

Assigning a Pseudo SSN at the Job Seeker's Request

1. Check for an existing HireNet Hawaii (HNN) account
2. Go to Manage Individuals
3. Assist an Individual
4. Search for the job seeker using any of the search parameters listed on the screen (e.g. Search by First Name Last Name, SSN, Last Name/Date of Birth, etc.)
5. If there is no existing HNN record, begin registering the job seeker with the comprehensive registration
6. Assign a pseudo SSN according to Local Workforce Area pseudo parameters
7. Complete the job seeker's registration
8. Update the job seeker's case notes stating the reason for assigning a pseudo SSN