

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. Student workers are an important part of our workforce, and 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

- Each student worker will have their own login to PAWS so their activity can be limited and tracked as needed.
- Student worker logins will be different from their regular student login on their academic PAWS account.
- Supervisors will be given the logins of student workers and distribute the login and password to the student workers.
- Student worker accounts will be active Monday-Friday from 8AM-5PM.
- Accounts will be created at the beginning of the semester and then locked at the end of the semester.

Student Workers are to NOT:

- Sign into PAWS as an existing staff person in the office.
- Use a generic login and password to be shared amongst other student staff 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.

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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