

Authenticating an Auxiliary Access User through PAWS

1. Sign into PAWS by selecting the PAWS icon on the myTCNJ portal page at <http://my.tcnj.edu>.
2. Select the Campus Community Link in the Menu box on the left.
3. Then click on the TCNJ Aux Access Admin link.

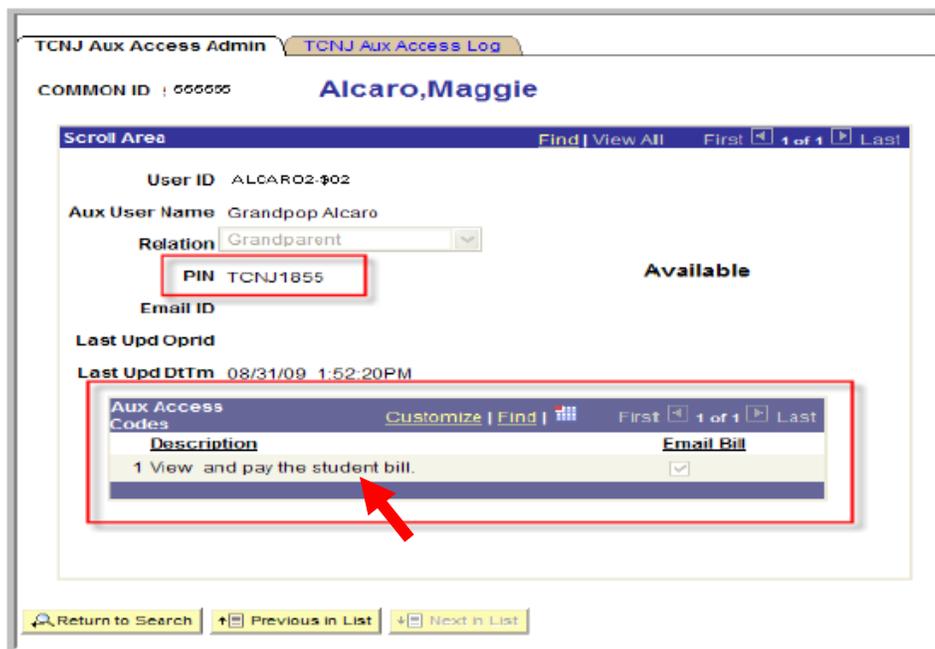


3. On the resulting page, you can search by the following fields:

- 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

4. 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.

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 this, the user's 'COMMON ID' is 666666 and the name is 'Alcaro, Maggie'. A 'Scroll Area' contains user details: 'User ID' is ALCAR02:102, 'Aux User Name' is Grandpop Alcaro, 'Relation' is Grandparent, 'PIN' is TCNJ1855 (highlighted with a red box), and the status is 'Available'. Other fields include 'Email ID', 'Last Upd Oprnd', and 'Last Upd Dttm' (08/31/09 1:52:20PM). Below the details is a table titled 'Aux Access Codes' with columns 'Description' and 'Email Bill'. The table contains two rows: '1 View and disclose education records.' with an unchecked checkbox, and '2 View and pay the student bill.' with a checked checkbox. Navigation buttons at the bottom include 'Return to Search', 'Previous in List', and 'Next in List'.

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