

**Updating an Existing Record in HireNet Hawaii from Pseudo Number to SSN**

1. Go to Manage Individuals
2. Assist an Individual
3. Search for the job seeker using any of the search parameters listed on the screen (e.g. First Name Last Name, Last Name/Date of Birth, etc.)
4. Verify that you are working with the correct job seeker
5. Click the job seeker's 'Username'
6. Click 'My Individual Profile'
7. Click 'Personal Profile'
8. Under 'Staff Information' click on 'View/Edit SSN'
9. WDD assigned staff, WDD Supervisor or WDD Manager to update the job seeker's SSN
10. Update the job seeker's case notes stating the reason for updating the job seeker's SSN