

# How To View Your Transaction History

Office of Student Accounts

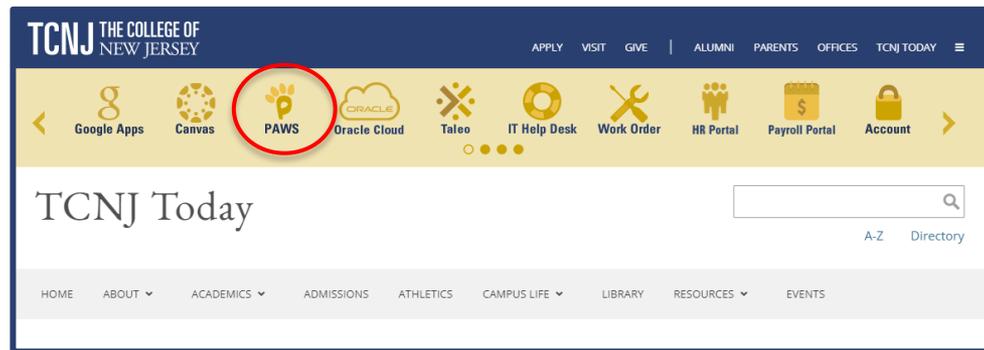
Green Hall 119

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**Step 1:** Visit the TCNJ Today homepage at <https://today.tcnj.edu/> and click on the PAWS icon located in the top menu bar

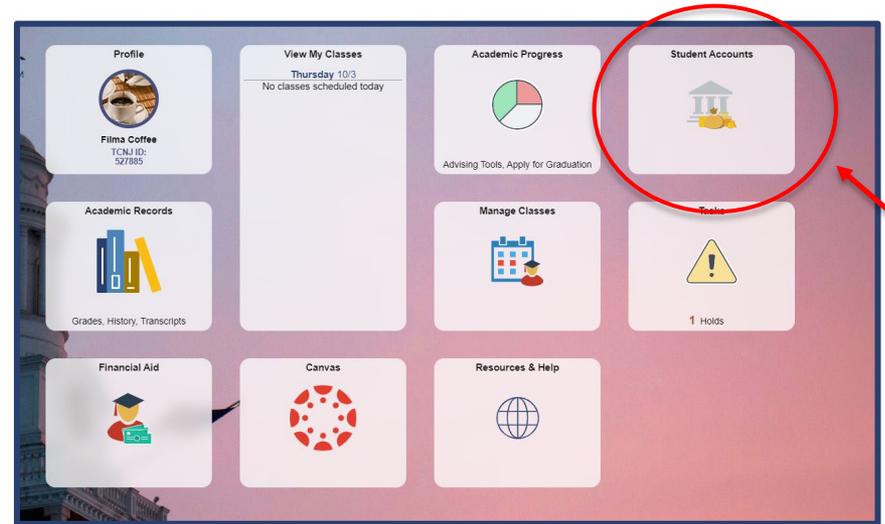


**Step 2:** Login to PAWS with your single sign in Username and Password

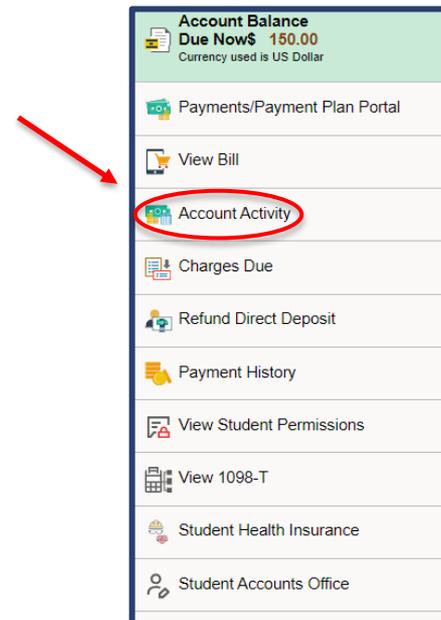
A screenshot of the Single Sign-On login form. The form is white with a dark blue border. At the top left is the TCNJ logo and text 'THE COLLEGE OF NEW JERSEY'. Below this is the heading 'Single Sign-On'. The form contains a text input field for the username, which is pre-filled with 'pasterk1@tcnj.edu' and has a blue 'edit' link to its right. Below the username field is a text input field for the password. At the bottom of the form is a large grey button labeled 'Log in'. In the bottom right corner of the form, it says 'Secured by Duo'.

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**Step 3:** Once logged into PAWS, click on the Student Accounts tile



**Step 4:** Select “Account Activity” from the left menu bar



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**Step 5:** On the Account Activity page you will be able to see all of your transaction history. You can adjust the dates & terms to modify your search (see section highlighted yellow). Click the “View All” command to expand the transactions

## Account Activity

View by

From  To  All Terms

Transactions Find  First 1 of 1

Posted Date	Item	Term	Charge	Payment	Refund

First 1 of 1 Last

Currency used is US Dollar

PAYMENTS/PAYMENT PLAN PORTAL