Authenticating an Auxiliary Access User through PAWS

1. Sign into PAWS.

2. Navigate to:
   Main Menu → Campus Community → TCNJ Aux Access Admin → TCNJ Aux Access Admin

3. On the resulting page, 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** = Student's Last Name
   e. **First Name** = Student’s First Name

3. When you have located the account, review the Auxiliary Access information. You must verify the PIN and also what access the Auxiliary User is granted.

   In the example below, the student has only given this Auxiliary User access to view and pay the bill; therefore, you cannot discuss education records with the Auxiliary User. If the student has not given the Auxiliary 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 (for example, information you may be able to find on the TCNJ website).
In the example below, the student has given this Auxiliary User access to view and pay the bill and view and disclose education records. In this case, you can discuss education records with the Auxiliary User.