

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).

The screenshot displays the 'TCNJ Aux Access Admin' interface. At the top, there are tabs for 'TCNJ Aux Access Admin' and 'TCNJ Aux Access Log'. Below the tabs, the user's 'COMMON ID' is '000000' and the name is 'Alcaro, Maggie'. A 'Scroll Area' contains the following information:

- User ID: ALCAR02-#02
- Aux User Name: Grandpop Alcaro
- Relation: Grandparent (dropdown menu)
- PIN: TCNJ1855 (highlighted with a red box)
- Email ID: (empty)
- Last Upd Oprid: (empty)
- Last Upd DtTm: 08/31/09 1:52:20PM

To the right of the PIN field, the word 'Available' is displayed. Below this information is a table of 'Aux Access Codes' with the following structure:

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

A red arrow points to the 'View and pay the student bill.' entry in the table. At the bottom of the interface, there are navigation buttons: 'Return to Search', 'Previous in List', and 'Next in List'.

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.

The screenshot displays the TCNJ Aux Access Admin interface. At the top, there are tabs for "TCNJ Aux Access Admin" and "TCNJ Aux Access Log". Below the tabs, the user's "COMMON ID" is 600000 and the name is "Alcaro, Maggie".

The main content area is titled "Scroll Area" and contains the following details:

- User ID: ALCAR02-102
- Aux User Name: Grandpop Alcaro
- Relation: Grandparent
- PIN: TCNJ1855 (highlighted with a red box)
- Status: Available
- Email ID: (empty)
- Last Upd Oprid: (empty)
- Last Upd DtTm: 08/31/09 1:52:20PM

Below the details is a section for "Aux Access Codes" with a table:

| Description | Email Bill |
|--|-------------------------------------|
| 1 View and disclose education records. | <input type="checkbox"/> |
| 2 View and pay the student bill. | <input checked="" type="checkbox"/> |

At the bottom of the interface, there are navigation buttons: "Return to Search", "Previous in List", and "Next in List".