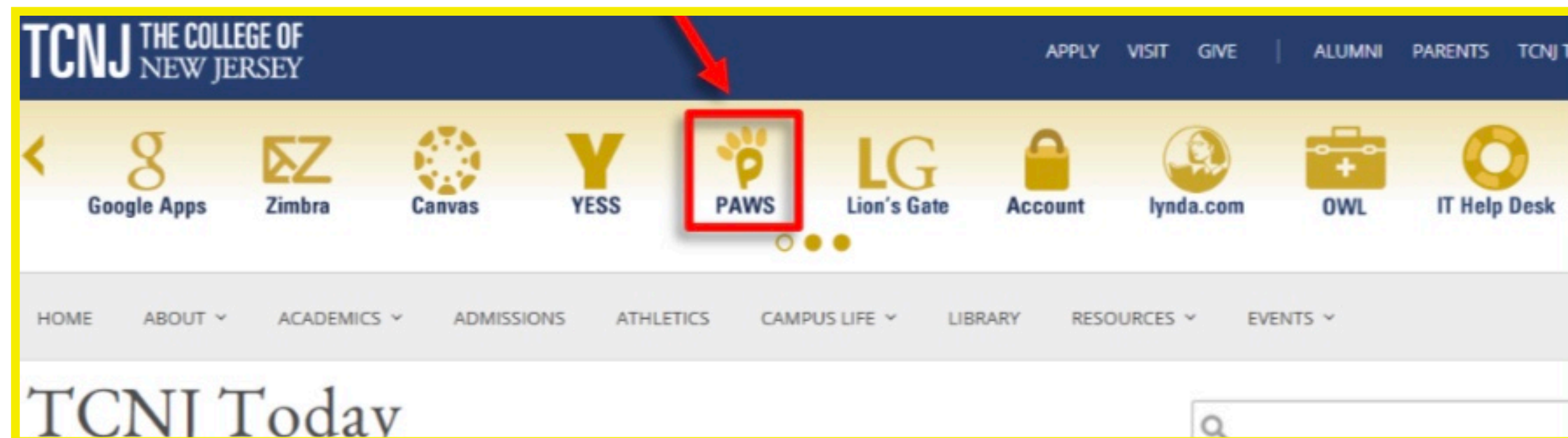
THE COLLEGE OF NEW JERSEY
THE OFFICE OF STUDENT ACCOUNTS

HOW TO GET SIGNED UP AS AN AUTHORIZED USER

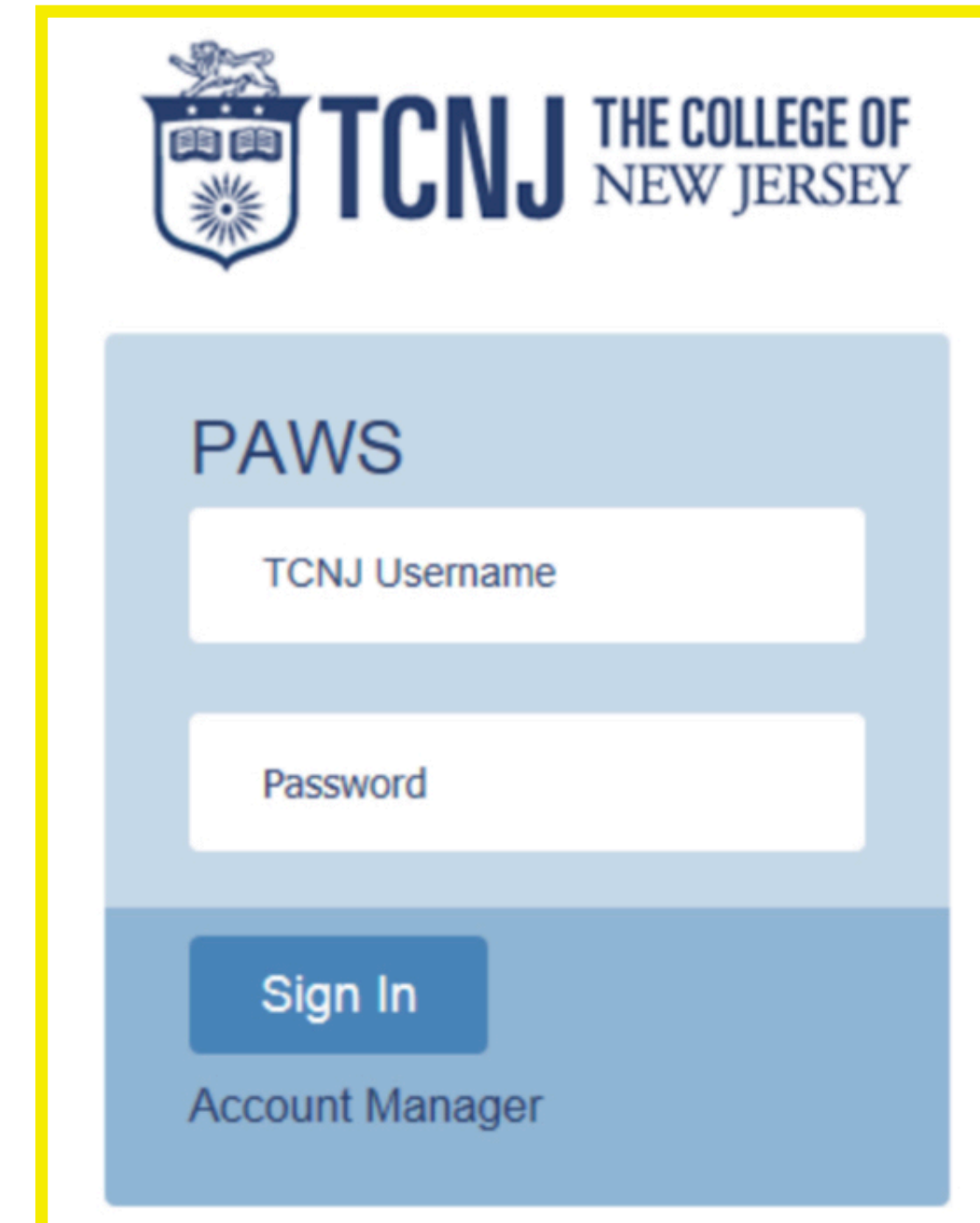
Step 1: Visit the TCNJ Today Homepage at <http://today.tcnj.edu/>.

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

Step 3: Login with your TCNJ username and password.



Step 2

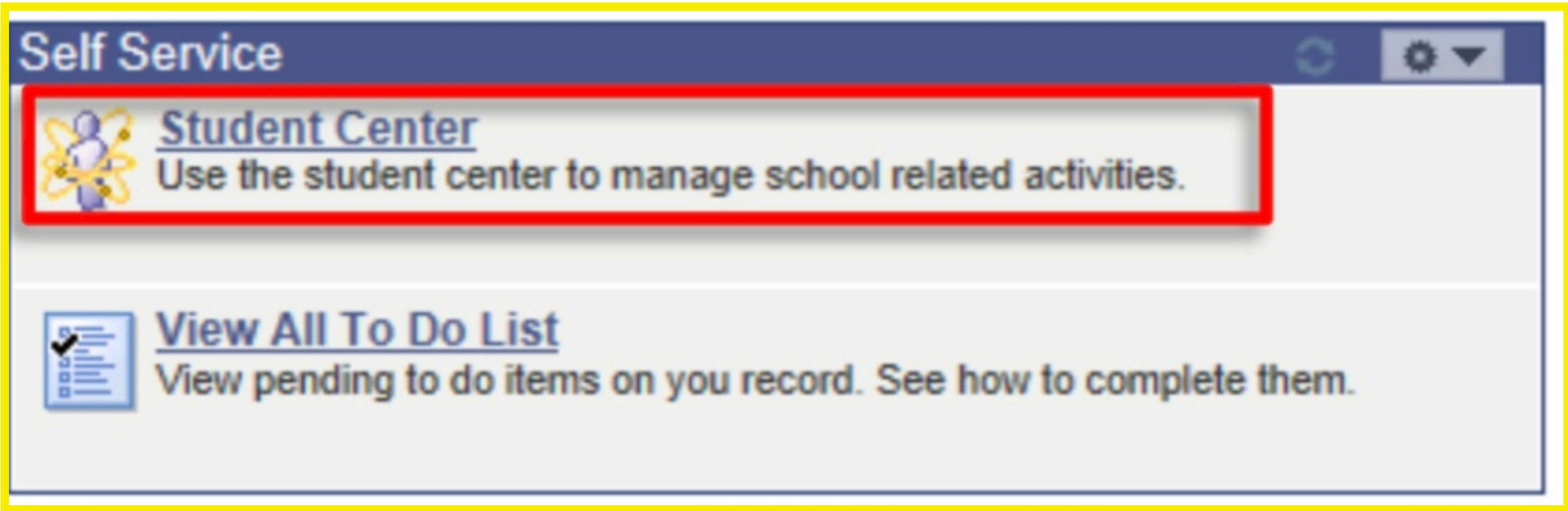
A screenshot of the PAWS login form. The form is light blue and contains the TCNJ logo at the top. Below the logo, the word "PAWS" is displayed. There are two input fields: "TCNJ Username" and "Password". Below these fields is a blue "Sign In" button. At the bottom of the form, there is a link for "Account Manager".

Step 3

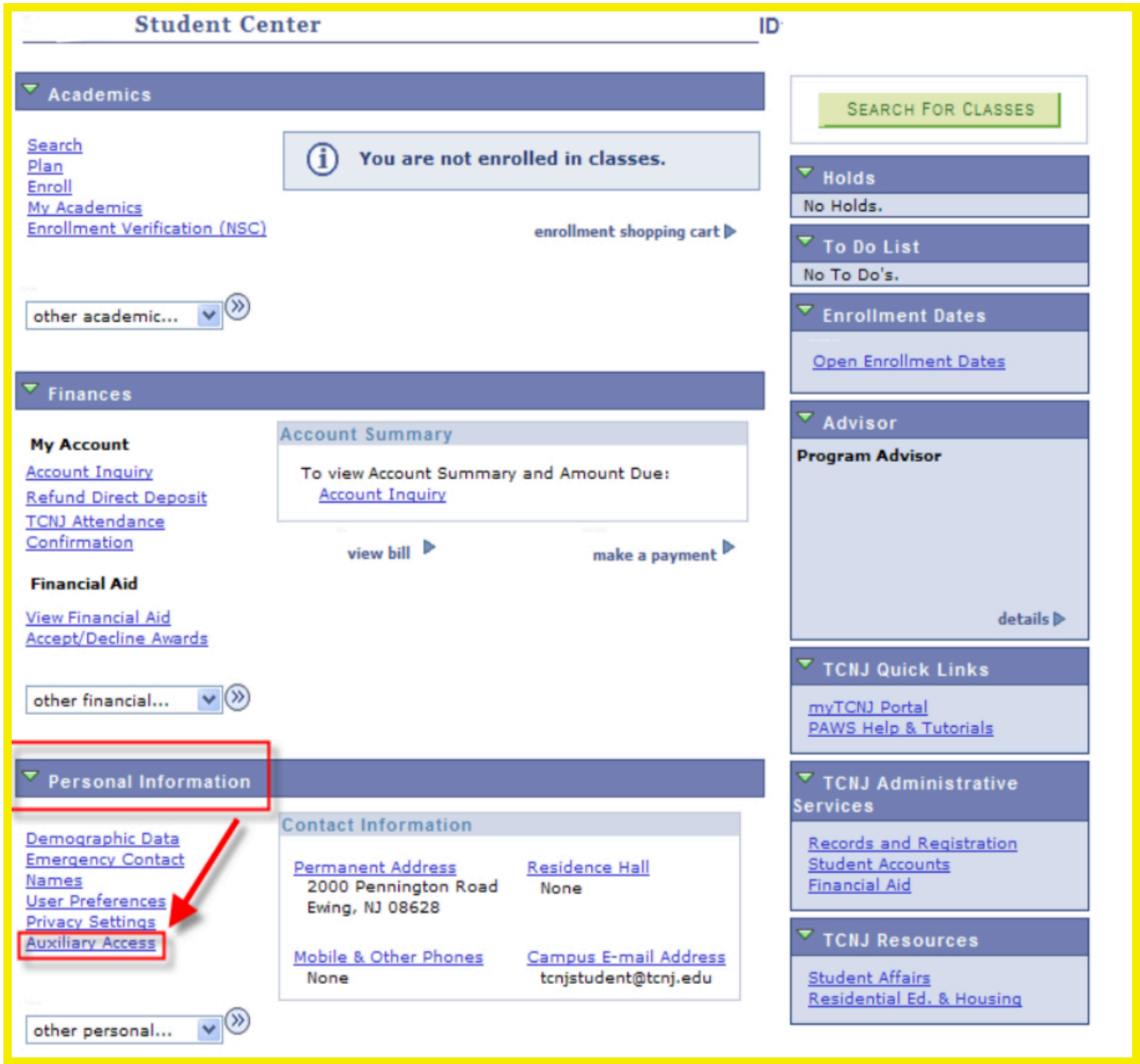
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Step 4: Once you are in PAWS, go to “Student Center”.

Step 5: You will need to look in the “Personal Information” section and click on “Auxiliary Access”.



Step 4

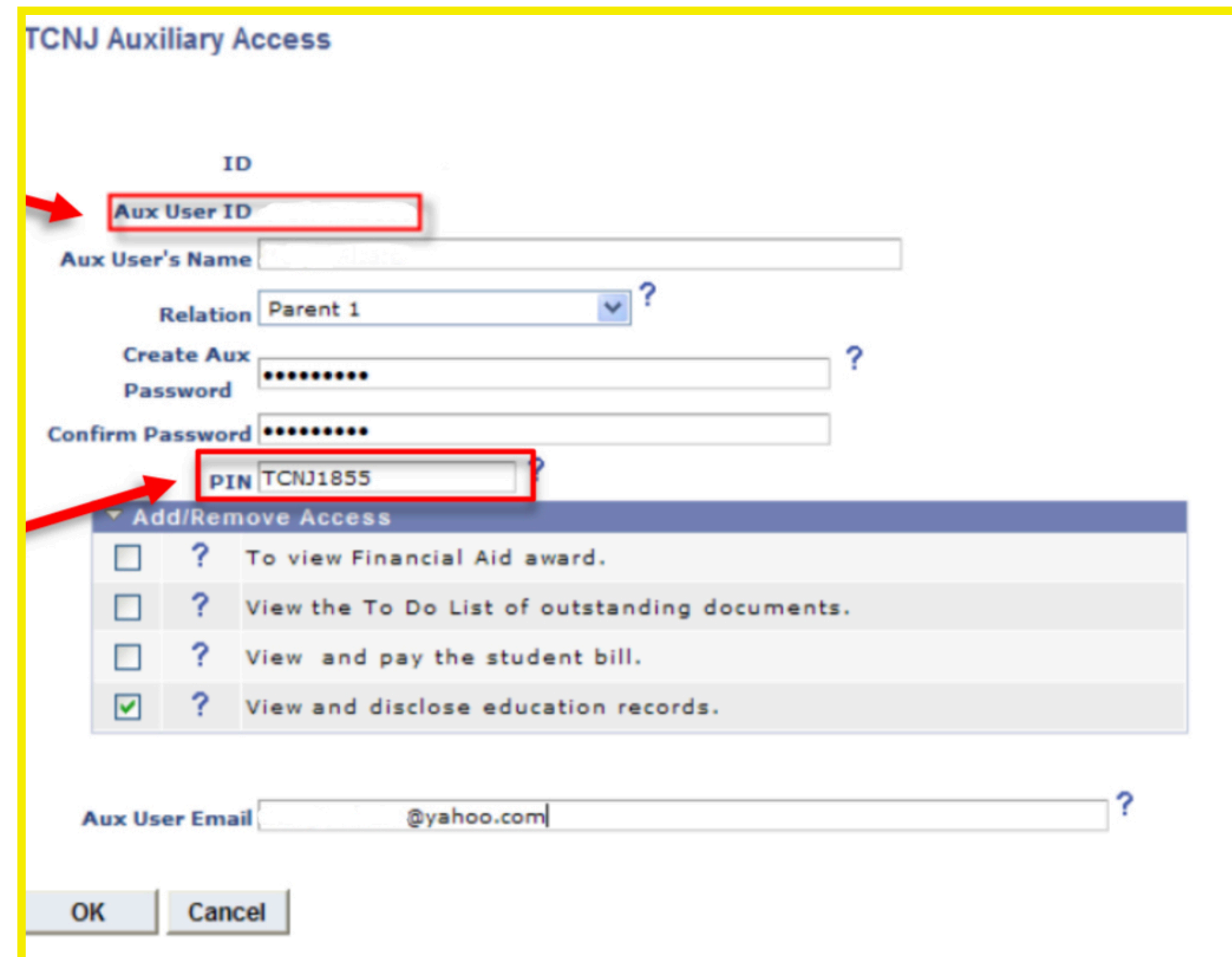


Step 5

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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 the Authorized User will sign into PAWS with “Aux User ID” and the username must be in all CAPS. They will also need to know the “PIN” in order for the College to disclose student information.



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

- ID:** A red box highlights the 'Aux User ID' field, with a red arrow pointing to it.
- Aux User's Name:** A text input field.
- Relation:** A dropdown menu showing 'Parent 1' with a question mark icon.
- Create Aux Password:** A password input field with masked characters (dots) and a question mark icon.
- Confirm Password:** A password input field with masked characters (dots).
- PIN:** A red box highlights the 'PIN' field, which contains 'TCNJ1855', with a red arrow pointing to it.
- Add/Remove Access:** A table with checkboxes and descriptions of access 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 containing '@yahoo.com' and a question mark icon.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Step 7

ACCESS DESCRIPTIONS

“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 the authorized user forgets their username/password, it can be reset by the student in the same manner as to which they signed-up the Authorized User.
- * You can register up to 3 people to receive billing email notifications and/or to access information regarding your student account.
- * Your Authorized User will receive their username and PIN (not your password) in an email when the account is set up