



FIRST STEPS IN USING PAWS

To use PAWS, you'll need both a User ID and Password.

1. **USER ID**

To determine your User ID, select "What's My User ID?" from the main PAWS menu. You'll be prompted for your last name and either your social security number or your Hartnell student id number. Press the Submit button and then wait for the system will to display your User ID.

Normally your User ID will be your first name, middle initial, and last name, all one word, in lower case. So, for example, if your name is John Q. Public, your User ID might be "johnqpublic". Sometimes you'll have a number on the end of your User ID as well, such as "johnqpublic357".

2. **PASSWORD**

Your temporary password is your six-digit date of birth (mmddyy). So, for example, if your birthday is July 4, 1976, your temporary password would be "070476".

3 **CHANGING YOUR PASSWORD**

The first time you log in, you'll be prompted to re-enter your User ID (which cannot be changed. Ever.) and to create a new password, one known only to you. This new password must be six to nine characters long and must contain both numbers and letters. You'll be asked to enter your new password twice to verify it.

You'll also be allowed to enter a password hint. For example, suppose you pick a password of "luv2study". Your password hint cannot be exactly the same as your password, but it could be something like "love two study" -- whatever you think you'll need to help you remember your password.

IMPORTANT !!!! WRITE YOUR PASSWORD DOWN – YOU WILL FORGET IT!

And that's all there is to it! You're now logged on to PAWS and can begin using it. One good place to start is the My Profile menu option to verify that we have a correct address, phone number and email address for you.

Good luck with PAWS and feel free to contact us at enroll@hartnell.edu if you have questions.