SETTING UP YOUR GOPFW

PURDUE UNIVERSITY | FORT WAYNE

Go PFW

- GoPFW *(Link)*
  - This account is your go to account for all things PFW
    - Paying your bill, academic supports, library etc.
- **New Tiled Look**
  - Each tile contains links to the various resources and tools that you need to access (paying your bill etc.)
  - Tiles with a padlock in the upper right hand corner are locked for your convenience by PFW
    - These tiles will be some of the most useful for you
    - Other tiles can be added, removed, and shifted as you deem necessary
- **Before Activation**
  - You will need your 900# or your PUID (found on your acceptance email that was sent to the address on your application)
    - If you cannot find it, call the Collegiate Connection Office and we can help
  - You will also need to download Microsoft Authenticator on your phone for IT security purposes

Download on the App Store

GET IT ON Google Play

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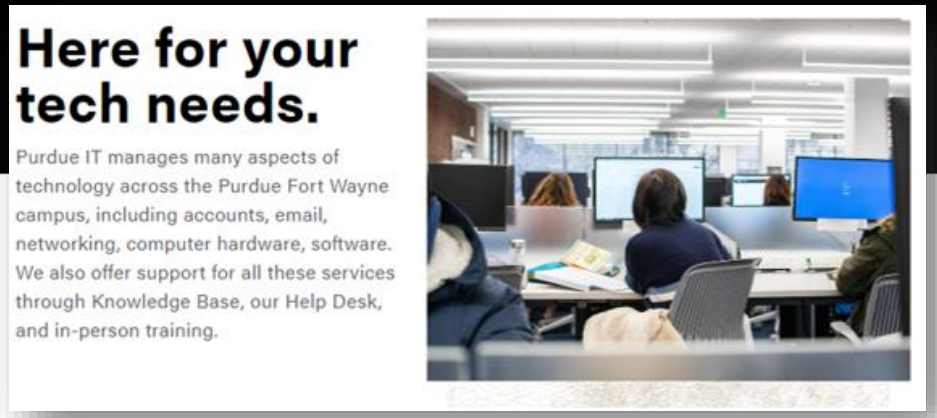
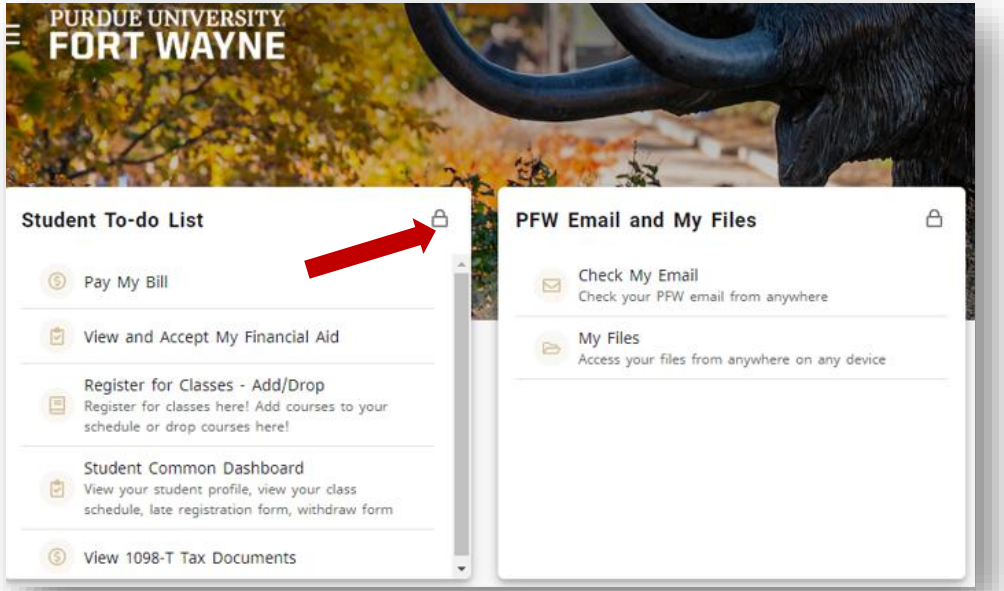


PFW IT Services

- Phone: 260-481-6030
- Email: helpdesk@pfw.edu
- Ticket Service: Submit a Ticket

Collegiate Connection

- Phone: 260-481-0748



Go PFW (Getting Set Up)

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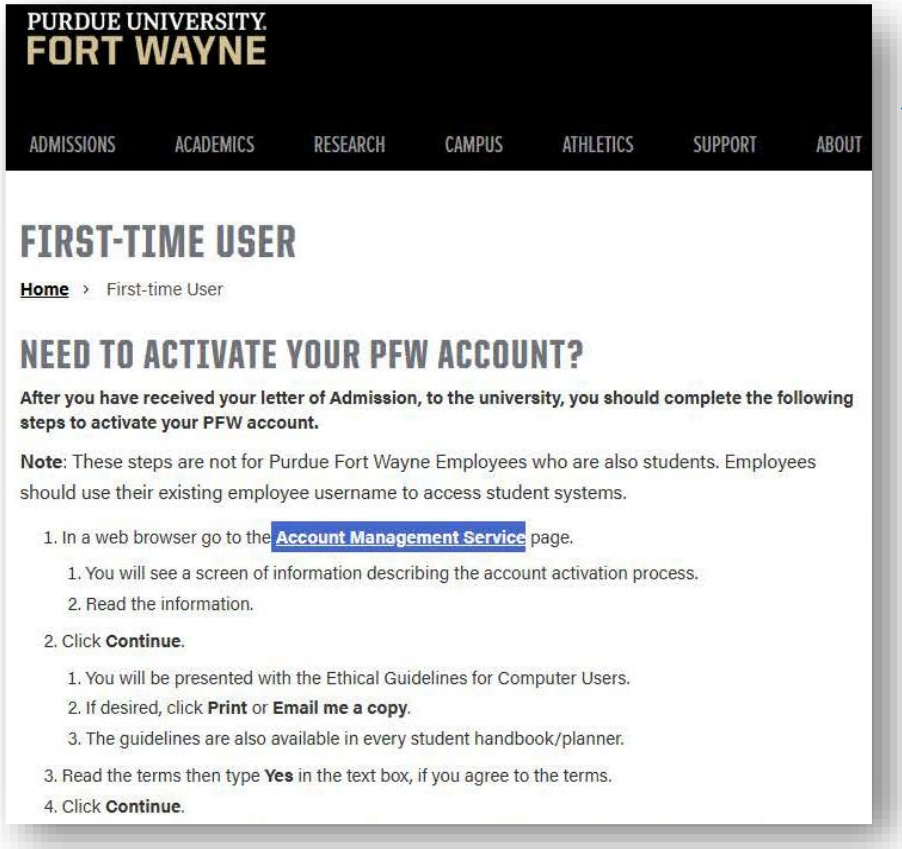
- **GoPFW** *(Link)*
  - Steps to Activate
    1. To set-up your GoPFW account start by going to the **Account Management Service** *(Link)* directly

    or

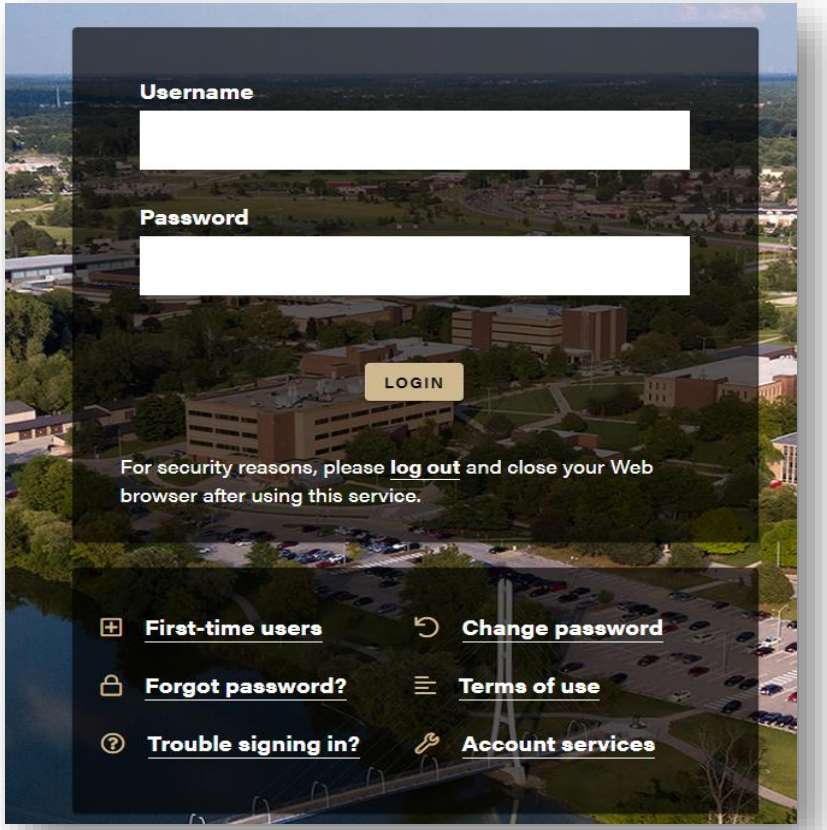
    2. Go to **go.pfw.edu** *(Link)* click on First Time Users then Account Management Service



Option 1

Or.

Option 2



PURDUE UNIVERSITY FORT WAYNE

Account Activation

Welcome to Purdue Fort Wayne!

Activate your account to get access to:

- goPFW, the Purdue Fort Wayne portal
- E-mail, the official means of correspondence at Purdue Fort Wayne
- Online course work
- Online file storage
- Campus WiFi
- Campus computers
- Campus printing

Before starting, know the following:

- Your birth date
- Your 9-digit Purdue Fort Wayne ID number (900#) OR your Purdue ID number (PUID)

Activation of an account by anyone other than the account holder, **including a student's parent, partner, or other relative**, is a violation of the Ethical Guidelines for Purdue Fort Wayne Information Technology (IT) Users and FERPA, a Federal law that protects the privacy of student education records, and other university policies.

This process may take 10-15 minutes to complete. If you need help, contact the Help Desk.

!! Click Continue !!

Continue Cancel

Go PFW *(Getting Set Up)*

- **GoPFW *(Link)***
  - Steps to Activate
    1. Read & agree to the Ethical Guidelines and select "I have read and agree…", then click Continue *(seen on next 2 slides)*
    2. Next slide enter your last name, birth date, and your PUID Number or #900, then click continue *(seen on next 2 slides)*
       - Both PUID and #900 are found on your acceptance email
    3. The following slide will have your username, **SAVE YOUR USERNAME** and email address someplace safe *(not shown on slides)*

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- Ticket Service: Submit a Ticket

Collegiate Connection

- Phone: 260-481-0748

GoPFW Set-Up Steps

1. Agree to Ethical Guidelines
2. Enter Last Name, Birthday, & PUID/#900
3. Write down & save your username
4. Create & save your password
5. Create security questions/answers
6. Attempt to log into your GoPFW
7. Set Up Microsoft Authenticator (Push Notification)

PURDUE UNIVERSITY | FORT WAYNE

PURDUE UNIVERSITY FORT WAYNE

Account Activation

1 Usage Policy — 2 Verify Identity — 3 Set Password — 4 Complete

Please read and review the following policies before continuing:

- Purdue University Fort Wayne IT Ethical Guidelines
- Purdue IT Acceptable Use of IT Resources and Information Assets

☑ I have read and agree with the policies listed above. *

!! Click !!

!! Click Continue !!

Continue Cancel

PURDUE UNIVERSITY FORT WAYNE

Account Activation

1 Usage Policy — 2 **Verify Identity** — 3 Set Password — 4 Complete

To activate your account you must first prove your identity. Please enter your last name, birth date, and either your 9-digit Purdue Fort Wayne ID number **or** your 10-digit Purdue ID number.

Last Name: *

!! Your Last Name !!

Birth Date: *

!! Your Birthdate !!

Purdue Fort Wayne ID number (900 Number):

!! Your 900# Number is Found on Your Acceptance Email !!

OR

Purdue ID number (PUID):

!! Your PUID Number is Found on Your Acceptance Email !!

- By clicking continue, you are certifying that you are the person whose information appears above.
- If you are not the person above and click the continue button, you will be in violation of university policy and federal law. (Why?)

!! Click Continue !!

Continue Cancel

Go PFW (Getting Set Up)

- GoPFW *(Link)*
  - Steps to Activate *(Continued…)*
    4. Create a password following the required guidelines, **SAVE YOUR PASSWORD**
       - Click Submit Password and Activate Account
         - You will get a confirmation saying that the account is now active
    5. Security Questions/Answers
       - These will be used if you ever forget your password and need them reset
       - Make sure you scroll down all the way to answer all of the questions
    6. You can now officially use your GoPFW account: try logging into your GoPFW account using your saved username and password
       - Certain off campus high schools have a saved ISP already
         - Therefore you will not have to complete the Microsoft Authenticator step while on the school network
         - However you will need to use Microsoft Authenticator at home

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Collegiate Connection

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GoPFW Set-Up Steps

1. Agree to Ethical Guidelines
2. Enter Last Name, Birthday, & PUID/#900
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4. Create & save your password
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PFW IT Services

- **If you have ANY issues or if you are missing your Bursar, Student To-Do List, Account Information, or Academic Support Cards contact PFW IT Services, you will need your 900#**

SETTING UP MICROSOFT AUTHENTICATOR

PURDUE UNIVERSITY | FORT WAYNE

Go PFW (Getting Set Up)

PFW IT Services

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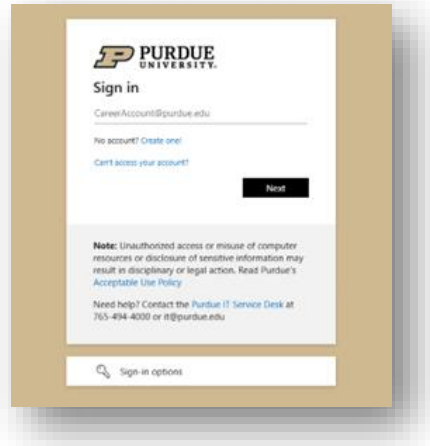
Collegiate Connection

- Phone: 260-481-0748

- **Microsoft Multi Factor Authorization (MFA) for Single Sign On (SSO)**
  - All SSO will delegate to Microsoft for authentication instead of DUO
  - Users will use their **username@purdue.edu** to log in instead of just their username
  - Users will **need** to enroll in Microsoft MFA
    - Recommended/Required method – Microsoft Authenticator App
      - You will need to download the app in the app store
  - Public Article: VPN Access Changes: Microsoft Authenticator Transition *(link)*
  - Public Article: Prepare for January 2026 MFA Change *(link)*

- **Steps to create your account**
  1. Go to Microsoft Sign-ins at https://mysignins.microsoft.com/security-info
  2. Sign in with your Purdue credentials username@purdue.edu and Career Account password
  3. After signing in, select Next when prompted for more information
  4. Choose your MFA method
  5. Recommended: Microsoft Authenticator App
  6. Complete the setup instructions
  7. Next time you log into a Purdue SSO-protected application, you'll be prompted for MFA verification
  8. Configure additional methods from the Security Information page
  9. Purdue recommends setting up at least two methods for recovery purposes.



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ADDING AUTHORIZED USERS (PARENTS / GUARDIANS)

PURDUE UNIVERSITY | FORT WAYNE

Authorized User Set-Up

- GoPFW *(Link)*
  - Setting Up Authorized User in GoPFW, allows your parent/guardian the option to log into your account and pay your bills
    1. Navigate to your Billing Student Account Information card
       - Click to view your bill
    2. Once on the Bursar home page, on the righthand side, select "Authorized Users"
    3. Select the "Add Authorized User" tab
       - Add your authorized user's email address in the text box and select "Continue" *(seen on next slide)*
       - Read through the agreement thoroughly and select "I agree"
       - Your authorized user will receive 2 emails with instructions on how to access their authorized user account *(seen on next few slides)*

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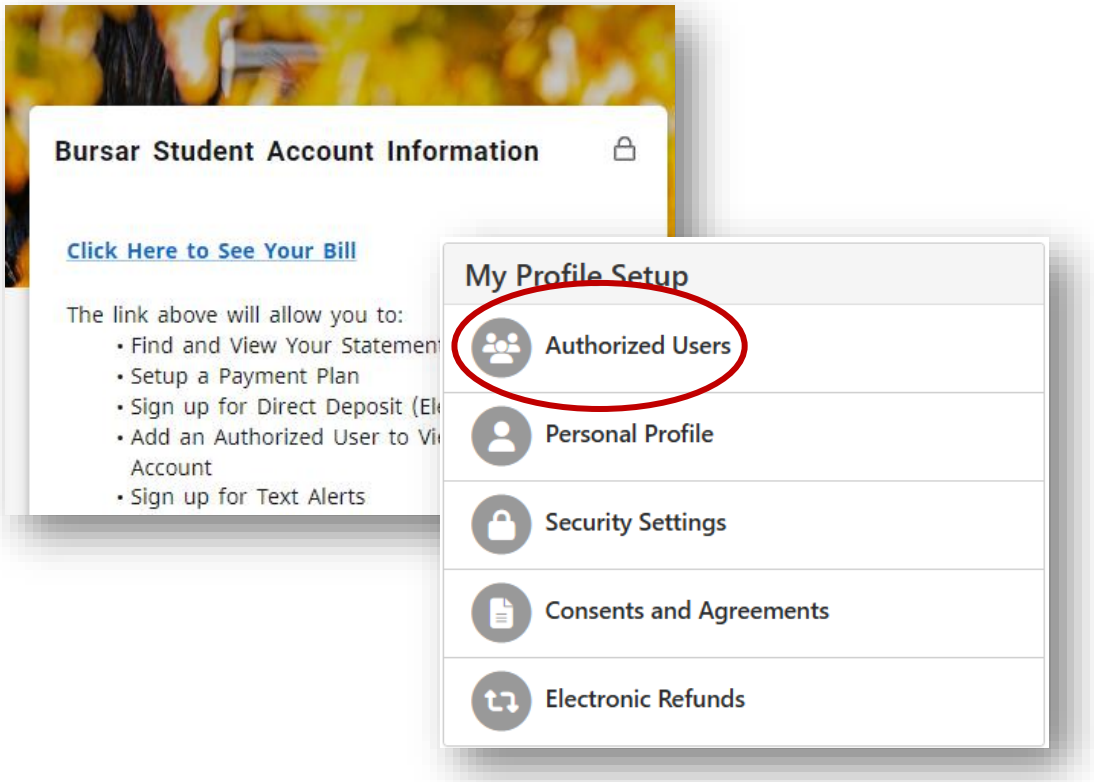
- Ticket Service: Submit a Ticket

Collegiate Connection

- Phone: 260-481-0748



PURDUE UNIVERSITY | FORT WAYNE

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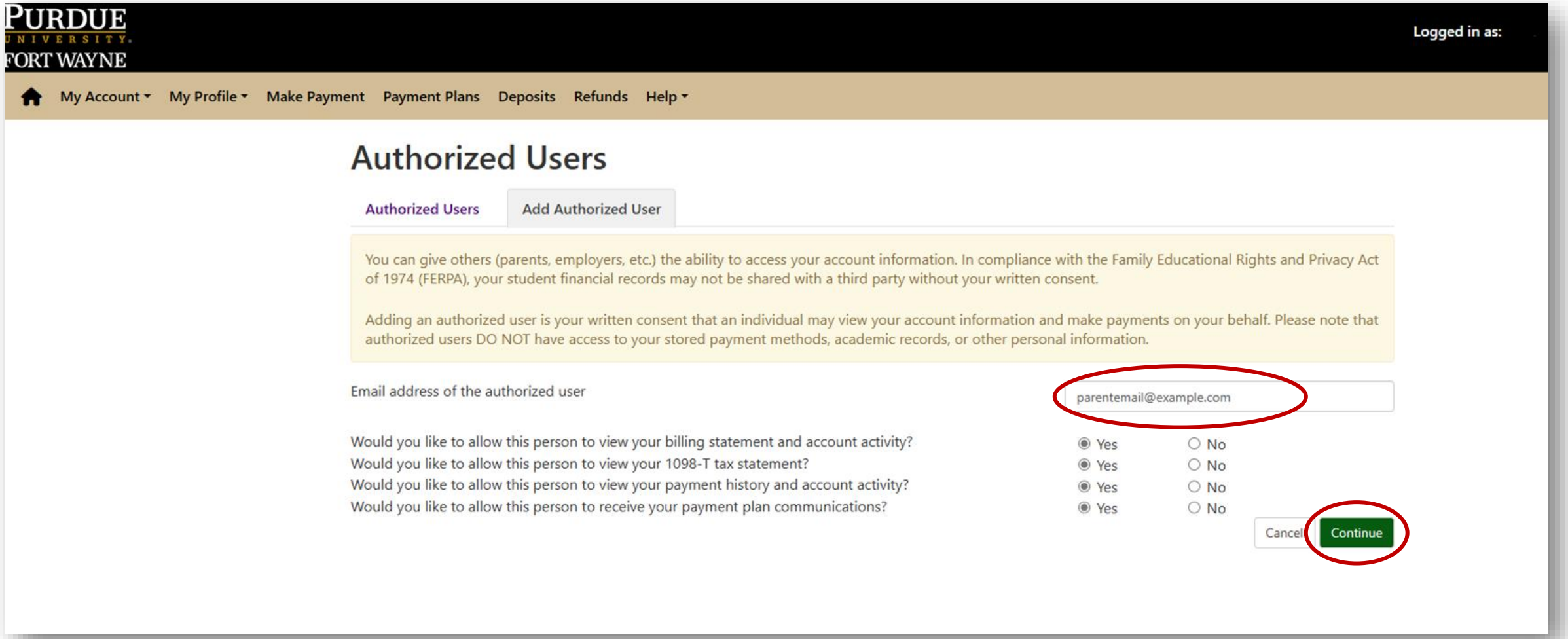
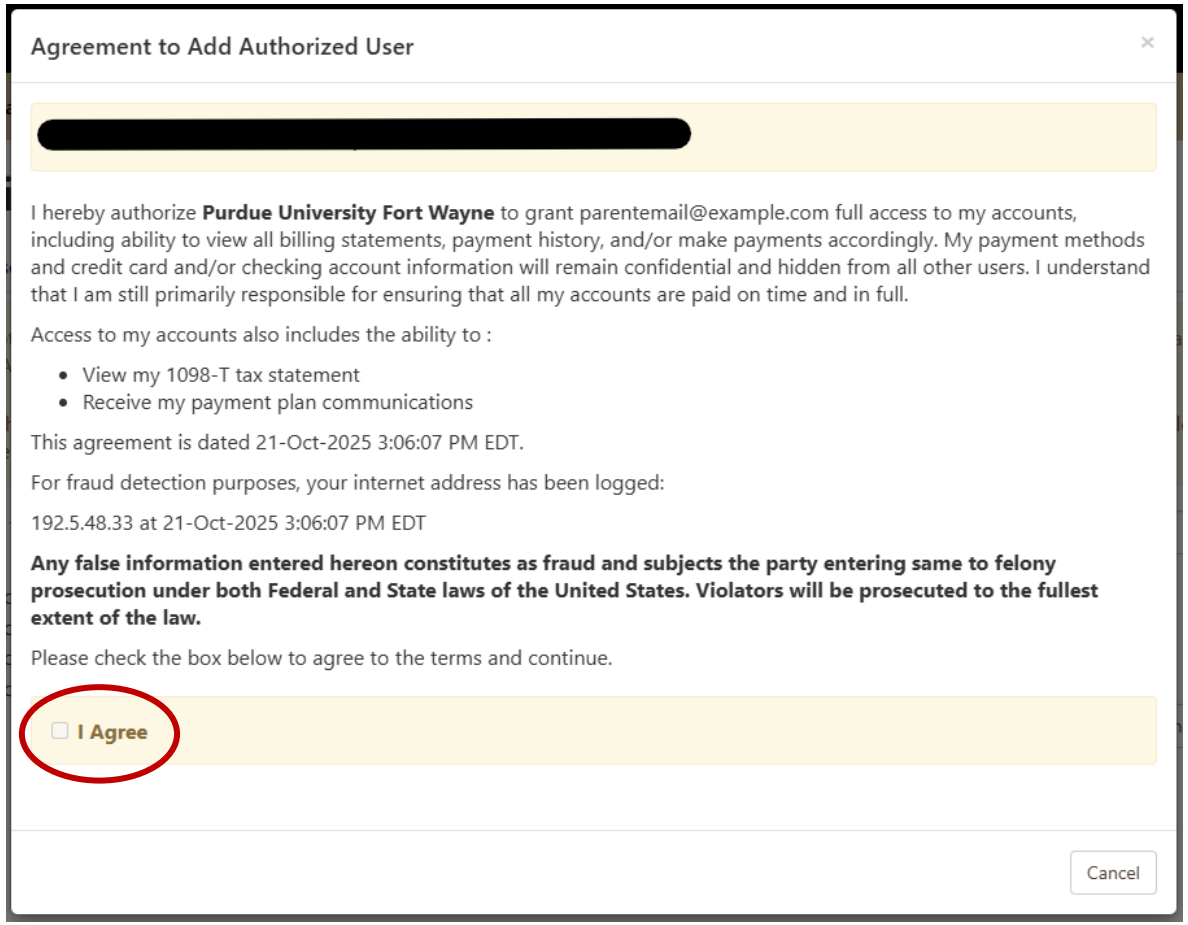


PURDUE UNIVERSITY | FORT WAYNE



Agreement to Add Authorized User

[redacted]

I hereby authorize **Purdue University Fort Wayne** to grant parentemail@example.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement
- Receive my payment plan communications

This agreement is dated 21-Oct-2025 3:06:07 PM EDT.

For fraud detection purposes, your internet address has been logged:

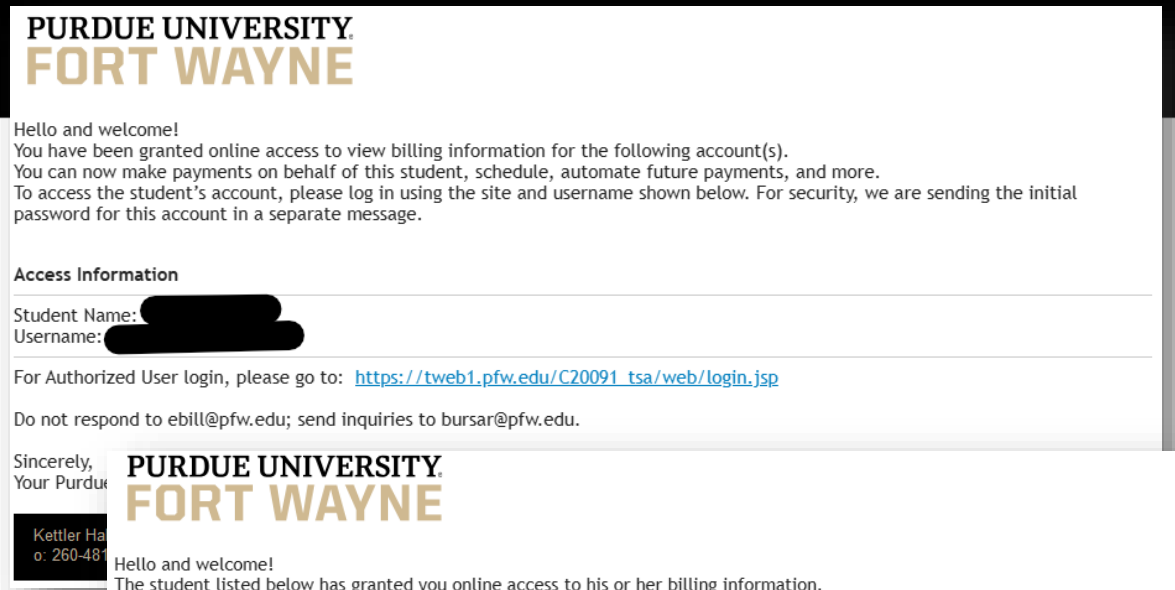
192.5.48.33 at 21-Oct-2025 3:06:07 PM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

☐ I Agree

Cancel



PURDUE UNIVERSITY
FORT WAYNE

Hello and welcome!
You have been granted online access to view billing information for the following account(s).
You can now make payments on behalf of this student, schedule, automate future payments, and more.
To access the student's account, please log in using the site and username shown below. For security, we are sending the initial password for this account in a separate message.

Access Information

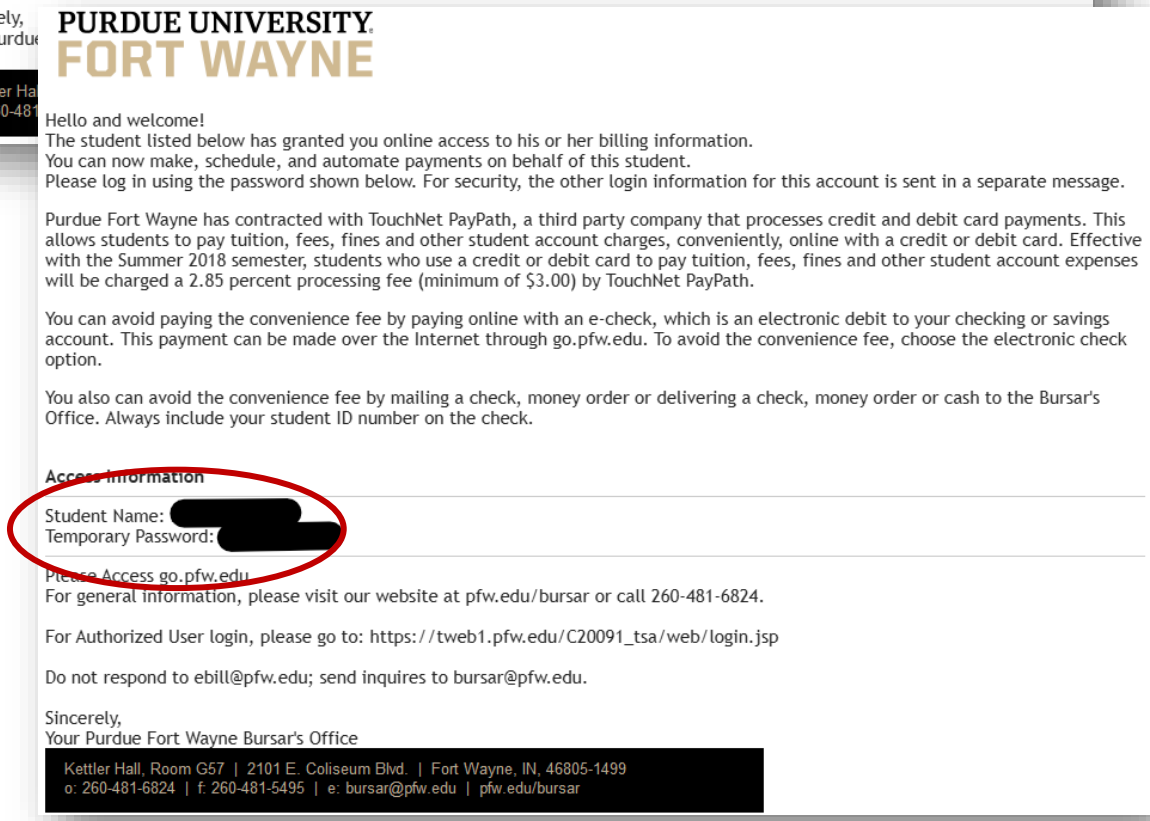
Student Name: [redacted]
Username: [redacted]

For Authorized User login, please go to: https://tweb1.pfw.edu/C20091_tsa/web/login.jsp

Do not respond to ebill@pfw.edu; send inquiries to bursar@pfw.edu.

Sincerely,
Your Purdue

Kettler Ha
o: 260-481



PURDUE UNIVERSITY
FORT WAYNE

Hello and welcome!
The student listed below has granted you online access to his or her billing information.
You can now make, schedule, and automate payments on behalf of this student.
Please log in using the password shown below. For security, the other login information for this account is sent in a separate message.

Purdue Fort Wayne has contracted with TouchNet PayPath, a third party company that processes credit and debit card payments. This allows students to pay tuition, fees, fines and other student account charges, conveniently, online with a credit or debit card. Effective with the Summer 2018 semester, students who use a credit or debit card to pay tuition, fees, fines and other student account expenses will be charged a 2.85 percent processing fee (minimum of $3.00) by TouchNet PayPath.

You can avoid paying the convenience fee by paying online with an e-check, which is an electronic debit to your checking or savings account. This payment can be made over the Internet through go.pfw.edu. To avoid the convenience fee, choose the electronic check option.

You also can avoid the convenience fee by mailing a check, money order or delivering a check, money order or cash to the Bursar's Office. Always include your student ID number on the check.

Access Information

Student Name: [redacted]
Temporary Password: [redacted]

Please Access go.pfw.edu
For general information, please visit our website at pfw.edu/bursar or call 260-481-6824.

For Authorized User login, please go to: https://tweb1.pfw.edu/C20091_tsa/web/login.jsp

Do not respond to ebill@pfw.edu; send inquires to bursar@pfw.edu.

Sincerely,
Your Purdue Fort Wayne Bursar's Office

Kettler Hall, Room G57 | 2101 E. Coliseum Blvd. | Fort Wayne, IN, 46805-1499
o: 260-481-6824 | f: 260-481-5495 | e: bursar@pfw.edu | pfw.edu/bursar

PURDUE UNIVERSITY | FORT WAYNE

Authorized User Set-Up

- GoPFW *(Link)*
  - Setting Up Authorized User *(continued…)*
  - **Good Things to Remember:**
    - Temporary passwords are only available for 24 hours after you receive them & are case sensitive
      - If you are using the same device that you received the email on, you can copy/paste it into the textbox when setting up your password.
    - If you are ever locked out of your account, or your password expires, please reach out to the Bursar's Office
    - Now that you are an authorized user, you will be in compliance with FERPA. You will be able to speak with our office about your student's billing information
      - You are granted access to:
      - Viewing your student's balance
      - Paying your student's bill online with card* or electronic check.
      - 1098-T tax forms

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- Ticket Service: Submit a Ticket

Collegiate Connection

- Phone: 260-481-0748

Bursar

- Phone: 260-481-6824
- Email: bursar@pfw.edu

PURDUE UNIVERSITY | FORT WAYNE

PFW IT Services

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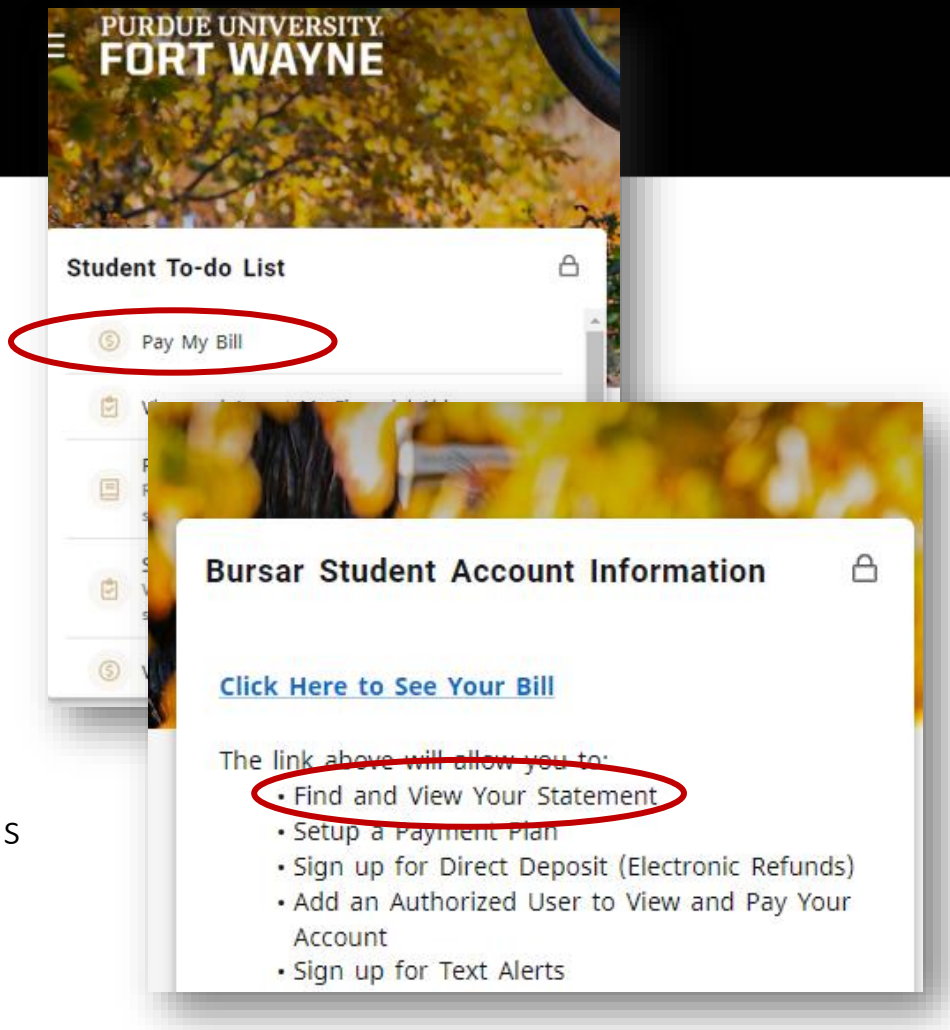
PAYING YOUR BILL

PURDUE UNIVERSITY | FORT WAYNE

Navigating GoPFW

- **Student To-Do-List**
  - Where you will find your most commonly used links
  - If you have any questions regarding your class schedule, paying your bill, etc.
- **Paying Your Bill**
  - You can pay your bill online, by mail, or in person on our campus
    - **Bursar Payments** *(Link)* for more details
  - Online
    - Log into your **GoPFW** *(Link)*
      - Find your **Student To-Do List** tile (probably at the very top right)
        - Click on the Pay My Bill link and then follow the online instructions
      - Using the **Bursar Student Account Information** tile you can add an authorized user (parent or guardian) to view and pay your account
  - Questions
    - Please feel free to reach out to the Bursar Office
    - Important Note due FERPA rights, **only students can request information** regarding their bills



PFW Bursar

- Email: bursar@pfw.edu
- Phone: 260-481-6824
- Address: PFW 2101 East Coliseum Blvd. Fort Wayne, IN. 46805
- Ground Floor of Kettler Hall (G57)

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