

Authenticating an Auxiliary Access User through PAWS

1. Sign into PAWS
2. Navigate: Campus Community > TCNJ Aux Access Admin
3. You can search by the following fields:
 - a. ID = Student's PAWS ID
 - b. User ID = Aux Username
 - c. Title = Auxiliary User's name
 - d. Last Name / First Name = Student's Last Name / First Name

Find an Existing Value

ID: begins with []

User ID: begins with [ALCARD2-\$01]

Title: begins with []

Last Name: begins with []

First Name: begins with []

Relationship Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

4. You must verify the PIN and also what access they are granted. In the example below, the student has only given this AUX user access to view and pay the bill therefore you cannot discuss education records. If the student has not given the parent, or authorized user, access to view specific aspects of the student's information (such as education records), faculty/staff may still discuss general information regarding the issue (aka information you may be able to find on the TCNJ website).

TCNJ Aux Access Admin TCNJ Aux Access Log

COMMON ID : 555555 Alcaro, Maggie

Scroll Area Find | View All First 1 of 1 Last

User ID ALCARD2-\$02

Aux User Name Grandpop Alcaro

Relation Grandparent

PIN TCNJ1855 Available

Email ID

Last Upd Oprid

Last Upd DtTm 08/31/09 1:52:20PM

Aux Access Codes	Description	Email Bill
1	View and pay the student bill.	<input checked="" type="checkbox"/>

Return to Search Previous in List Next in List