

## Account Lookup Instructions

Follow the below instructions to obtain your TCNJ username and password  
(this is the information needed to login to the PAWS system)

If you experience any difficulties contact the **IT Help Desk** at [helpdesk@tcnj.edu](mailto:helpdesk@tcnj.edu) or 609.771.2660

- ❖ To start, you will need your **PAWS ID**. This number is included in all official grade reports and decision letters sent from TCNJ. If you are unable to find this information, please call The Office of Graduate Studies at 609.771.2300 and ask for your **PAWS ID**.
- ❖ Go to the **Account Manager** page at <http://account.tcnj.edu> and choose **Account Lookup**. You will be brought to the below page:

### 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 <a href="#">Computing Access Agreement</a> ?	<input type="radio"/> Yes, I agree. <input type="radio"/> No, I do not agree.
Do you agree to the <a href="#">SAL User Agreement</a> ?	<input type="radio"/> Yes, I agree. <input type="radio"/> No, I do not agree.
Do you agree to the <a href="#">Academic Integrity Policy</a> ?	<input type="radio"/> Yes, I agree. <input type="radio"/> No, I do not agree.
Did you read and understand the information about <a href="#">file sharing</a> ?	<input type="radio"/> Yes, I have read. <input type="radio"/> No, I have not read.
Enter your last name	<input style="width: 100%;" type="text"/>
Enter your 6-digit PAWS ID or Employee ID	<input style="width: 100%;" type="text"/>
Date of birth	<input type="text" value="Jan"/> <input type="text" value="01"/> <input type="text" value="1993"/>

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](mailto:helpdesk@TCNJ.EDU)) or 609-771-2660.

[close window](#)

- ❖ Agree to all the terms, enter the information requested, and click on **Get Account Info**. Your username and password will be provided.