

Dear Student,

The College of New Jersey has been working on building you a new student system that will replace TESS/SIS. The new system will be called **PAWS** which stands for Primary Academic Web Services. **PAWS** will have many benefits to students. Some expanded services will be: A shopping cart registration process that allows you to “store” classes before you actually register, the ability to help you determine if you are on track to graduate on time by running a degree audit and a “what if “ function that will tell you what course you would need if you were to switch majors. All of this and more will be at your finger tips virtually 24/7!

We will begin using PAWS for all Fall 2009 transactions. We have some important dates coming up that will affect where you view or change your personal information and where you register for your Fall 2009 classes.

### **Key Dates for the new PAWS System for Fall 2009 Activities**

|  |   |
|--|---|
| Beginning on :   |   |
| Friday , February 6, 2009<br><i>Through</i><br>Tuesday, February 10 <sup>th</sup> , 2009 | SIS Enrollment History is taken from SIS/TESS and converted into the new PAWS system.<br><u>SIS/TESS/Artie and SOCS will all be available.</u><br>PAWS will not be available.   |
| Friday , February 6, 2009<br><i>through</i><br>Monday, February 23, 2009                 | <u>Personal Information changes must occur in person in the Office of Records and Registration during the transition period.</u> These changes will be entered into PAWS by the Office of Records and Registration.   |
| Monday, February 23, 2009  | PAWS Self Service Opens to Students : <ul style="list-style-type: none"><li>• to view and update personal information</li><li>• to view the course catalog</li><li>• to view your advisor’s information online</li><li>• to view financial aid “to do’s”</li><li>• to view course history with your enrollment and grades</li></ul> |
| Monday, March 2, 2009  | Fall 2009 Schedule of Classes Released for viewing in PAWS  |
| Monday, March 16, 2009   | Additional functionality available in PAWS: <ul style="list-style-type: none"><li>• view your enrollment appointment</li><li>• view advising and financial holds for Fall 2009</li><li>• run your academic advising report</li><li>• view your transfer credit</li><li>• view your test credit</li></ul>                            |
| Tuesday, March 31, 2009  | Fall 2009 Registration begins in PAWS   |

## **Below is a list of frequently asked questions that will help you during this system transition:**

### **How will I find the new system?**

*We will be sending you another email prior to February 23rd with the URL to the "myTCNJ" portal.*

### **What is "myTCNJ"?**

*"myTCNJ" is your personal gateway into most of the systems that you will need to conduct your TCNJ business. With just one sign on, you will be able to access PAWS, Career Services, SOCS and Zimbra (your email and calendar system). You can use the drag and drop feature to make this page look any way you like. You can open or close the applications that you have access to and much more!*

### **When and how will I login to "myTCNJ"?**

*On Monday, February 23<sup>rd</sup> "myTCNJ" will be available for you to log into.*

*You need to login with the same username and password that you use to access your current email.*

### **Does that mean I will have 2 different logins for 2 different systems - PAWS and TESS?**

*Yes, for a period of time you will need your "TCNJ ID" to log into TESS for Spring and Summer processing.*

*You will need your username and password to get into "myTCNJ" that will bring you to PAWS for Fall 2009 processing.*

*The username and password is the same username and password that you use to login to get your email.*

### **How will I be recognized in the new PAWS system?**

*You will have a new unique identifier that is related only to you and is stored in PAWS. This is called your "ID." It is six digits and we will direct you how to find this number prior to February 23<sup>rd</sup>.*

### **When would I use my "ID" that is stored in PAWS?**

*When you call or visit one of the administrative offices they will ask for your "ID" to access your records. You can find your ID in the new PAWS system. We will send you directions on how to locate this ID number prior to February 23<sup>rd</sup>.*

### **Will I need my TCNJ ID?**

*YES! But not for PAWS. You will need your TCNJ ID for TESS. You will still login to TESS for Spring and Summer 2009 transactions. Eventually, your TCNJ ID will not be needed.*

### **When can I start using the new PAWS system?**

*Monday, February 23, 2009!*

### **What can I do in PAWS on February 23rd?**

*See chart above for details. BUT, remember, it is only for your Fall 2009 term.*

*If you need to do anything with Spring and Summer such as requesting a transcript, dropping or adding a class, viewing financial aid or making payments- it will need to be in TESS.*

### **Will TESS still be available after February 23rd?**

*Yes. All Spring and Summer transitions will continue to be processed in TESS until July 1, 2009.*

*This information will be sent prior to February 23rd.*

### **Where can I go for help?**

*Beginning on February 23<sup>rd</sup> we will have a project website available with tutorials, web demos and "How To" documents for your assistance. In addition, you can contact the IT Help Desk for assistance.*