How to Add/Remove an Authorized User

Office of Student Accounts

Green Hall 119

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How to Add/Remove an Authorized User

An Authorized User, also referred to as an Aux User, is an individual who has been granted permission to view and discuss a students 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.

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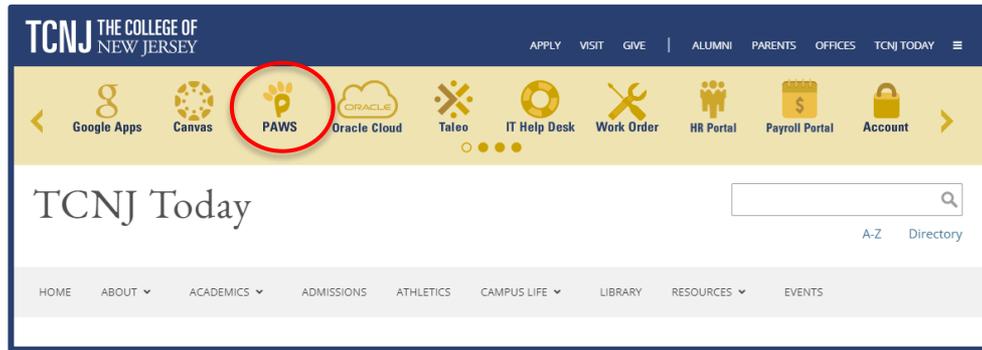
Step 2: Login to PAWS with your single sign in Username and Password

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Step 3: One logged into PAWS, click on the Profile tile
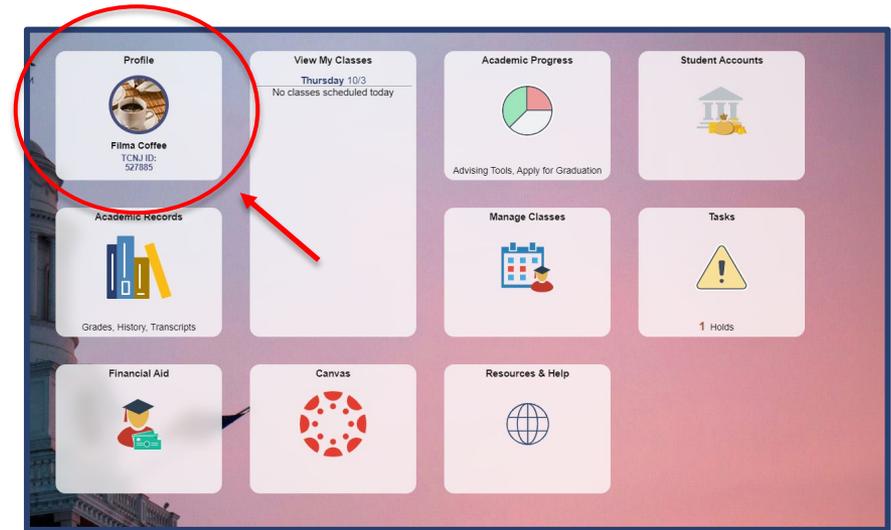
Step 4: On the side menu bar, click the "Auxiliary Access" option
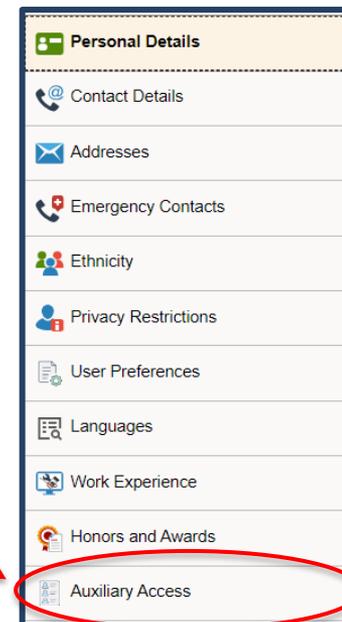
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Step 5: Read the TCNJ Terms and Conditions and select "OK"

TCNJ Auxiliary Terms and Conditions

Coffeecup,Filma

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

OK   Cancel

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Step 6: To add a new authorized user select "Add"

Step 7: Enter in the appropriate information (aux user's name, relation, password, PIN*)

- Select the access you would like the Aux User to have.

- Enter the Aux User's email address for setup confirmation.

- Click "OK"

*this PIN will be used for phone or in-person verification of the Aux User, should they inquire about your information.

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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 under the Task tile, 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.

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On this page you may also:

- Remove an authorized user by selecting their check box 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.

For any additional help on this page, click the question mark buttons next to each command.

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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. The credentials provided in the email is what they will use to log into PAWS. If they forget their USER ID or password, they will need to contact the student to have it confirmed or reset.