1. Go to JABSOM eSF-1 Management System: https://apps.jabsom.hawaii.edu/eSF1/default.aspx

2. Enter UH Username and Password. Click the “Login” button.

3. In the menu bar, click the “Manage Delegates” button.

4. Under the menu bar, click the “Add a Delegate” button.

5. A pop-up box titled “Delegate Management – Input Delegate” will appear. Click the Magnifying Glass icon to search for your desired delegate’s name.
6. A pop-up box titled “JABSOM Directory” will appear. Enter the delegate’s First and/or Last name and click the “Start Search” button. Alternatively, click the Department drop-down menu to search by department for a particular delegate.

7. Once the delegate has been identified, click the “Select this Person” button.
8. Enter the desired Start and End Dates of the delegation. Alternatively, click the Calendar icon to choose desired Start and End Dates. If a one-year period is desired, click the “One Year Appointment” check box and system will automatically populate the End Date.

9. Once delegate and dates have been set, click the “Add Delegate” button.

10. The delegate will now appear under the Delegate Management header.
11. To add another delegate, repeat Steps 4 - 10. To delete a delegate, click the “Delete” button.

12. Once finished, click the “Logout” button.