

TCNJ Authorized Users (Auxiliary Access)

To protect the privacy of students and their parents, Congress passed the Family Educational Rights and Privacy Act (FERPA). To be in compliance with FERPA, The College of New Jersey allows students to create Authorized Users (Auxiliary Access).

An Authorized User (Auxiliary access) is someone that a student grants access to parts of his or her PAWS account. The only people that educational records can be shared with are the student and any Authorized Users that the student has signed up through PAWS. It also allows TCNJ employees to authenticate the user and share information that the student has given permission for the user to know.

A student can sign up a maximum of three people as Authorized Users to his or her account. These users can be granted access to view financial aid, view the to do list, view and pay the bill, and/or view education records. Students can sign up an Authorized User by following the instructions found below

For information on FERPA please go to: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

In accordance with FERPA, TCNJ will disclose, to a parent or authorized auxiliary party, the education records of a student, provided the college has consent on file from the student. Students may provide consent by signing up their parent as an Authorized User (Auxiliary Access). Instructions can be found below.

What are educational records?

Just about any information provided by a student or created by the institution for use in the educational process is considered a student education record including but not limited to the following:

- personal information
- enrollment records
- grades
- class schedules
- disciplinary records
- transcripts
- student account records
- financial aid

FERPA Guidelines

Link to: <http://policies.tcnj.edu/policies/digest.php?docId=9065>

Create an Authorized User (Auxiliary Access)

The student must create the Authorized User (Auxiliary Access) account through his or her PAWS. The student must:

- Log into PAWS and select Student Center
- Under Personal Information, select the Auxiliary Access link

Maggie's Student Center ID

Academics

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
Nicholas Ratamess
609-771-3149
Sabrina Magliulo
609-771-2718
details ▶

TCNJ Quick Links
myTCNJ Portal
PAWS Help & Tutorials

TCNJ Administrative Services
Records and Registration
Student Accounts
Financial Aid

TCNJ Resources
Student Affairs
Residential Ed. & Housing

Finances

My Account
Account Inquiry
Refund Direct Deposit
TCNJ Attendance Confirmation
Financial Aid
View Financial Aid
Accept/Decline Awards

Account Summary
To view Account Summary and Amount Due:
Account Inquiry
view bill ▶ make a payment ▶

Personal Information

Contact Information

Demographic Data
Emergency Contact
Names
User Preferences
Privacy Settings
Auxiliary Access

Permanent Address
2000 Pennington Road
Ewing, NJ 08628

Residence Hall
None

Mobile & Other Phones
None

Campus E-mail Address
tcnjstudent@tcnj.edu

Admissions

- Read the TCNJ Auxiliary Terms and Conditions and select OK
- Select Add

Auxiliary Access

Alcaro, Maggie

To add a user, click the "Add" button. 3 Allowed.
To edit a user's information (change password), click the "Edit" button.
To remove a user, check the box next to the Aux Users to be removed, then click the "Remove Selected" button.

Sel	User ID	Relation	Status	Edit	Help
<input type="checkbox"/>				Edit	?

Add ? **Remove Selected** ? go to ...

Save

- Enter in the following and select OK:
 - The Authorized User's (Aux User) full name
 - His or Her Relation to the student
 - Password (confirm password): The password will belong to the Authorized User. It should be six or more characters in length and contain at least one number. The password is case sensitive.
 - PIN: Create a PIN number for the Aux User. The PIN must be a minimum of six characters and cannot match the USERID. This PIN will be used for phone or in-person verification of the Authorized User should they call to inquire about the student's information. They will be only provided information in which the student has given them access to view.
 - Select the access the Authorized User should have
 - Type in the Authorized User's email address for setup confirmation

Important Note: The Aux User ID is automatically generated and assigned. This is what the Authorized User will use to sign into PAWS (see picture below: the Aux User ID is ALCARO2-\$01)

TCNJ Auxiliary Access

ID **Maggie Alcaro**

Aux User ID ALCARO2-\$01

Aux User's Name Marge Alcaro

Relation Parent 1 ?

Create Aux Password ?

Confirm Password ?

PIN TCNJ1855 ?

Add/Remove Access	
<input type="checkbox"/>	? To view Financial Aid award.
<input type="checkbox"/>	? View the To Do List of outstanding documents.
<input type="checkbox"/>	? View and pay the student bill.
<input checked="" type="checkbox"/>	? View and disclose education records.

Aux User Email margiealcaro@yahoo.com ?

OK Cancel

- Setup is now complete and the Authorized User can log into PAWS. In order to log into PAWS, use the assigned Aux User ID and the password that was created. If the User ID, password, or PIN is ever forgotten, it will need to be confirmed and/or reset with the student.

Edit an Existing Authorized User's Access (including change password)

- Log into PAWS and select Student Center
- Under Personal Information, select the Auxiliary Access link
- Select the Edit button next to the User ID you wish to edit

Auxiliary Access

Alcaro, Maggie

To add a user, click the "Add" button. 3 Allowed.
To edit a user's information (change password), click the "Edit" button.
To remove a user, check the box next to the Aux Users to be removed, then click the "Remove Selected" button.

Auxiliary Users					
Sel	User ID	Relation	Status	Edit	Help
<input type="checkbox"/>	ALCAR02-001	Parent 1	Available	Edit	?

? ?

- Update any information and select OK. Changes are effective immediately

Disable an Existing Auxiliary User's Access

- Log into PAWS and select Student Center
- Under Personal Information, select the Auxiliary Access link
- Select the Edit button next to the User ID you wish to delete
- Clear ALL Access checkboxes and select OK. Changes are effective immediately. The status will change to Locked

Auxiliary Access

Alcaro, Maggie

To add a user, click the "Add" button. 3 Allowed.
To edit a user's information (change password), click the "Edit" button.
To remove a user, check the box next to the Aux Users to be removed, then click the "Remove Selected" button.

Auxiliary Users					
Sel	User ID	Relation	Status	Edit	Help
<input type="checkbox"/>	ALCARD2-\$01	Parent 1	Locked	Edit	?

Add ? Remove Selected ? go to ...