

Account Lookup Instructions

Follow the below instructions to obtain your TCNJ account information.

- ❖ To start, you will need your **PAWS ID**. This number was included in all official grade letters sent from TCNJ after July 1, 2009. Please refer back to your grade letter. If you are unable to find this information, please call The Office of Graduate Studies at 609.771.2300 and ask for your **PAWS ID**.
- ❖ Using *Internet Explorer* or *Firefox* go to the **Account Manager** page at <http://account.tcnj.edu> and choose **Account Lookup**. You will be brought to the below page:

The College of New Jersey	
Lookup Computer Account Information	
Instructions: Complete all fields with the appropriate information. Note: Upper and lower case does not matter. Don't put spaces or dashes in ID field. Note: An email will be sent to the account holder for all successful account lookups.	
Do you agree to abide by the Computing Access Agreement ?	<input checked="" type="checkbox"/> Yes, I agree. <input type="checkbox"/> No, I do not agree.
Do you agree to the SAL User Agreement ?	<input checked="" type="checkbox"/> Yes, I agree. <input type="checkbox"/> No, I do not agree.
Do you agree to the Academic Integrity Policy ?	<input checked="" type="checkbox"/> Yes, I agree. <input type="checkbox"/> No, I do not agree.
Did you read and understand the information about file sharing ?	<input checked="" type="checkbox"/> Yes, I have read. <input type="checkbox"/> No, I have not read.
Enter your last name	<input type="text"/>
ID type <input type="text" value="Student (PAWS) ID Number (6 digits)"/> and number	<input type="text"/>
Date of birth	<input type="text" value="Jan"/> <input type="text" value="01"/> <input type="text" value="1991"/>
E-Mail Policy: E-mail is considered an official method of communication at The College of New Jersey because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. In order to ensure The College has the ability to communicate any important information to all of its constituents, a policy has been enacted that requires all members of the campus community to maintain and actively monitor the original e-mail account that was first assigned to them by The College. The College provides the mechanism for forwarding email to non-TCNJ email accounts but does not guarantee that forwarded email will not be blocked by the receiving email program. Therefore, it is strongly recommended that you check your TCNJ email account regularly.	
<input type="button" value="Get Account Info"/> <input type="button" value="Reset Form"/>	

- ❖ Agree to all the terms, enter the information requested, and click on **Get Account Info**. Your username and password will be provided. To change your password, logout and back on to <http://account.tcnj.edu> and choose **Password Manager**.

Note: TCNJ email is only available to students in the TCNJ/RTC master's program. All master's level students should be checking their TCNJ email regularly.