

## Access Account Information

- Launch browser (Safari, Firefox, Chrome)
- Go to: **account.tcnj.edu** (Do not type www)
- Select **Account Lookup**
- Complete the application and click **Get Account Info** (6-digit Student **PAWS ID** required)
- Login user name / password for accounts displayed
- User name / password are used for all TCNJ accounts  
*Admissions or Graduate Studies provides PAWS ID # via welcome email*

## Google Apps

### Email, Calendar, Drive, Sheets, Docs, Slides

- Launch browser (Safari, Firefox, Chrome)
- Go to: **today.tcnj.edu**, select: **Google Apps**
- Type user name and password, then click **Login**
- Google Apps (G-Suite) Help & FAQ, go to: **helpdesk.tcnj.edu**, click **Search the Knowledge Base**, or **Submit a Ticket**

## Virtual Lab

### Access Specialized Software

- Go to: **today.tcnj.edu**, select:
- Install **DUO Mobile** on mobile device (green icon)
- Register device via **https://ddm.tcnj.edu**
- Go to **today.tcnj.edu**, select **Virtual Lab**, log on with TCNJ credentials
- Select **Approve on DUO** (mobile device)
- For more info, go to **helpdesk.tcnj.edu** and search for **TCNJ Virtual Applications**

## Software for Home Use


### Software for Active Students

- Go to: **software.tcnj.edu**
- Select Students & log in with TCNJ credentials
- Available software includes:
- Office 365
- SAS / SPSS

Software is only available for active students VPN connection may be necessary after install ([Learn More, TCNJ VPN Instructions](#))

## LinkedIn Learning

### Free Online Training

- Go to: **today.tcnj.edu**, select: 
- Log in with TCNJ credentials
- Vast online library of instructional videos and transcripts covering software, creative, and business skills available to view from any device



Be sure to download  
the Roar App!



## Websites

- **PAWS** –course descriptions / academic requirements, update personal information and register for classes (Records & Registration x2141, Option 0, [pawshelp@tcnj.edu](mailto:pawshelp@tcnj.edu), [recreg.tcnj.edu](http://recreg.tcnj.edu), [pawshelp.tcnj.edu](mailto:pawshelp.tcnj.edu))
- **Canvas** –Course management, online communication between students and professors (Library, Room 4, x2114) ([canvas.tcnj.edu](http://canvas.tcnj.edu), [canvashelp@tcnj.edu](mailto:canvashelp@tcnj.edu))
- **Computer Lab Locations** –Hours and lab information ([computerlabs.tcnj.edu](http://computerlabs.tcnj.edu))
- **IT Help Desk** –(Green 6, x2660) ([helpdesk.tcnj.edu](http://helpdesk.tcnj.edu))
- **Instructional Technology Services Center** –Access scanners, color / large format printers and other equipment (Library, Room 4, x2114) ([its.tcnj.edu](http://its.tcnj.edu))
- **Wireless** –Configure mobile devices, wi-fi hotspots ([ei.tcnj.edu/eduroam-wireless-network](http://ei.tcnj.edu/eduroam-wireless-network))
- **PrintSense** –Manage on-campus printing, add money to GetIt Card ([printing.tcnj.edu](http://printing.tcnj.edu))

## Change Password - Passwords expire every 180 days

- Go to: **account.tcnj.edu**, then **Change/Manage Password**
- Password change is effective for TCNJ accounts (Google Apps, PAWS, Canvas, Housing, GetItCard, Handshake, Roar, Wi-fi, Lynda)
- Contact the Help Desk regarding account issues (Green 6, [helpdesk@tcnj.edu](mailto:helpdesk@tcnj.edu), x2660)
- Passwords may not be repeated

**Remember: You will need to reconnect all of your devices to eduroam after changing your password**

## Wi-Fi (Eduroam)

Scan QR Code to get instructions on connecting to wireless from PCs, Macs, Mobile & "Headless" devices:



- For more info, go to: **helpdesk.tcnj.edu**
- Then click **Knowledge Base** then **General IT Information**
- Scroll to **Eduroam**

*When the eduroam installer asks for your username, be sure to enter your entire TCNJ email address ([username@tcnj.edu](mailto:username@tcnj.edu))*

Scan the QR Code of your respective device to quickly configure Eduroam



## TeamDynamix Knowledge Base

### Find Answers to IT questions

- Go to: **helpdesk.tcnj.edu**
- Click the **Search the client portal** field, and type key word(s)
- **Submit a Ticket** or select **Knowledge Base** (toolbar), and select a category
- Answers to frequently asked questions provided