

SETTING UP YOUR GOPFW

PURDUE
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FORT WAYNE

Go PFW

■ Activating Your Accounts

■ Acceptance Letter

- You will get an email that says “**An update has been made to your application status page...**” and will ask you for a PIN
- This email was sent to the email address you entered in your application
- If you have already created your application account copy the web address shown “https://apply...
.../apply/status” into your browser and continue to your acceptance email (1.)

OR

- Click on the “Start [here](#)” on your email and follow the prompts if you haven’t set up your application account (2.)
- This is how you will access your acceptance email and your #900 and PUID (3.)

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Dear Janessa,

An update has been made to your application status page.

You can view your status page here:

1.

<https://apply.pfw.edu/account/login?eid=oLjD1Mp2cBf7FhRcjkJD2c6sR5lkv9ASxHpUFPHGq4W451cda8OHXg%3D%3D&r=/apply/status>

You will be asked for a temporary pin if you have not setup your account. Don't have it? Start [here](#). 2.

Dear

!! DO NOT DELETE THIS EMAIL !!

Congratulations on your admission to the Purdue University Fort Wayne Collegiate

HOW TO ACTIVATE YOUR GoPFW ACCOUNT

This account is different from your online application. You access essential information, deadlines, etc. For instructions on how to activate your account check out the [Activation](#) you've activated your account, try logging into go.pfw.edu. After you have successfully following the [Authorized User Instructions](#) (PDF) and [YouTube Video](#).

If you need additional assistance activating your GoPFW, go to our [Collegiate Connection](#) 6030.

Your PFW student ID (900) number is 900xxxxxx- example 3.

Your Purdue ID (PUID) number is 0000000000 - example

If you qualify for the national free or reduced textbook/lunch program, you will be eligible for **high school instructor**. The high school will send PFW verification of your eligibility.

If you have any questions, please give me a call at 260-481-5478 or e-mail connect@pfw.edu

Welcome to Purdue University Fort Wayne,

Jonathan Baker

Jonathan Baker
Collegiate Connection Director

Go PFW

■ Activating Your Account

■ Acceptance Letter

■ 900# and Username/Password

- Each student in the Purdue system has a 900 number, this is a 9 digit number assigned by Purdue and will be found on your acceptance letter (3.)

- 900-xxx-xxx

- Write this down someplace easily accessible so you will remember it

■ Links

- Your acceptance letter will also contain important links that will get you started and connected to important resources (4. - 8.) especially the [Collegiate Connection Student Resources Webpage](#) (9.)

PFW IT Services

- ❖ Phone: 260-481-6030
- ❖ Email: helpdesk@pfw.edu
- ❖ Ticket Service: [Submit a Ticket](#)

Collegiate Connection

- ❖ Phone: 260-481-0748

Dear

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Congratulations on your admission to the Purdue University Fort Wayne Collegiate

HOW TO ACTIVATE YOUR GoPFW ACCOUNT

This account is different from your online application. You access essential information such as your class invoice, PFW email account, notices about PFW activities, important deadlines, etc. For instructions on how to activate your account check out the [Activating Your GoPFW Account Instructions](#) (PDF) or watch the step by step [YouTube Video](#). Once you've activated your account, try logging into go.pfw.edu. After you have successfully logged into your GoPFW account, make sure you add your parent as an authorized user following the [Authorized User Instructions](#) (PDF) and [YouTube Video](#).

If you need additional assistance activating your GoPFW, go to our [Collegiate Connection Student Resource Webpage](#) or contact PFW IT at helpdesk@pfw.edu or phone 260-481-6030.

Your PFW student ID (900) number is 900xxxxxx- example

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If you need additional assistance activating your GoPFW, go to our [Collegiate Connection Student Resource Webpage](#), or contact PFW IT at helpdesk@pfw.edu or phone 260-481-6030.

Go PFW

- **GoPFW** (*Link*)

- This account is your go to account for all things PFW
 - Paying your bill, academic supports, library etc.

- **Tiled Look**

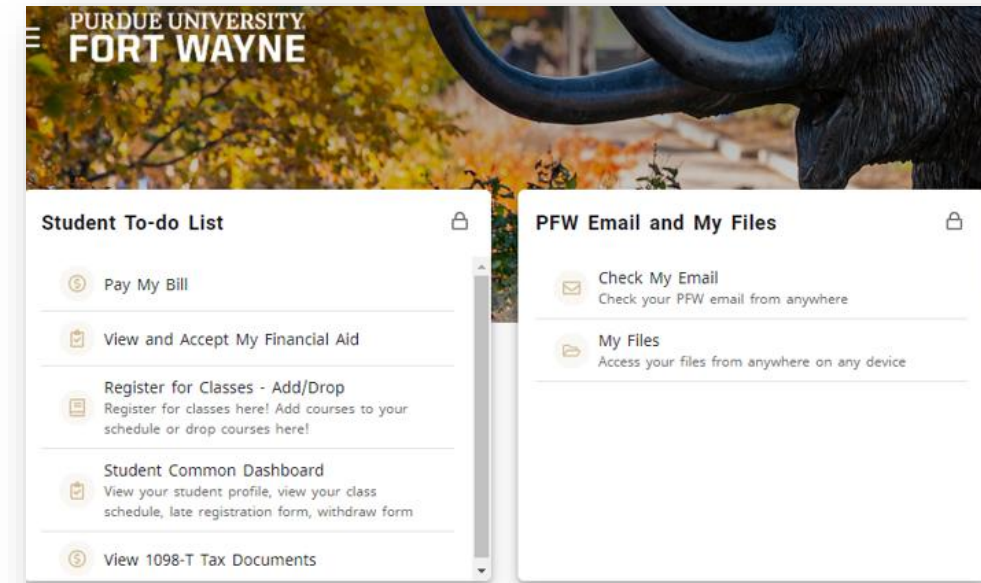
- Each tile contains links to the various resources and tools that you need to access (paying your bill etc.)
- Tiles with a padlock in the upper right hand corner are locked for your convenience by PFW
 - These tiles will be some of the most useful for you
 - Other tiles can be added, removed, and shifted 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, see previous slide)
 - 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

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Go PFW (Getting Set Up)

■ [GoPFW](#) (Link)

1. To set-up your GoPFW account start by going to the [Account Management Service](#) (Link)

PFW IT Services

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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

2. Read & agree to the Ethical Guidelines and select “I have read and agree...”, then click Continue (*seen on next 2 slides*)
3. 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
4. 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. Go to [Account Management Services](#)
2. Agree to Ethical Guidelines
3. Enter Last Name, Birthday, & **PUID/#900**
4. Write down & save your **username**
5. Create & save your **password**
 - To Reset your password visit **boilerbot.purdue.edu**
6. Create security questions/answers
7. Attempt to log into your GoPFW
8. Set Up Microsoft Authenticator (**Push Notification**)

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

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...*)

5. 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
6. 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
7. 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 or anywhere else

■ Reset/Change Password

- To **Reset/Change** your GoPFW password you will need to call **PFW IT Services**
 - IT will also help you with Microsoft MFA or any other IT related needs
 - **Phone: 260-481-6030**
 - **Email: helpdesk@pfw.edu**

PFW IT Services

- ❖ Phone: 260-481-6030
 - ❖ Email: helpdesk@pfw.edu
 - ❖ Ticket Service: [Submit a Ticket](#)
- ### Collegiate Connection
- ❖ Phone: 260-481-0748

GoPFW Set-Up Steps

1. Go to [Account Management Services](#)
2. Agree to Ethical Guidelines
3. Enter Last Name, Birthday, & **PUID/#900**
4. Write down & save your **username**
5. Create & save your **password**
 - To Reset your password call PFW IT Helpdesk
6. Create security questions/answers
7. Attempt to log into your GoPFW
8. Set Up Microsoft Authenticator (**Push Notification**)

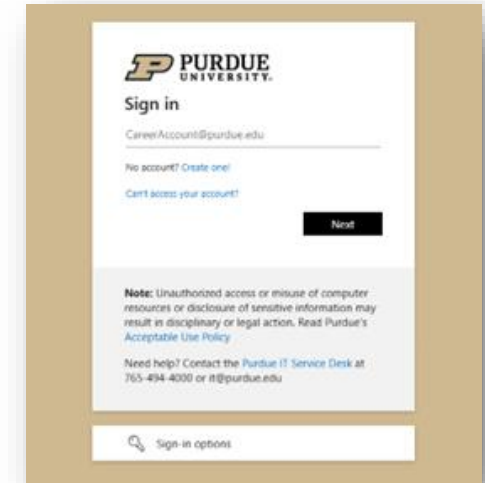
Go PFW (Getting Set Up)

■ Microsoft Multi Factor Authorization (MFA) for Single Sign On (SSO)

- All SSO will delegate to Microsoft for authentication
- 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)

■ 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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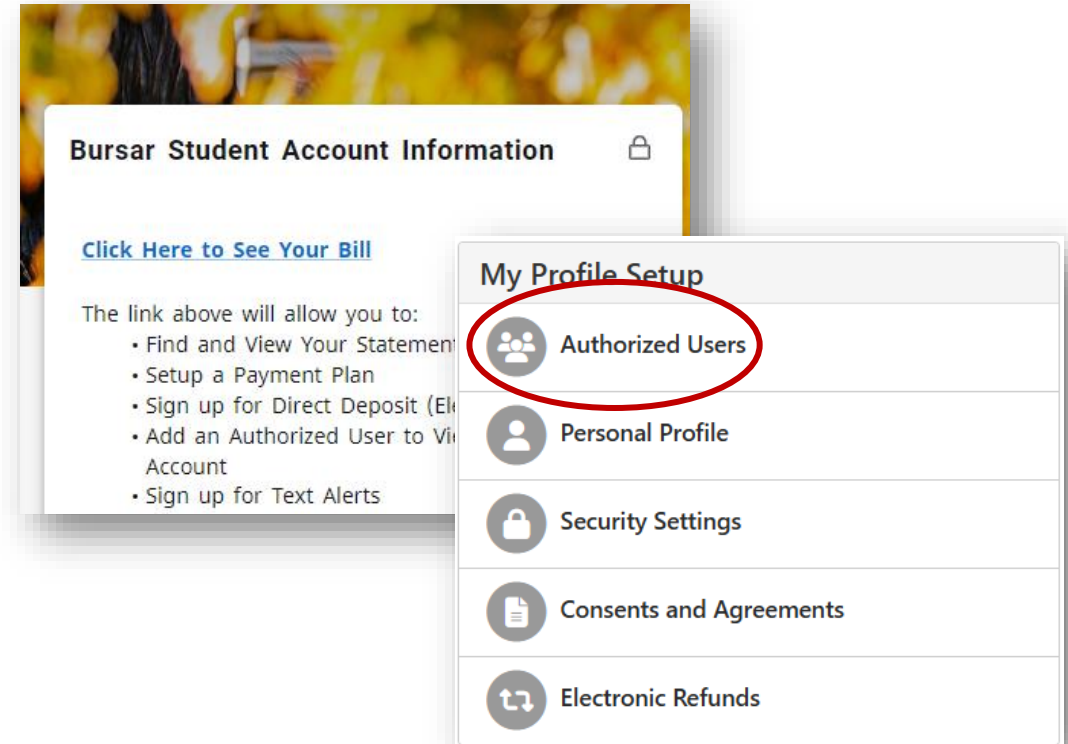
PFW IT Services

- ❖ 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#

ADDING AUTHORIZED USERS (PARENTS / GUARDIANS)

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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- ### Collegiate Connection
- ❖ Phone: 260-481-0748

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PFW IT Services

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Authorized Users

[Authorized Users](#)

[Add Authorized User](#)

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent.

Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

parentemail@example.com

Would you like to allow this person to view your billing statement and account activity?

☒ Yes

☐ No

Would you like to allow this person to view your 1098-T tax statement?

☒ Yes

☐ No

Would you like to allow this person to view your payment history and account activity?

☒ Yes

☐ No

Would you like to allow this person to receive your payment plan communications?

☒ Yes

☐ No

[Cancel](#)

[Continue](#)

Agreement to Add Authorized User

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

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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:

Username:

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

**PURDUE UNIVERSITY
FORT WAYNE**

Kettler Hall
o: 260-481-6824

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:

Temporary Password:

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

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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- ❖ Email: helpdesk@pfw.edu
- ❖ Ticket Service: [Submit a Ticket](#)

Collegiate Connection

- ❖ Phone: 260-481-0748

Bursar

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

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#

PAYING YOUR BILL

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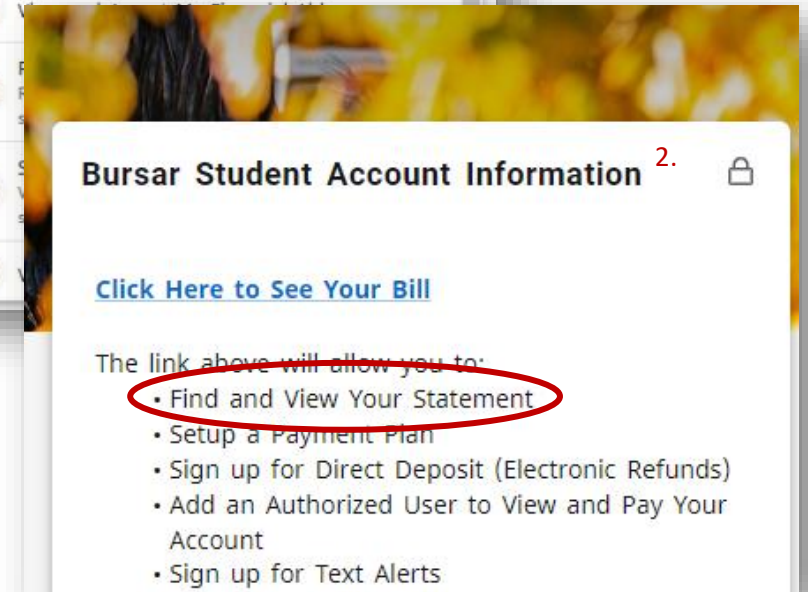
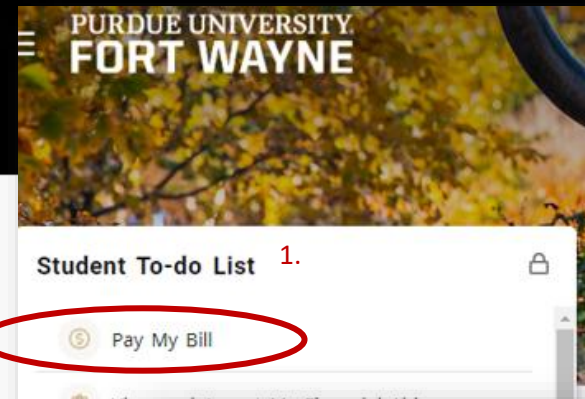
Navigating GoPFW

■ 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) (1.)
 - Click on the Pay My Bill link and then follow the online instructions
 - Using the **Bursar Student Account Information** tile (2.) 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 (3.)
 - Important Note due FERPA rights, **only students can request information** regarding their bills



PFW Bursar^{3.}

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