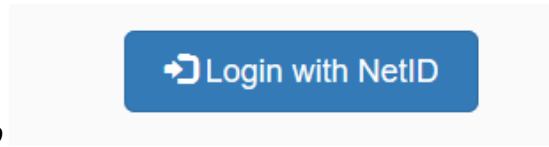


PREPARER AND APPROVER REGISTRATION GUIDE

- ✓ The web address for the FWSP Online System is <https://fwsp.rutgers.edu/>



- ✓ Click on *login with NetID*
- ✓ Enter your NetID and password and click *login*
- ✓ Choose *approver* or *preparer*, depending on your role, from the access level drop down list

Access Request

Access Level

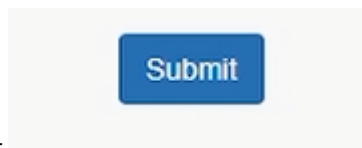
Department Name

- ✓ Type either your *6-digit FWSP ID (170XXX)* or the *name of your department* in the Department Name field and choose the correct department from the drop down list

Access Request

Access Level

Department Name



- ✓ Click *Submit*
- ✓ You will see a message that confirms your request was submitted

Access Request

Thank you! Your access request was successfully submitted. Once the Student Employment Office approves your request, you will be able to login. Please [Logout](#) now.

- ✓ Please allow 24-48 hours for SEO approval before attempting to login again.