ATTACHMENT 3

BRIEF INSTRUCTIONS FOR ACCESSING THE ON-LINE SYSTEM

All student employment transactions are on-line at
http://www.hawaii.edu/sece. UH employers must have an ITS
username and password to use the system.

Log in to the "Employer" section using the ITS username and
password. Anyone accessing the system for the first time will need
to complete the user profile. All fields indicated by a red
asterisk are required. After submitting the profile and on all
consequent log-ins, the user will be taken to the "Jobs/Other"
page. In the bottom right section of this page is titled "Other
Options." One of the options is "Instructional Guidebook to UH
Employer functions." More detailed instructions with screen shots
are provided in this guidebook which is updated as the system
evolves.

Anyone having difficulties with the use of the system should contact
their department liaison (at Mānoa) or the campus student employment
office (all other campuses).