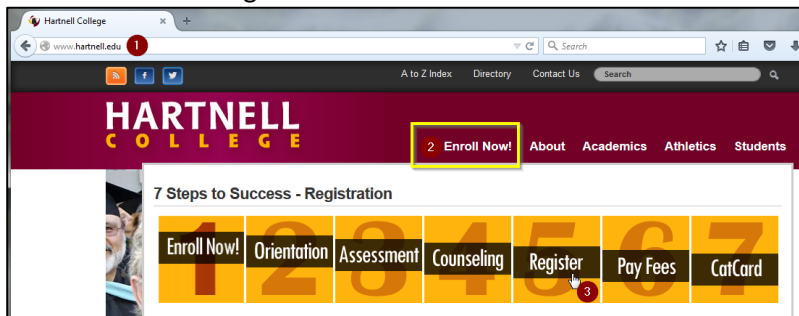


PAWS FOR STUDENTS: FIRST TIME LOG-IN

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



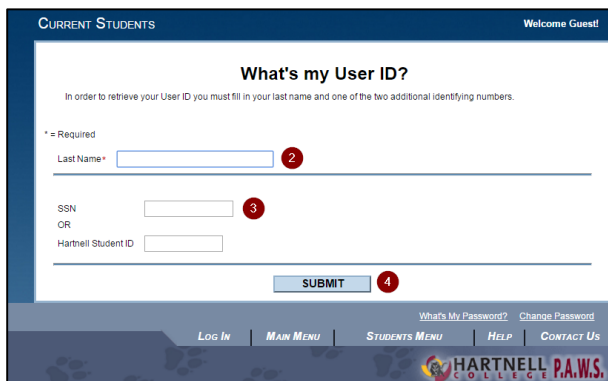
STEP 2: LOOK UP STUDENT ID NUMBER

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.

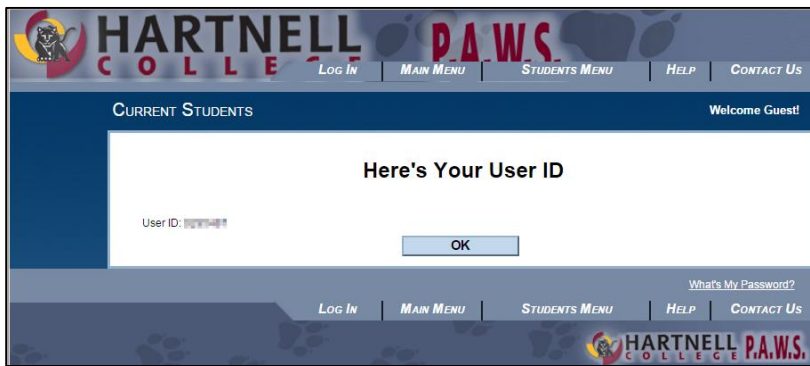
1. Click “What’s my User ID?”



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”.



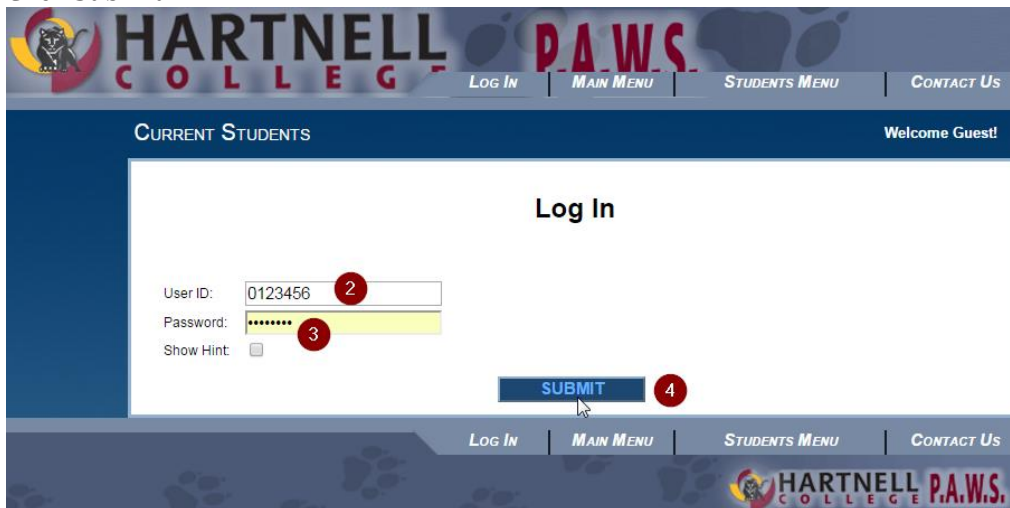
STEP 3: LOG IN

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"

CURRENT STUDENTS

Change Password

Your new password must be 6 to 9 characters in length and include both letters and numbers.

* = Required

User ID:*	<input type="text" value="0123456"/>	1
Old Password:*	<input type="password" value="....."/>	2
New Password:*	<input type="password" value="....."/>	3
Confirm Password:*	<input type="password" value="....."/>	4
My password hint:	<input type="text" value="Favorite Team"/>	5

SUBMIT 6

New Password Requirements:
*6-9 characters
*Both letters and numbers
*No special characters

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

Last Updated: 11/12/15