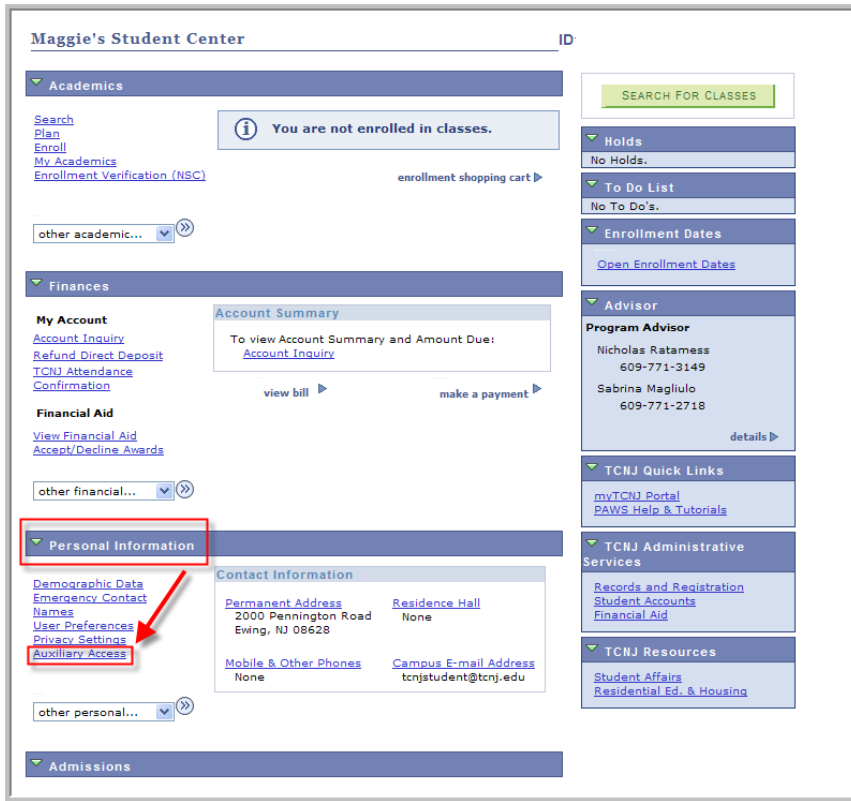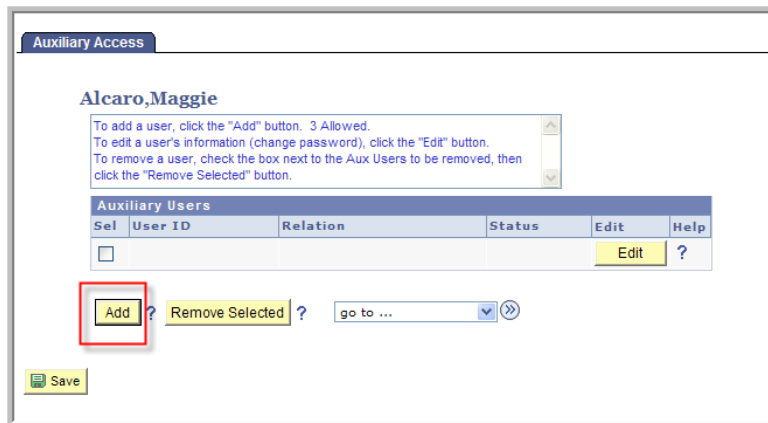# Creating Auxiliary Access through PAWS

1. Log into PAWS and select Student Center.
2. Under Personal Information, select the link Auxiliary Access (see picture below).
3. Read the TCNJ Auxiliary Terms and Conditions and select OK.

To Add a New Auxiliary User

1. Select Add (see picture below)

2. Enter in the following and select OK:
   a. Aux User's Name
   b. Relation
   c. Password (confirm password): The password will belong to the Aux User. It should be 6 or more characters in length and contain at least one number. Password is case sensitive.
   d. 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 call to inquire about your information. They will be only provided information in which you give them access to view.
   e. Select the Access you would like the Aux User to have.
   f. Type in the Aux User's Email address for setup confirmation

Important Note: The Aux User ID is automatically generated and assigned. This is what the auxiliary user will use to sign into PAWS (see picture below: the Aux User ID is ALCARO2-$01)


3. Setup is now complete and 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.

To Edit an existing Auxiliary User's Access (including change password)

1. Log into PAWS and select Student Center.
2. Under Personal Information, select the link Auxiliary Access.
3. Select the Edit button next to the User ID you wish to edit (see picture below).
4. Update any information and select OK. Changes are effective immediately.
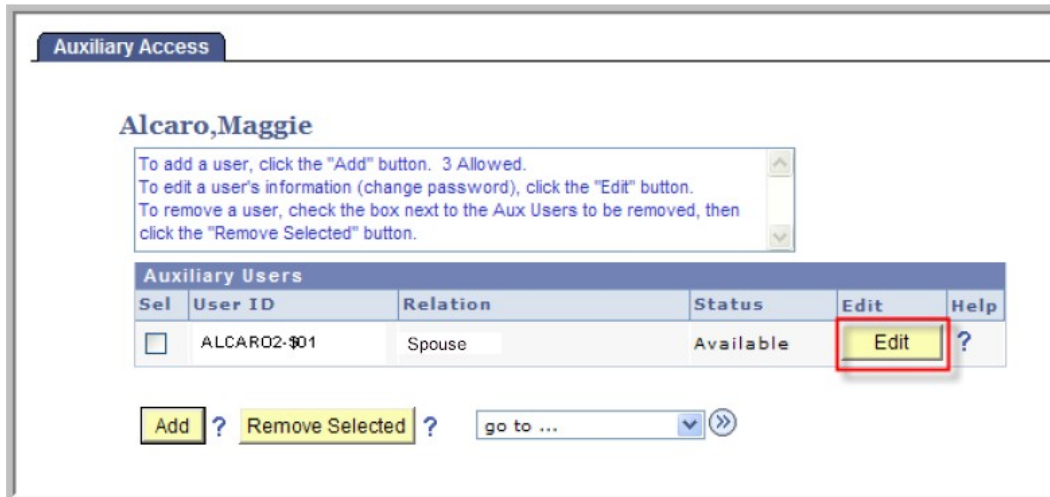
To Disable an existing Auxiliary User's Access

1. Log into PAWS and select Student Center.
2. Under Personal Information, select the link Auxiliary Access.
3. Select the Edit button next to the User ID you wish to delete.
4. Clear ALL Access checkboxes and select OK. Changes are effective immediately. Status will change to Locked.