

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.

The College of New Jersey
Lookup Computer Account Information

Instructions: Complete all fields with the appropriate information.
Note: Upper and lower case does not matter. Don't put spaces or dashes in ID field.
Note: For current students and employees, an email will be sent to the account holder for all successful account lookups. No email will be sent to applicants or alumni accounts since no email account is assigned.

Do you agree to abide by the [Computing Access Agreement](#)? Yes, I agree. No, I do not agree.

Do you agree to the [Academic Integrity Policy](#)? Yes, I agree. No, I do not agree.

Did you read and understand the information about [file sharing](#)? Yes, I have read. No, I have not read.

Enter your last name

Enter your 6-digit PAWS ID or Employee ID

Date of birth

E-Mail Policy
(For Current Students, Faculty and Staff)

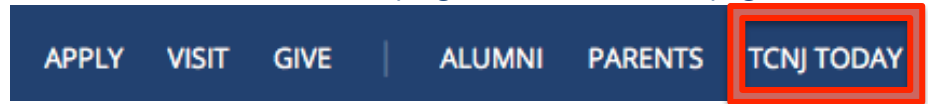
E-mail is considered an official method of communication at The College of New Jersey because it delivers information in a convenient, timely, cost effective, and environmentally aware manner. In order to ensure The College has the ability to communicate any important information to all of its constituents, a policy has been enacted that requires all members of the campus community to maintain and actively monitor the original e-mail account that was first assigned to them by The College.

The College provides the mechanism for forwarding email to non-TCNJ email accounts but does not guarantee that forwarded email will not be blocked by the receiving email program. Therefore, it is strongly recommended that you check your TCNJ email account regularly.

For best results use Mozilla 1.0, Netscape 6.2.x, IE 5.5 or newer versions with Javascript enabled.
Report problems to the Help Desk (helpdesk@tcnj.edu) or 609-771-2660.
[close window](#)

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.

