PAWS

~To obtain your official transcript follow these 6 EASY STEPS~

TRANSCRIPTS WILL NOT BE AVAILABLE UNTIL SIX WEEKS AFTER THE CONCLUSION OF THE CLASS TAKEN*

IMPORTANT NOTE: You will need your TCNJ account information (username and password) to request a transcript. THIS LOGIN IS DIFFERENT THAN THAT WHICH IS USED TO ACCESS THE RTC WEBSITE FOR REGISTRATION. If you do not know your TCNJ account information please visit the TCNJ ID and Account Information section on our website, www.tcnj.edu/~graduate/regional.html, before following the below steps. Please note that TCNJ passwords expire every 90 days and must be reset via the "Account Manager" at account.tcnj.edu.

If you experience any difficulties contact the **PAWS Helpline** at **pawshelp@tcnj.edu**

1. **Go to the TCNJ webpage - http://today.tcnj.edu/.**

2. **Click on the** PAWS **icon near the top of the page.**

3. **Enter your username and password again and click the *Sign In* button.**

4. **Select *Student Center*.**

5. **Under *Academics* click on the dropdown menu, select "Transcript: Request Official", and click the double arrow.**

6. **Enter in the recipient information and select the *Submit* button.**

Your transcript will be sent to the address indicated. If you would like a copy of an unofficial transcript for your personal records, you can print out a copy by choosing the "Transcript: View Unofficial" option in the dropdown menu.