

## **Instructions for Completing the HireNet Hawaii Access Request Form**

This form is to be used to request access or to inactivate staff from HireNet Hawaii

### **Complete the form by filling in the following:**

Place a checkmark in the appropriate box.

- New User – to request access for a new staff person. Complete sections I and II.
- Inactivate – to request that a staff person’s access be inactivated.  
Complete section I only
- Add/Delete Program Affiliation – to request that a staff person’s program of responsibility be changed. Complete section I and III.

### **SECTION I**

*Request Date:* Enter the date of the request.

*Request Time:* Enter the time of the request

*Office/Branch:* Enter the name of the office/branch where the staff person is located

*Staff Name:* Enter first and last name of the staff person.

*Job Title:* Enter the staff person’s job title.

*Address:* Enter the address for the office/branch.

*Phone:* Enter the phone number for the staff person

*E-mail:* Enter the e-mail address for the staff person

### **SECTION II**

*Program Affiliation:* Enter the program(s) that the staff person is assigned to and will need access to. Check all that apply.

*Position:* Indicate position by marking appropriate box. If staff is 89-day hire, please select the 89-day box.

### **SECTION III**

If this request is to add or delete program(s) of responsibility for the staff person, place a checkmark in the appropriate box(es).

*Manager/Supervisor:* Please have the Manager/Supervisor sign the form.

Once the form is completed, please email the form to [Jayson.K.Muraki@hawaii.gov](mailto:Jayson.K.Muraki@hawaii.gov).