COLLEGE IN HIGH SCHOOL STUDENT GUIDE TO CAMPUS SERVICES

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Accessing BearPAWS

BearPAWS is Potsdam’s Web Database for Students. BearPAWS is used to access your Potsdam ID, student schedule, academic history (unofficial transcripts and grades), check holds, update your personal information, etc.

Contact the CTS Helpdesk at 315-267-4444 or email helpdesk@potsdam.edu with any technical programs or questions.

1. Type bearpaws.potsdam.edu into your web browser of choice
2. Use username from Campus Computer Account and password that you created to login

Setting up Guest Access to BearPAWS

Students may allow a Proxy, such as a parent, to access selected BearPAWS pages and/or contact designated campus offices.

A presentation on how to set up guest access is available at https://prezi.com/jzm-plq0ry-k/how-to-add-a-web-for-proxy-guest-on-your-bearpaws-account/?utm_campaign=share&utm_medium=copy

Setting up Proxy Guest account(s):

- **The Student** must log into http://bearpaws.potsdam.edu/
- Click **Web for Proxy** tab
- Click on **Proxy Management**
- Click on **Add Proxy**
- Fill in your Proxy Guest's information
- Click on **Expand Proxy** to verify your Proxy Guest
- Review FERPA information
- Fill out the Proxy Guest **Profile**
- Your Proxy Guest will need to verify the email and activate the PIN
• **Email Passphrase** to your Proxy Guest, if you opted to give permission for your Proxy to contact designated campus offices by creating a Passphrase
• Click on **Authorization** to authorize information to which your Proxy Guest may have access
• You have successfully added your Proxy Guest!

Proxy Guest Login

**INITIAL Login:**

• Proxy Guest will receive email with link; click on the link, use the temporary password, and then create a new password

**SUBSEQUENT/Regular Login:**

• Proxy Guest goes to [http://bearpaws.potsdam.edu/](http://bearpaws.potsdam.edu/)
• Click on the **green Web for Proxy Access** link above the student login
• Type in your **Email Address**
• Type in your **PIN/Password** and click **Login**

Managing Proxy Guest Access

• **The Student** must login to [http://bearpaws.potsdam.edu/](http://bearpaws.potsdam.edu/)
• Select **Web for Proxy**
• Click on **Proxy Management**
• To modify your Proxy Guest settings, click on **Expand Proxy**
  
  **Here You Can:**
  o Disable or extend your Proxy Guest access by changing the dates on **Profile**
  o Add or remove access to specific information under **Authorization**
  o Resend your verification email under **Communication**. Your Proxy will have another five days to verify his/her email when you resend your email.

Questions

If you have any questions, please contact **proxyguest@potsdam.edu**.
Accessing Student Services

Navigate to “Student Services & Financial Aid” by selecting either the menu tab along the top or the first link in the Main Menu.

Select “Student Records”
The One Stop coordinates the billing process, processes payments made to student accounts and manages the semester and annual payment plans. Students should review their online billing statement frequently at the start of each semester in BearPAWS to monitor changes to their account, available 24/7.

To view the updated and most current bill, students must sign in to BearPAWS:

1. Navigate to bearpaws.potsdam.edu
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select eBill

**Payments** by mail, or online. Late payments are subject to late fees. We accept:

- Checks payable to SUNY Potsdam
- VISA and MasterCard debit/credit cards

If you are using a debit card please ensure any daily limits will not prevent the successful processing of the payment. Credit card payments will post to your student account the same day payment is received. To ensure proper application of the payment please know your Potsdam ID number.

Mailed check payments must be received on or before the due date to avoid late fees. A postmark on or before the due date does not constitute evidence of having paid on time. All checks should be in US FUNDS and made payable to SUNY Potsdam with the Student Potsdam ID number written on the check and mailed to our lock box location address listing on the bill. Credit/Debit Card payments are processed through the student’s on-line billing statement in BearPAWS.

**Account Holds**

A hold is placed on the student record if an outstanding balance exists. A hold prevents students from registering for upcoming semesters, receiving grades, receiving official academic transcripts, receiving a diploma and accessing housing and meal selection.
Setting up “Authorized Payers” in CASHNet

To set up an Authorized Payer through CASHnet, students can log in to BearPaws and complete the following steps:

1. Select Student Services & Financial Aid
2. Select Student Records
3. Select eBill (student will automatically be taken to the CASHnet site)
4. On the first page of the CASHnet site, scroll down to the box labeled "Authorized Users"
5. Select "Add New"
6. Enter the required information for the new authorized payer

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

Once the Authorized Payer receives the confirmation email, they will be able to log in to CASHnet and view the eBill at https://commerce.cashnet.com/cashnetk/selfserve/ebilllogin.aspx?client=POTSDAM_PROD&LT=P
Viewing (Unofficial) Academic Transcript

To view your Academic Transcript, students must sign in to BearPAWS:

1. Navigate to bearpaws.potsdam.edu
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select Academic Transcript

To request an official transcript, receive verification of enrollment, or change your address please contact the Registrar's Office at (315) 267-2154 or by e-mail at registrar@potsdam.edu.

Viewing Final Grades

To view your Final Grades, students must sign in to BearPAWS:

1. Navigate to bearpaws.potsdam.edu
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select Final Grades
Viewing & Updating Personal Information

You can view and update your personal information through BearPAWS. If you have a change in address, phone, email, etc. please make sure to notify the campus.
Accessing Campus Email

Your Potsdam e-mail is the official e-mail used by instructors and faculty/staff at Potsdam for correspondence.

1. In a web-browser of your choice, type **portal.office.com**

2. Enter your campus computer account username and press enter or click “Sign In”

3. Once redirected to SUNY Potsdam’s log in page, re-enter your username and password

4. You have now successfully logged into Office 365. To access your email, click on the Mail icon
Accessing Library Services

1. In a web-browser of your choice, type http://www.libraries.potsdam.edu/

2. To access SUNY Potsdam’s online library resources, click on “Online Resources” in the left-hand column.
## Important Campus Contact Information

All phone numbers are in the (315) area code:

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate and Continuing Education</td>
<td>Raymond 204</td>
<td>267-2665</td>
<td><a href="mailto:earlycollege@potsdam.edu">earlycollege@potsdam.edu</a></td>
</tr>
<tr>
<td>Student Accounts (Billing)</td>
<td>Raymond 412</td>
<td>267-2137</td>
<td><a href="mailto:onestop@potsdam.edu">onestop@potsdam.edu</a></td>
</tr>
<tr>
<td>Registrar’s Office (Transcripts)</td>
<td>Raymond 313</td>
<td>267-2154</td>
<td><a href="mailto:registrar@potsdam.edu">registrar@potsdam.edu</a></td>
</tr>
<tr>
<td>Computing &amp; Technology Services Helpdesk</td>
<td>Stillman 103</td>
<td>267-4444</td>
<td><a href="mailto:helpdesk@potsdam.edu">helpdesk@potsdam.edu</a></td>
</tr>
<tr>
<td>Lougheed Learning Commons (Library)</td>
<td>LLC</td>
<td>267-2485</td>
<td><a href="mailto:library@potsdam.edu">library@potsdam.edu</a></td>
</tr>
<tr>
<td>PACES SUNYCard Office</td>
<td>Merritt 121</td>
<td>267-2658</td>
<td><a href="mailto:wingkr@potsdam.edu">wingkr@potsdam.edu</a></td>
</tr>
<tr>
<td>University Police (Parking)</td>
<td>VanHousen S181</td>
<td>267-2222</td>
<td><a href="mailto:universitypolice@potsdam.edu">universitypolice@potsdam.edu</a></td>
</tr>
</tbody>
</table>