MyUH E-mail Account

Setting up your student e-mail account

To access e-mail, the Internet, and other University services, you need to obtain a UH Username and password which will identify you and allow you to use these services. The ability to communicate with instructors, check your grades, register, access the schedule of classes, view reminders of important dates, and the Kukui Newsletter is available through your student e-mail account.

(1) Go to www.hawaii.hawaii.edu
(2) Click on: MyUH (at the top of the page)
(3) Click on: Get a UH Username (below the Login button)
(4) Fill out the requested information → click on Submit
(5) Click on: Executive Policy E2.210 (3a) Read Policy then click on agreement box
(6) Click on: Chapter 708 (4a) Read Statutes and click on agreement box
(7) Secret Questions & Answers: Pick questions (arrow boxes on right) and answer
(8) Select a New Password: Enter an 8 character password and confirm new password
(9) Be sure to write your password down and keep it in a safe place
(10) Click on: Activate UH Username
(11) ITS Username Request Confirmation will appear on the screen.
(12) Print the confirmation page and keep for your records.
(13) Close the screen.

DO NOT FORGET YOUR PASSWORD!!!
KEEP IT IN A SAFE PLACE!
Textbooks & ID Card

Getting Your Textbooks

Once you have registered for your classes, print a copy of your class schedule from your MyUH account. Take your schedule to the bookstore to assist you with locating your books based upon the course registration number (CRN) for each class. (For students taking distance education classes, please refer to the Distance Education information sheet in this packet for instructions on ordering your books.)

**UH Hilo Bookstore:** Main Campus, Bldg. 346 (Lower Level)
**Phone:** (808) 974-7348
**Hours:** Monday – Friday, 8:00am – 3:30pm
**Website:** [http://www.bookstore.hawaii.edu/hilo/home.aspx](http://www.bookstore.hawaii.edu/hilo/home.aspx)

Getting your Hawai’i CC Student ID Card

You will need a student ID to pick up financial aid checks, borrow books at the library, get access to the Learning Center, and use the computers at the Hale Kea Testing & Advancement Center. You will also receive student rates for athletic games and theater tickets, and other student activities like dances, concerts, movies and lecturers. If you live in the dorms, your ID will be your Meal Card.

**Location:** UH Hilo – Campus Center’s Lava Landing, Rm. 204
**Phone:** (808) 974-7499
**Hours:** Monday – Thursday, 10:00am – 6:00pm
Friday, 10:00am – 4:00pm

$10.00 for the ID
$10.00 for replacements
You must first register for classes.
You will need a photo ID.