

How to Add/Remove an Authorized User

THE COLLEGE OF NEW JERSEY
THE OFFICE OF STUDENT ACCOUNTS

An Authorized User, also referred to as an Aux User, is an individual who has been granted permission to view and discuss a student's billing, financial aid, and/or education records. TCNJ students are eligible to grant this access to up to three individuals with whom they wish to share their account details.



Log into PAWS and navigate to the Student Center

Under the Personal Information section, select the link Auxiliary Access

The screenshot displays the Student Center interface with the following sections and elements:

- Student Center** header with an ID field.
- Academics** section containing links for Search, Plan, Enroll, Advising Tools, Enrollment Verification (NSC), and a dropdown menu for "other academic...".
- Finances** section with "My Account" (Account Inquiry, Refund Direct Deposit, Semester Verification), "Financial Aid" (View Financial Aid, Accept/Decline Awards), and a dropdown for "other financial...". A notification states: "You have no outstanding charges at this time." with links for "view bill" and "payments/payment plan portal".
- Personal Information** section with links for Demographic Data, Emergency Contact Names, User Preferences, **Auxiliary Access** (circled in red), and a dropdown for "other personal...".
- Right-hand navigation menu** includes: College Scheduler, Search for Classes, Holds (No Holds), To Do List (No To Do's), Enrollment Dates, Advisor (Program Advisor with Details), TCNJ Quick Links (TCNJ Home Page, PAWS Help & Tutorials, The College Core), TCNJ Administrative Services (Records and Registration, Student Accounts, Financial Aid), and TCNJ Resources.

Read the TCNJ Terms and Conditions and select OK

TCNJ Auxiliary Terms and Conditions

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Terms & Conditions

Student Self Service Third Party Access Terms and Conditions
And
Authorization of Student to Release Education Records

With certain exceptions the federal Family Educational Rights and Privacy Act of 1974 (FERPA) restricts the College's disclosure of certain confidential information from your student records, such as information on academic progress, discipline, billing and financial assistance (collectively, Education Records). This restriction may apply, but is not limited to disclosure by the College to third parties such as your parents, spouse, or sponsor.

You may, at your discretion, grant the College permission to release your Auxiliary Access Records to an "Authorized Recipient" via access to PAWS. Auxiliary Access Records are those portions of your Education Records that you have selected below. An Authorized Recipient is any individual that you have selected below. By naming the Authorized Recipient(s), selecting the components of the Auxiliary Access Records, accepting these terms and conditions by checking the Use Acceptance box and choosing to continue and create an access record through this process, you are completing an Education Record Release Authorization.

You must set up a separate record for each Authorized Recipient to whom you grant access to portions of your Education Records.

The College does not automatically send information to a third party. The Authorized Recipient would need to access the Auxiliary Access Records through PAWS.

In no event will The College of New Jersey be liable for how the information is used by the Authorized Recipient or anyone who accesses the information through or because of actions taken by the Authorized Recipient.

This authorization will also authorize the College to disclose to or discuss with Authorized Recipient(s) Auxiliary Access Records by any other methods, such as phone, email, or in-person visit.

Please note that you may revoke your authorization to release Auxiliary Access Records at any time by removing permission from an Authorized Recipient through PAWS. If you have questions about this process, you may contact the Office of Records and Registration at 609.771.2141.

By clicking the I Accept button below, you are indicating that you understand, agree and acknowledge that:

- You have read and agree to be bound by the terms set forth above and below.
- You are waiving privacy protection provided under FERPA by giving access to your records to individuals of your choice.
- You are waiving certain rights under FERPA and allow the individual(s) you name to access designated financial, academic and/or other Education Records as they are available through PAWS.
- You are responsible for changing, amending or revoking this authorization at any time.

By establishing and granting access rights to this Auxiliary Access Records account, I consent to the release of my Auxiliary Access Records to the named Authorized Recipient through PAWS. I understand that I may update or revoke these access rights through PAWS. If I have questions about this process, I know that I may contact the Office of Records and Registration at 609.771.2141.

OK Cancel

To add a new auxiliary user select *Add*

Auxiliary Access

To add a user, click the "Add" button. 3 Allowed.
To edit a user's information (change password), click the "Edit" button.
To remove a user, check the box next to the Aux Users to be removed, then click the "Remove Selected" button.

Sel	User ID	Relation	Status	Edit	Help
<input type="checkbox"/>	[Redacted]	[Redacted]	Available	Edit	?
<input type="checkbox"/>	[Redacted]	[Redacted]	Available	Edit	?

Add ? **Remove Selected** ? go to ...

ID [Redacted]
Aux User ID [Redacted]
Aux User's Name [Redacted]
Relation Parent 1 ?
Create Aux Password ?
Confirm Password
PIN [Redacted] ?

Add/Remove Access

<input 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 the Student Bill and Account Activity

Aux User Email [Redacted] ?

OK Cancel

Enter in the appropriate information:

- Aux User's Name
- Relation
- Password (should be 6 or more characters in length and contain at least one number)
- PIN: Create a PIN number for the Aux User. The PIN must be a minimum of four characters and cannot match the USERID. This PIN will be used for phone or in-person verification of the Aux User should they inquire about your information. They will only be provided the information in which you give them access to view.
- Select the access you would like the Aux User to have.
- Enter the Aux User's email address for setup confirmation
- Click *OK*


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 the Student Bill and Account Activity”**: The Authorized user can view all financial transactions.

Auxiliary Access

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Auxiliary Users					
Sel	User ID	Relation	Status	Edit	Help
<input type="checkbox"/>			Available	Edit	?
<input type="checkbox"/>			Available	Edit	?

Add ? Remove Selected ? go to ... 

On this page you may also:

- Remove an Authorized User by selecting their checkbox and clicking "Remove Selected"
- Edit an existing Authorized User's profile or access by clicking "Edit"

After any changes are made, click "Save" to ensure the changes are applied to your account.

To navigate off this page, click the dropdown "go to" bar and select the target page then click the arrow button to the right.

For additional help on this page, click the question mark button.

- Note: the USER ID is automatically generated and assigned, this is what the auxiliary user will use to sign into PAWS.
- After setup is complete, your Aux User can log into PAWS through the link sent to them in the confirmation email. They log into PAWS using the assigned Aux User ID and Password you created. If they forget their User ID or password, they will need to contact you to have it confirmed/reset.
- Navigate to the TCNJ Authorized User Page linked here to access the PAWS login portal for Aux User's.



If you have any further questions please email us at
stuaccts@cnj.edu