**Student Access to PAWS for Student Work** Protecting our students, faculty and staff's personal information is extremely important to TCNJ and something we take very serious. Although student workers are an important part of our workforce, we need to make sure that the system access they are provided is compliant with best practices and our efforts to protect our campus community data while still providing them the access they need to be beneficial to their hiring office. In order to accomplish that task, we have created a business process for how we will grant student workers access to PAWS.

Student Worker Access to PAWS

Things we DO NOT want to do when a student worker needs access to PAWS:

•We do not want to sign student workers into PAWS as an existing staff person in the office.

•We do not want to have a generic login and password that we give out to a student worker.

•We do not want to use the same login between multiple student workers.

All of the above put our campus community's personal data at risk. We are unable to track who is accessing PAWS and/or who is accessing and changing data within PAWS.

Our plan:

•We want every student worker to have their own student worker login to PAWS so that we can limit and track their activity.

•The user name each student uses will be different from their personal login that they use to access PAWS normally.

◦Example: smith23 will be created as SW\_SMITH23

•These new user names and the passwords will be provided to the manager of the student worker. It will be up to the manager to distribute the login's and passwords out to each student worker.

•The student worker accounts will be active Mon-Fri, 8:00am - 5:00pm.

•These accounts will be created at the beginning of the semester and the account will be locked at the end of the semester.

•Security provided to the student worker accounts has been determined by the departments.

If the student worker you hired for this Fall (2016) will need access to PAWS, please submit the following form.

Student Worker Request for access to PAWS

http://goo.gl/n9IY91

According to a recent survey of cybersecurity professionals, "49% of security breaches are caused by a lack of user compliance to security policies." Thank you for your efforts to keeping our systems secure and our data safe. Please feel free to reach out to me with any concerns or questions.

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