PAWS ACCOUNT SET UP: STUDENTS

Hartnell College is streamlining and improving the way your electronic presence is managed. From now on, you will use one user ID and password for PAWS and printing, and soon for much more as we work toward a single sign on experience. To start this process, you will need to use your “new” user ID (Student ID) in PAWS to reset your password. Follow the steps below.

STEP 1: OPEN PAWS

Go to Hartnell’s website (www.hartnell.edu) and click on the PAWS link in the Students menu.

This will take you to the PAWS Home Screen:
STEP 2: LOOK UP YOUR NEW PAWS USER ID

Your new User ID is your Student ID number – if you already know it, you can skip this step.

Enter your last name and Social Security number

The next screen will present your User ID. Write this down and memorize it soon. Click “OK” to return to the main screen.

STEP 3: LOOK UP YOUR PASSWORD

Changing your password will set your electronic presence at Hartnell. You will use the User ID from step 2 and the new password you set up here to access almost all your accounts. Email and Etudes will NOT be changed.
Click the “I don’t remember, reset my password” link

Use the drop down arrow to select your Hartnell email address, then click “Submit”

Fill in your last name

Fill in either your Social Security Number or Your Hartnell Student ID

Then Click Submit

Select an e-mail address

Use the drop down arrow to select your Hartnell email address, then click “Submit”

Send my temporary password to this email address*

Your temporary password will be sent to your Hartnell email.

Reset Password Confirmation

Click “OK”
STEP 4: RETRIEVE TEMPORARY PASSWORD FROM YOUR EMAIL

Open your Hartnell email in an internet browser of your choice, and find the message from PAWS. It will be from datatel@dexter.hartnell.cc.ca.us. You will use the temporary password to reset and log in to PAWS. Need help with your email? Find directions here: http://www.hartnell.edu/email-instructions-students

Copy this temporary password, which you will then paste in PAWS in the next step. Highlight the password, right click, and select copy.

STEP 5: RESET PASSWORD IN PAWS

Go back to PAWS and click on Log In.

Enter your User ID (from Step 2 with leading zeros, if any)

To paste the temporary password from the email, click in the box, then right click the mouse, and select paste.

Then click “Submit”
User ID: Student ID Number (same as from Step 2, with leading zeroes, if any)

Paste the temporary password from your email

New Password Rules:
- 6 to 9 characters
- Includes both letters and numbers
- No Special Characters
You are logged in to PAWS and are done! You will now use this User ID and password for accessing PAWS and printers.

As a reminder – you already use your Student ID for the following accounts: Etudes, Academic Computer Labs, Library computer labs, CAT card stations. The passwords/pins you have set up with these accounts will NOT change.

Your email remains the same.

QUESTIONS?

If you have any questions please call 755-6789 or send an email to ithelp@hartnell.edu