1. Go to the following URL: http://www.hawaii.edu/profiler/
The page should look like the picture below:

![Profiler Home Page](image1.png)

2. Click on the “Login Now” button on the far right hand side of the page (where the arrow is pointing in the above picture).

3. It will take you to the login page, where you will enter your UH username and password to access your profile.

4. After you login, click on the link for your “My Position Profile.”

![Main Menu](image2.png)
5. Click on the tab that says “My Preparers”

6. Select “etravel” and click “add”
7. Toward the bottom of the screen, click on “add lines.”

8. In the open boxes, type in the preparer’s UH username/e-mail. For example: type “spulmano” to allow Stacey Pulmano to prepare your travel.

9. Click on the check box to the right in order to allow the preparer to make changes to your travel/profile.
   *Special Note: If your username is listed in one of these boxes, you must delete it. This is an error that happened when the Profiler switched systems. It will not allow you to make any changes until your name has been deleted as a preparer. To delete, erase your username from the box and uncheck the “may edit my profile” box. When you update, it will clear.

10. Press the “update” button.

11. After you have saved your profile information, you can click the link to logout in the top right hand corner of the page.