



The College of New Jersey

April 22, 2008

Name
Address
City, State ZIP

**Office of Records and
Registration**

PO Box 7718
Ewing, NJ 08628-0718

Orientation

p) 609.771.2883
e) orient@tcnj.edu
w) www.tcnj.edu/
~recreg/orientation

Dear Name,

Welcome to The College of New Jersey. We are excited that you have chosen TCNJ to continue your academic career and personal growth. We are sure you will make a significant contribution as a citizen of our community.

I would like to introduce you to some of the tools available to you as a student of The College of New Jersey:

TCNJ Email Account

It is very important for you to setup your TCNJ email account as it is our official mode of communication.

1. Go to account.tcnj.edu
 2. Select Account Lookup and follow the instructions.
 3. To access your email, go to webmail.tcnj.edu
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TESS (The Electronic Student Services)

TESS is where you will access your online class schedule, course description, account and personal information.

1. Your **TCNJ ID** is: **xxxxxxx**. This will serve as your electronic signature.
2. Go to tess.tcnj.edu
3. Click on "Student Records, Bill and Personal Information Access".
4. In the Student ID field, enter your TCNJ ID.
5. In the PIN field, enter your temporary PIN: your birthday YYMMDD
Example: If your birthday is June 19, 1983, your PIN would be 830619.
6. Be sure to change your temporary PIN using six digit numbers.

In the upcoming weeks, you can expect to receive a letter from Professor Robert Anderson, Assistant Provost for Liberal Learning and Advising, which will discuss Liberal Learning and the First Seminar Program. Also included in that letter will be your online course selection guide information. This tool is used to introduce you to your recommended courses based on your major; it provides the opportunity to explore what you will be studying in Fall 2008. Please be aware that you will need to activate your email account to utilize the course selection guide. You will also be receiving information about Orientation through the mail in late May. However, feel free to learn more about orientation preparation by going to www.tcnj.edu/~recreg/orientation/freshman.

The staff in Records and Registration looks forward to working with you over the next several months and throughout your career at TCNJ. Best wishes and congratulations.

Sincerely,

Frank Cooper

Director of Records and Registration