

# Hartnell College

## P.A.W.S. Account Set-up Guide

College Pathways Team

2019- 2020





**1**  
APPLY

## 1. Admission and Financial Aid

Complete and submit the Hartnell College Application for Admissions online at [www.CCCApply.org](http://www.CCCApply.org) AND complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or complete the CA Dream Act application at [www.dream.csac.ca.gov](http://www.dream.csac.ca.gov) to determine your financial aid eligibility.

**An Application for Admissions is required in order to set up your P.A.W.S. account.**

**If you have not completed an application, please refer back to our resources and do so before proceeding.**



To set-up your P.A.W.S. account, you will need to have your Hartnell Student ID number which is also your P.A.W.S. User ID.

If you have it, skip to slide 6.

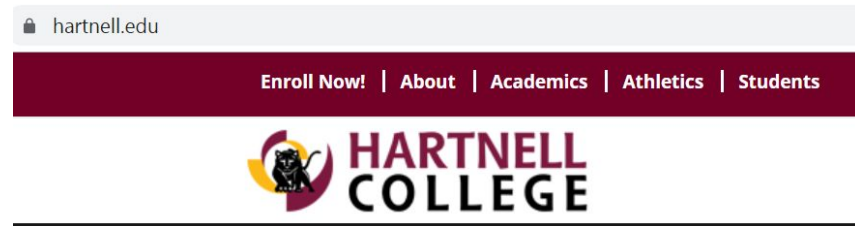
- After you applied to Hartnell, 2 email messages were automatically sent to the email you provided on your Hartnell Application for Admission.
  - The first email was confirmation of your application
  - The second had your Hartnell Student ID/P.A.W.S. User ID
- Search your email for a message from “Hartnell Admissions”
- Once you have your Hartnell ID number skip to slide 6.

If you are unable to locate your Hartnell Student ID number in your email, see the next slide for instructions on how to retrieve it through the P.A.W.S. system.

## To find your ID number on P.A.W.S. follow these steps

### 1. Go to Hartnell.edu

The top of page will look like this.



### 2. Click Students

In white banner under the page header.



### 3. Click Log into P.A.W.S.

Icon is in the center of the page.



### 4. Click PAWS for Students



### 5. Click Main Menu

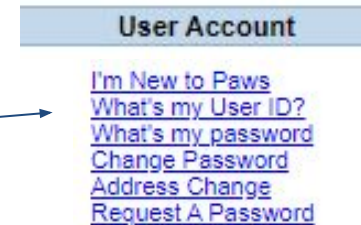
Tab is located in the upper right side of the page.





## 1. Click What's my User ID?

- Under the User Account Heading



## 2. Enter your information

- Last name
- Social Security Number\*
- Leave the last field blank
- Click Submit

### What's my User ID?

\* = Required

Last Name\*

SSN

OR

Hartnell Student ID

SUBMIT

## 3. Your User ID will be displayed

- This is also your Hartnell Student ID#

### Here's Your User ID

User ID: 0236383

OK

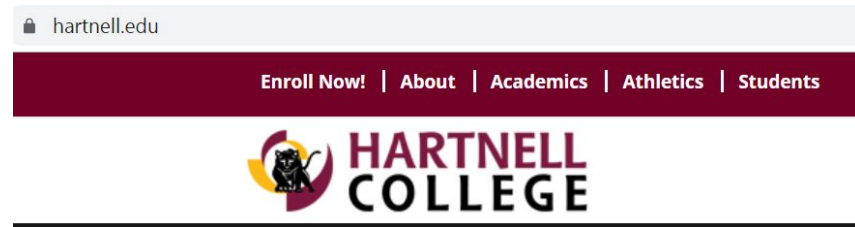
\*If you do not have a social security number:

- email [collegepathways@hartnell.edu](mailto:collegepathways@hartnell.edu)
- Include your full name
- Include date of birth
- We will email you your ID number

Once you have your Student ID# you will log into your account

## 1. Go to Hartnell.edu

The top of page will look like this. →



## 2. Click Students

In white banner under the page header.



## 3. Click Log into P.A.W.S.

Icon is in the center of the page.



## 4. Click PAWS for Students



## 5. Click Log In

Tab is located in the upper right side of the page.





## On the next screen:

1. Enter your User ID/Student ID#

User ID:   
Password:   
Show Hint:

2. Enter your 8-digit date of birth for your password

- It must be in this format: MMDDYYYY
- Example: 01011990 if you were born on January 1, 1990

3. Create a new password

- Your User ID is always the same
- Old password is date of birth

### New password must:

- Be between 6-9 characters
- Have at least 1 number and 1 letter
- No punctuation/special characters

**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

**6** SUBMIT

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

If you click submit and stay on this screen, read the error message carefully and try again. Your new password likely does not meet the requirements above.



Once you successfully set up your P.A.W.S. account, explore all the things you can do from the student menu:

- Check Financial Aid status, search for classes, view grades (if you've completed classes), etc.
- SAVE your User ID and Password - you will need it to obtain an English and Math course placement, to complete your Orientation and to register for classes.

If you have difficulty logging in reach out the College Pathways Team at [collegepathways@hartnell.edu](mailto:collegepathways@hartnell.edu) for assistance.