

# How to Add/Remove an Authorized User

Office of Student Accounts

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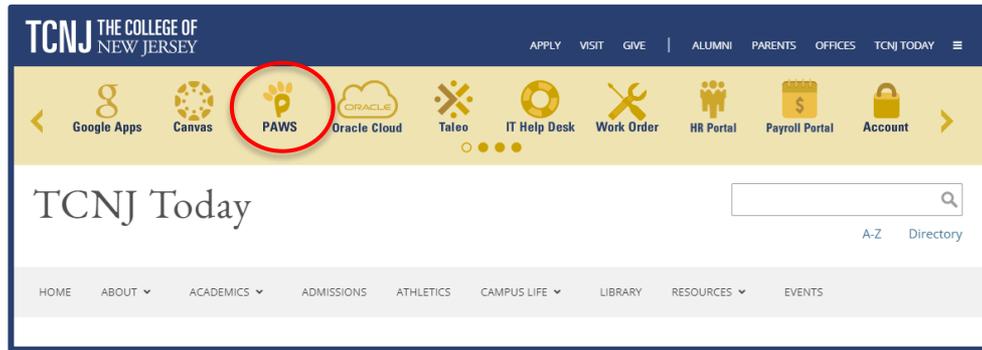
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An Authorized User, also referred to as an Aux User, is an individual who has been granted permission to view and discuss a student's billing, financial aid, and/or education records. TCNJ students are eligible to grant this access to up to three individuals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

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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

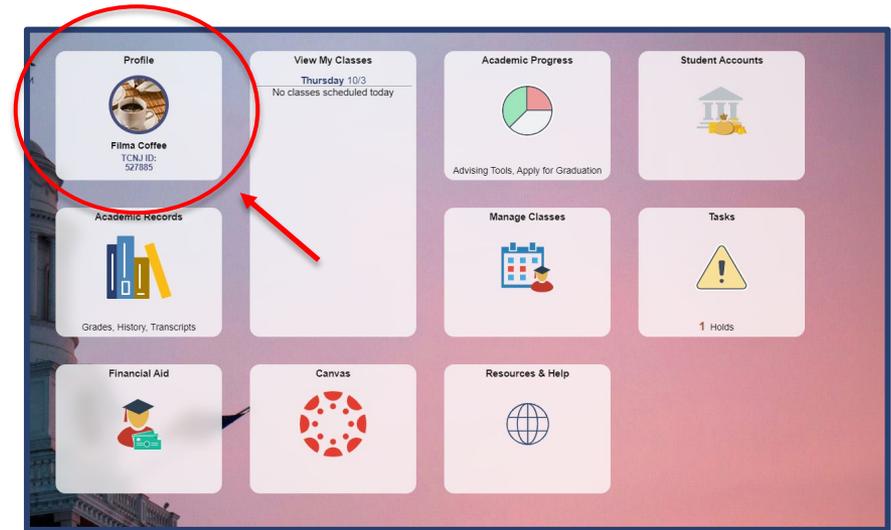


**Step 2:** Login to PAWS with your single sign in Username and Password

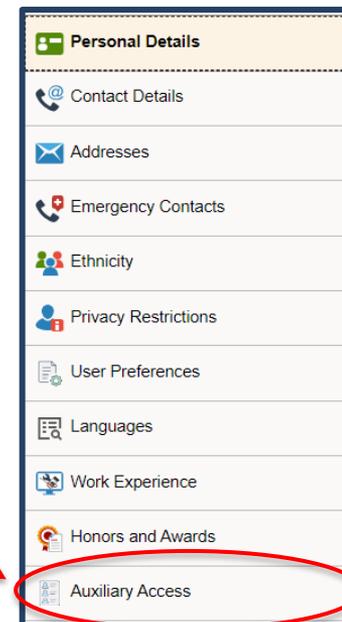
A screenshot of the Single Sign-On login form. The form is white with a dark blue border. It features the TCNJ logo and text 'THE COLLEGE OF NEW JERSEY' at the top. Below this is the title 'Single Sign-On'. The form contains a text input field for the username, which is pre-filled with 'pasterk1@tcnj.edu'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

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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.



The screenshot shows the 'Auxiliary Access' page for user 'Coffeecup, Filma'. It includes a table of 'Auxiliary Users' with columns for 'Sel', 'User ID', 'Relation', 'Status', 'Edit', and 'Help'. Below the table are buttons for 'Add', 'Remove Selected', and 'Save'. A red arrow points to the 'Add' button.

Below the main interface is a detailed form for adding a new user:

- ID: 527885, Filma Coffeecup
- Aux User ID: COFFEEC2-\$01
- Aux User's Name: [Text Field]
- Relation: [Dropdown Menu]
- Create Aux Password: [Text Field]
- Confirm Password: [Text Field]
- PIN: [Text Field]

The 'Add/Remove Access' section contains a table of permissions:

Check	?	Description
<input checked="" 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

At the bottom, there is an 'Aux User Email' field with the placeholder text 'ENTER EMAIL ADDRESS FOR RELATIONSHIP' and 'OK' and 'Cancel' buttons.

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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.

Auxiliary Access \_\_\_\_\_

Coffeecup,Filma

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.

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

Add ?      Remove Selected ?

 Save

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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.