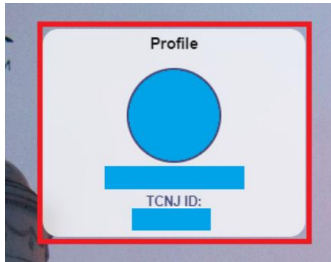
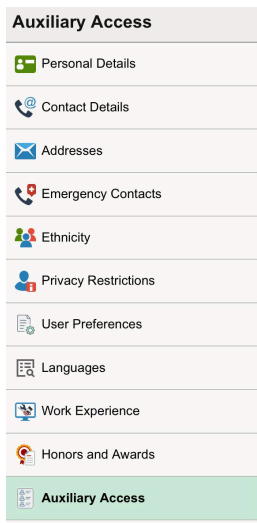


How to set up auxiliary access

1. Log into PAWS via [TCNJ Today](#)
2. On the left side of your screen, click the “Profile” tile.

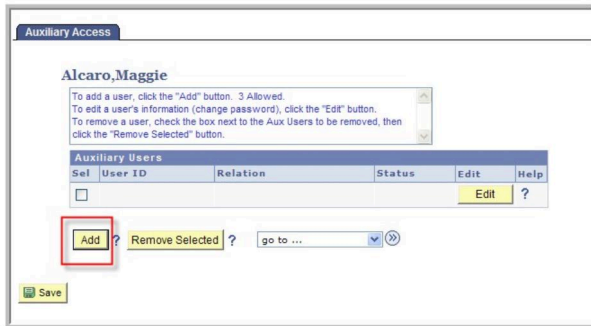


3. On the left side of your screen, select the tab “Auxiliary Access”.



4. Read the TCNJ Auxiliary Terms and Conditions and select “OK”.

5. Select "Add" to add a New Auxiliary User



6. Enter in the following and select OK:

- a. The Authorized User's (Aux User) full name
- b. Their relation to the student
- c. Password (confirm password): The password will belong to the Authorized User. It should be six or more characters in length and contain at least one number. The password is case sensitive.
- d. PIN: Create a PIN number for the Aux User. The PIN must be a minimum of six characters and cannot match the USERID. This PIN will be used for phone, in-person, and email verification of the Authorized User should they call, visit, or write to inquire about the student's information. They will be only provided information in which the student has given them access to view.
- e. Select the access the Authorized User should have
- f. Type in the Authorized User's email address for setup confirmation

TCNJ Auxiliary Access

ID [REDACTED]

Aux User ID [REDACTED]

Aux User's Name

Relation ?

Create Aux Password ?

Confirm Password ?

PIN ?

▼ Add/Remove Access

? View and disclose education records.

? To view Financial Aid award.

? View the To Do List of outstanding documents.

? View the Student Bill and Account Activity

Aux User Email ?

Important Note: The Aux User ID is automatically generated and assigned. This is what the Authorized User will use to sign into PAWS (see picture below: the Aux User ID is ALCAR02-01)

TCNJ Auxiliary Access

ID [REDACTED] Maggie Alcaro

Aux User ID ALCAR02-01

Aux User's Name

Relation ?

Create Aux Password ?

Confirm Password ?

PIN ?

▼ Add/Remove Access

? To view Financial Aid award.

? View the To Do List of outstanding documents.

? View and pay the student bill.

? View and disclose education records.

Aux User Email ?

- Setup is now complete and the Authorized User can log into PAWS using the login on this webpage. **Authorized users cannot log in via TCNJ Today, and must use the login available on the right-hand side of this page.** In order to log into PAWS use the assigned Aux User ID and the

password that was created. If the User ID, password, or PIN is ever forgotten, it will need to be confirmed and/or reset with the student.