UHMC APPRENTICESHIP UH ID/EMAIL FORM

DATE: _____

Name: _____   Phone Number: _____

Mailing Address: _____

E-Mail: _____

COMPLETE THE BELOW SECTION TO YOUR BEST ABILITY WITH YOUR <u>CURRENT</u> COURSE INFO

Course #	Course Name	Tuition
		$
		$
TOTAL:		$

PLEASE BE SURE TO PRINT CLEARLY

TEAR FORM HERE - TURN IN TOP HALF TO COORDINATOR, MIKE YOUNG

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TEAR FORM HERE - KEEP BOTTOM HALF FOR YOUR INSTRUCTIONS

STEPS TO SETTING UP YOUR UH ID AND EMAIL:

<u>SUBMIT FORM :</u>
1. COMPLETE THE TOP OF THIS FORM AND TURN IT IN TO INSTRUCTOR
2. THE INFORMATION WILL BE INPUT INTO OUR REGISTRATION SYSTEM (THIS MAY TAKE UP TO 5 BUSINESS DAYS AFTER WE RECEIVE ALL FORMS)

<u>UPDATE YOUR DESTINY PROFILE:</u>
1. AFTER THE DATA IS INPUT INTO OUR SYSTEM, YOU WILL RECEIVE AN EMAIL FROM gouhcc@hawaii.edu
2. THE EMAIL WILL ASK YOU TO UPDATE YOUR DESTINY PROFILE, YOU WILL CLICK ON THE "UPDATE YOUR PROFILE" BUTTON
3. YOU WILL NEED TO ADD YOUR BIRTHDATE AND YOUR SSC (YOU CAN OPT OUT OF THE SSC BY CLICKING ON THE BOX NEXT TO IT TO DENY)
4. YOU WILL SUBMIT THE FORM BY CLICKING "SUBMIT" AT THE BOTTOM OF THE PAGE

<u>RECEIVE YOUR UH ID# AND CHOOSE YOUR UH USERNAME/EMAIL</u>
1. ONCE YOUR DESTINY PROFILE IS UPDATED, THE UH SYSTEM WILL ASSIGN YOU YOUR UH ID# (THIS MAY TAKE A FEW DAYS)
2. YOU WILL RECEIVE AN EMAIL WITH YOUR UH ID# AND INSTRUCTIONS ON HOW TO SELECT YOUR UH USERNAME AND EMAIL (Example: 9892342)
3. FOLLOW THE LINK AND INSTRUCTIONS TO CHOOSE YOUR UH USERNAME AND EMAIL
4. ONCE YOU SUCCESSFULLY CHOOSE A YOUR USERNAME AND EMAIL, YOU CAN ACCESS THIS IMMIDIATELY (Example: Username is johncsmith2, Email is johncsmith2@hawaii.edu

If you need any further assistance, please email uhmcelwd@hawaii.edu with your specific questions. Your UH email can be utilized for: Lumisight, UH TLC, UH Gym, Amazon Prime, Netflix, etc.