PAWS FOR STUDENTS: FIRST TIME LOG-IN

PAWS is the system that is used for holding student information including registrations, financial aid, and transcripts. Follow these steps to learn how to log in to PAWS for the first time.

STEP 1: NAVIGATE TO PAWS FOR STUDENTS

1. Open Chrome, Firefox, or Safari and navigate to www.hartnell.edu
2. Hover over “Enroll Now”
3. Select number 5: Register

STEP 2: LOOK UP STUDENT ID NUMBER

Once PAWS opens, you can log-in. However, if you do not know your student id number you can first look it up to then use it to log in.

1. Click “What’s my User ID?”
2. Enter your last name.
3. Enter your social security number.
4. Click Submit
Your User ID (Hartnell Student ID number) will be displayed. Write the number down, then click “OK”.

**STEP 3: LOG IN**

Now use your Hartnell Student ID number as your User ID to log into PAWS.

1. Click “Log In”

2. Enter your Student ID number as your User ID.
3. Enter your 8 digit birthday as your temporary password in the format: mmddyyyy
4. Click Submit

**STEP 4: UPDATE PASSWORD**

The first time you log in, you will be asked to reset the password to something more secure, that you will use from then on to log in to PAWS.

1. Enter your Student ID number
2. Enter your 8 digit birthday in the format mmddyyyy
3. Enter a NEW password – make sure to follow password requirements
4. Re-enter the new password to confirm
5. Give yourself a hint to remember the password – this can be anything except the actual password
6. Click “Submit”

QUESTIONs? JUST ASK! CALL ADMISSIONS & RECORDS AT: 755-6711

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