

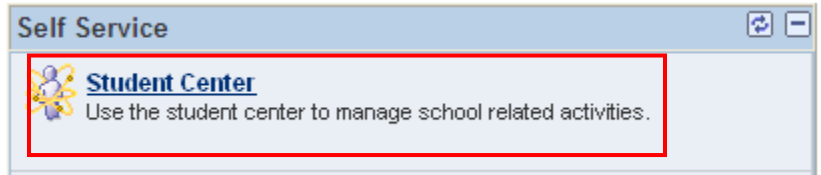
HOW TO MANAGE PERSONAL INFORMATION IN PAWS: NAMES



RTC students should note that they must inform both TCNJ and the RTC office of any changes in their personal information. A change in one system does not prompt a change in the other.

Viewing , Changing, or Deleting a Name

1. Sign in to PAWS.
2. On the PAWS Home page, select the [Student Center](#) link. *This will take you into the Student Center, where you can access your Personal Information, including your Address Information.*



4. In the Student Center, scroll down to the Personal Information section.



5. Click on the Names link.

6. On the resulting page, you will see a list of your current names in the PAWS system. Each name has a type associated with it that is indicative of the name's use.

Personal Information Security Participation

addresses || names || phone numbers || email addresses || emergency contacts || demographic information || ethnicity


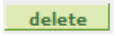
Names

View, add, change or delete a name.

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

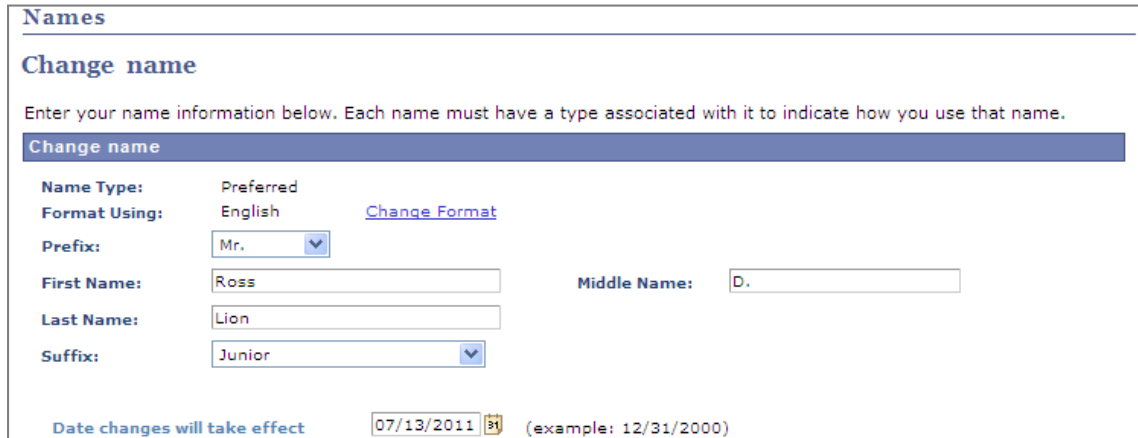
Name Type	Name		
Primary	Roscoe D. Lion		
Preferred	Ross Lion	edit	delete

[ADD A NEW NAME](#)

7. Click  to edit an existing Preferred Name, or  to delete the Preferred Name.

It is important to note that you cannot edit or delete the Primary Name via your PAWS account. To change/delete the Primary Name, you must contact the Office of Records and Registration. For more information, visit the Changes to Personal Information Procedure page at <http://www.tcnj.edu/~recreg/policies/personal.html>

Edit Screenshot



Names

Change name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type: Preferred
Format Using: English [Change Format](#)
Prefix: Mr.
First Name: Ross Middle Name: D.
Last Name: Lion
Suffix: Junior
Date changes will take effect: 07/13/2011 (example: 12/31/2000)

Delete Screenshot



Names

Delete name

Delete name

Name Type: Preferred
Format Using: English [Change Format](#)
Prefix: Mr.
First Name: Ross Middle Name: D.
Last Name: Lion
Suffix: Junior
Deleting name that was created on: 07/13/2011 (example: 12/31/2000)
 [Return to Current Names](#)

Adding a Name

It is important to note that you cannot add a Primary Name via your PAWS account. Users can only add a Preferred Name via PAWS.

8. From the Student Center, scroll down to the Personal Information section.
9. Click on the Names link.
10. Select the Add a New Name button.

How to Manage Your Names in PAWS

The screenshot shows a web interface with three tabs: 'Personal Information', 'Security', and 'Participation'. Under 'Personal Information', there are sub-links for 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', 'demographic information', and 'ethnicity'. The 'Names' section is active, displaying instructions: 'View, add, change or delete a name.' and 'Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.' A table lists one name: 'Primary' with the name 'Roscoe D. Lion'. A green 'ADD A NEW NAME' button is at the bottom.

Name Type	Name
Primary	Roscoe D. Lion

11. On the next screen, select "Preferred" as the Name Type, and enter the name information.
12. Click the Save button to submit your changes.

The 'Add a new name' form includes the following fields and options:

- Name Type:** A dropdown menu.
- Format Using:** Set to 'English' with a [Change Format](#) link.
- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Last Name:** A text input field.
- Suffix:** A dropdown menu.
- Date new name will take effect:** A date picker set to '07/13/2011' with a calendar icon and an example '(example: 12/31/2000)'.

A green 'SAVE' button is located at the bottom left, and a [Return to Current Names](#) link is at the bottom right.