How to Navigate HireNet Hawaii
Creating a New Account in HireNet Hawaii

- Access the HireNet Hawaii website by visiting this URL:
  - https://www.hirenethawaii.com
- To create a new account, click on the “Sign IN” link
Retrieving your User Name or Password for an existing HireNet Hawaii account

- Click on “Retrieve User Name or Password”
- Select the option to retrieve User Name or Password
Select Option 3 – Create a User Account

- Select “Individual” for a Jobseeker account
Privacy Agreement

I authorize the exchange of information relating to prior assessment(s) for training and employment including work history, quarterly wage data, and Unemployment Compensation benefits with HireNet System Partners.

This Release of Information does not authorize the disclosure of any medical information or any other restricted third party information.

I understand that this information will be used to determine eligibility for employment and training services, will assist in the development of my individual training plan for education and/or employment, and will be used for statistical purposes.

I allow the HireNet System Partners identified to release to each other the requested information when I am referred to partner services. I understand the information will be used only on an as needed basis and will remain confidential, to the extent required and/or permitted by law. This information cannot be shared with any other entity without my written permission.

A copy of this Release of Information is as valid as the original. This Release is valid for both program and follow-up services.

- After reading the agreement, click “I agree” to continue
Login Information:

- Create a User Name and Password for the account
- Be sure to select a Security Question and enter in the corresponding response before moving to the next section
The next section is to enter in the SSN number. This is an important step, because the SSN is required as it is linked to your Unemployment Insurance Account for benefits.
Primary Location Information

- In this section, enter the location information by Country, Zip Code and answer the question regarding work authorization.
Email Address & Demographic Information

- Enter in the email address for this account.
- Enter in the Date of Birth and Gender
- If you are male, use the drop down to make a selection for Selective Service
- Click on the “I’m not a robot” (reCAPTCHA) box and click NEXT to move forward
Name and Address

- The next two screens will request name information and address information.
- If the Residential Address is the same as the Mailing Address, click the box to “Use residential address” to have the system autofill the information.
Phone Numbers and Notification Methods

Add all phone numbers that may be available for this account.

Preferred Notification Method

Make the preferred selection for notification method using the drop down menu.

Additionally, fill in the Site Access questions as well using the corresponding drop down menus.

Site Access

* From where are you accessing this website?  None Selected

* How did you hear about this website?  None Selected
Citizenship & Disability

• The next two screens will request information regarding Citizenship status and if the individual would like to disclose any disabilities.
Education Information

- Using the drop down menu, select the proper status of Highest Education Level achieved and if still attending school.
Employment Information

• Using the dropdown menus, make the proper selections related to Employment Information.
• If you have filed for Unemployment, Unemployment Eligibility Status = Claimant
• UI Referred by Status = Not Applicable
• Claimant has been exempted from work search = NO
• If YES = received a notice of termination, layoff or military separation, date of termination, layoff or military separation will be requested
Farmworker Information

• At the bottom of the page, answer the Farmworker Information. Depending on how this is answered, additional question fields may be populated.
Ethnic Origin

- Select the boxes that apply for Ethnic Origin

### Ethnic Origin

- Are you of Hispanic or Latino heritage?
  - [ ] Yes
  - [ ] No
  - [ ] I do not wish to answer.

- Race - Please check all that apply:
  - [ ] African American/Black
  - [ ] American Indian/Alaskan Native
  - [ ] Asian
  - [ ] Hawaiian/Other Pacific Islander
  - [ ] White
  - [ ] I do not wish to answer.
Military Service

Next questions are all Military related. Be sure to answer all as they apply. Depending on how you answer some of the questions, additional questions may populate.

Veterans and their spouses may be entitled to State and questions.

* Are you currently in the military, a veteran or the spouse of a veteran?
  - Yes  - No

* Are you a caregiver who is a spouse or family member to a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?
  - Yes  - No

* Are you a member of the armed forces who is wounded, ill or injured and receiving treatment in a military facility or warrior transition unit?
  - Yes  - No
Public Assistance

• These questions are all related to any type of public assistance the household may be receiving
• Make the proper selections for those that apply
• Click “Finish” at the bottom of the page to complete the registration.
What would you like to do next?

- Go to Resume Builder to complete resume