How to request an official transcript

Only for students who attended during or after 2000. If you attended prior to 2000, please submit the Transcript Request Form

STEP 1: Look up your PAWS ID

1) Contact the IT Helpdesk at (609)771A 2660 for your six digit PAWS ID number.
2) Write this number down—you will need it to retrieve your username and password in step 2.

STEP 2: Look up TCNJ account information

1) Go to http://account.tcnj.edu
2) Click “Account Lookup and complete the form using your six digit PAWS ID from Step 1.
3) Click “Get Account Info”. This will provide you with a username and password, which you will need in order to access your PAWS account and request an official transcript.

STEP 3: Log in to PAWS to request your transcript

1) On the TCNJ homepage www.tcnj.edu, click “TCNJ Today” on the toolbar at the top right-hand side of the page.
2) Once on the TCNJ Today page, click the “PAWS” icon in the middle of the toolbar.
3) Sign into PAWS with the username and password from Step 2, and then select “Student Center”.
4) From the Academics drop-down box, select “Transcript: Request Official”.
5) Under “Request a Paper Transcript,” Fill in the required information and submit your request.