The procedures below give you step by step instructions for setting up security questions for the password reset option and making your passwords for most systems the same. During this process, students will need your PAWS ID which will display on the first screen once you sign into PAWS. Faculty and staff will need their EMPLID which will display when you sign into YESS. You will also need your driver’s license. If you do not have a driver’s license, answer “none”. You will also be prompted to change your password during this process.

1. Log onto the Identity Management System (TIMS)
   A. Go to: account.tcnj.edu and click on the link for TIMS
   B. Log on with your user name and password

2. Complete Your Security/Challenge Questions in TIMS
   A. After a successful logon to TIMS, you will be prompted to answer five (5) questions and supply a sixth question of your choice. The questions are:
      1. What is your PAWS/EMPLID? You can get this by logging onto PAWS for students or YESS for faculty/staff
      2. What is your driver’s license number?
      3. Who was your best friend in elementary school?
      4. What is your mother’s maiden name?
      5. What is the name of the city or town where you were born?
      6. This will be a user defined challenge question so you will provide both the question and the answer.

3. Change Your Password
   A. After completing the security/challenge questions, select the Change Password link on the left
   B. Complete the fields for old and new password

If you have any questions, please contact the Help Desk at (609) 771-2660.