



How to Request an Official Transcript (only applicable for students who attended in 2000 or later. If you attended TCNJ prior to 2000, you will need to submit the [Transcript Request Form](#))

Step One: Look up your PAWS ID

1. Go to <https://jedi.tcnj.edu/eadev/cgi-bin/alumni/search.pl>
2. Complete the form (see example picture below)
3. Click "Lookup PAWS ID". You will be given a six-digit PAWS ID. Write this down; you will need it for Step Two.

TCNJ Alumni PAWS ID Lookup

Use this site to lookup your TCNJ PAWS ID.

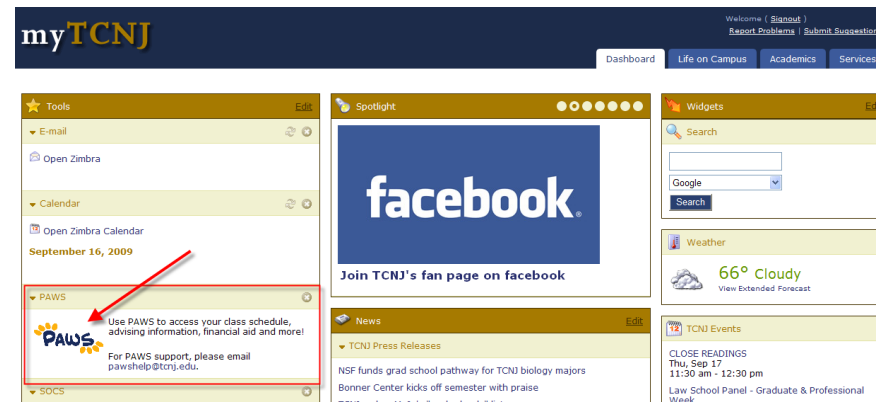
Last Name:	<input type="text" value="Jane"/>
First Name:	<input type="text" value="Smith"/>
Social Security Number: (last 4 digits only)	<input type="text" value="1111"/>
Career:	<input type="text" value="Undergraduate"/>
Date of Birth:	Month: <input type="text" value="Jan"/> Day: <input type="text" value="01"/> Year: <input type="text" value="1985"/>

Step Two: Use your PAWS ID to look up TCNJ account information

1. Go to <https://jedi.tcnj.edu/acctmgmt/index.html>
2. Select Account Lookup
3. Complete the form using the six-digit PAWS ID from Step One.
4. Click "Get Account Info". You will be given a username and a password. You will use this username and password to login to PAWS to request your official transcript

Step Three: Log into PAWS to request your transcript

1. Go to www.tcnj.edu and select the link to myTCNJ (upper right of the homepage).
2. Sign into myTCNJ using the username and password from Step 2 & select PAWS from the Tools menu on the left (see example picture below)



3. Sign into PAWS using the username and password from Step 2 & select the icon in the middle of the page that says 'Student Center'
4. From the Academics Drop-down, select Transcript: Request Official (see example picture below)
5. Fill in the requested information and submit your request

