

The MyUH Portal provides online enrollment services via the Internet and is required for all students in the UH System. (UH Manoa, UH Hilo, UH West Oahu, and UH Community Colleges)



Your UH Username is your electronic key to online services. Complete the following information to activ information will determine if you need a ne password reset on an existing UH Userna	o gaining access to the university's ate your UH Username. Your w UH Username created, or a me.
First Name:	
Middle Name:	
Last Name:	
Identification Number ‡: (UH Number or Social Security Number)	
Re-enter Identification Number ‡: (UH Number or Social Security Number)	
Date of Birth: (mm/dd/yyyy)	
Check Status	
Unauthorized access is prohibited by law in acc Revised Statutes; all use is subject to University	ordance with Chapter 708, Hawaii of Hawaii Executive Policy E2.210.

Get a UH Username

Complete the information.

Use Tab key or mouse to move from field to field.

Select "Check Status".

The top of the next screen displays your UH username. Write down your UH username and secure in a safe place.

Next you will have to select (2) different secret questions. Should you forget your password in the future, your correct response to these secret questions will allow you to reset your password. The answers to your secret questions need to be more than (4) characters. Select questions that are easy to remember.

Once you have selected and provided answers for your secret questions, you will need to create a password. Your password should consist of exactly (8) characters, and should include at least one number or special character (e.g. #, \$, &, etc.). Also, your password cannot be all numbers. *Write down your password and secure in a safe place*.

At https://myuh.hawaii.edu enter in your UH username and UH password to access your account. Don't forget to logout when you are done!

Getting Started	UH News ?X	Personal Announ
Check Class Availability	• UH Manoa: UH community joins	You currently hav announcements
STAR Degree Check	neighborhood prior to 11th	
Academic Services	 University of Hawaii to hold Aloha United Way 	
Student Services		Event Lalendar
 Registration Check Registration Status 	 UH Manoa: Center on Disability Studies awarded \$1.3 million for Native Hawaiian civic 	September
• Add/Drop Courses	attairs project	26 UH 7:30p
Review My Class Schedule Student Records	 UH Manoa: Ahahui Koa Anuenue launches new website to support University of Hawaii athletics 	
Review My Charges	III Board of Regents authorizes III Manoa to	
 View Grades View Transcript Financial Aid 	proceed with construction contract	27 UH 11:00
/iew/Update Address		UH 12:00
My Groups	Click here for more latest university and local news,	UH 12:30
loin group homepages	evends, weather, and tanit	UH 3:00p
or clubs, affiliations and	Defeash	
My Groups FAQ	Kerresn	UH 3:30p
My Account		UH 6:00p
Visit the new My Account		UH 6:30p

Once inside the portal, to register for courses, you need the CRN (course reference number) located in the schedule of classes. For the most up-to-date course information on-line, select **Check Class Availability**. Or, you can obtain the CRN by performing a class search.

Select **Add/Drop Courses** to register for classes. On the next screen, select the term you will be registering for (semester you want to take classes). Submit the term once selected.

Once you have submitted changes for the classes you want to register for, select the link for **View My Class Schedule** to print a copy of your registration. Lastly, select the link for **Payment Options and Policies** to view your current balance and make a payment on-line. Don't forget to logout when you are done!

The MyUH Portal has many other features including access to e-mail, personal announcements, chat rooms, information on your library account, a personal calendar, and much, much more! To learn about the features available through MyUH, check out the "Student tutorials" from the MyUH Portal login page.

Your hawaii.edu account is the official means by which the University will communicate important messages to you. *Please check this account regularly*!

For login or password problems, please contact the UH ITS Help Desk at <u>help@hawaii.edu</u> or call 956-8883 or toll free from the neighbor islands at (800) 558-2669, Monday - Thursday from 8:00 a.m. - 9:30 p.m. and Friday from 8:00 a.m. - 4:30 p.m.

How do I pay for my classes?

You can select the link "Review my Charges" to see your account balance. You have the option to pay it online with a credit card (Mastercard or Visa) or in person at any UH Cashier office via cash, check or debit card. Check your schedule of classes for the appropriate payment deadline.