

INSTRUCTIONS FOR FIRST-TIME USERS

MCC Student Employment & Cooperative Education Non-UH Employer Guide

Thank you for your interest in hiring Maui Community College students. Our job database is now on-line. If you are interested in listing a position, visit <http://www.hawaii.edu/sece> and follow the steps below.

The browser that works best for our job listing Web site is **Internet Explorer 5.0** or higher. If you do not currently run this version, it can easily be downloaded free. Simply look for the link at the bottom left corner of our on-line system. Browsers must be set to accept cookies. Navigate through the site by using buttons, tabs, and headings. Click on



to see helpful visual guides. Security firewalls may prevent access to the sece website.

This is the main page or home page. For first-time registration, go to <http://www.hawaii.edu/sece>. This page is separated into four sections. You will refer to the pink section for employers.

Employers

For all University & Non-University employers seeking qualified student employees...

Registered Employer Login

Username:

Password:

login >>

NEW non-uh employers register here!

Help

- [Login Help](#)

1. First-time users should click on "NEW non-uh employers register here!"

2. Next, you will see the "Non-University Employer Registration" page. Create an employer profile. Be sure to complete all sections marked with a red asterisk. Remember to let every contact person in your company register in sece to post job openings or to edit the job postings.

Non-University Employer Registration

* Indicates required fields

Company Information

Campus SE Office Affiliation	: *	<input type="text" value="MauiCC"/>	Click arrow until you see MauiCC. Campus Affiliation is always MauiCC. Our campus reviews and approves the job posting.
Company Name	: *	<input type="text"/>	
Type of Company	:	<input type="text"/>	Click arrow until you see the category that fits your business or company.
Gov/Profit/Non-Profit	:	<input type="text" value="Profit"/>	
Last Name	: *	<input type="text"/>	
First Name	: *	<input type="text"/>	
Middle Name	:	<input type="text"/>	
Title	: *	<input type="text"/>	
Email Address	: *	<input type="text"/>	Your email address will also be used as your username for future login.
Street Address	: *	<input type="text"/>	
Building/Suite	:	<input type="text"/>	
City	: *	<input type="text"/>	
State/Province	: *	<input type="text"/>	
Zip Code	: *	<input type="text"/>	
Telephone Number	: *	<input type="text"/> <input type="text"/> ex: (808) 956-0000 Ext: 1234	
Fax Number	:	<input type="text"/> ex: (808) 956-1111	

Password Information

Please submit a password. Your username will be your email address.

Password	: *	<input type="password"/>	At the bottom of the registration page, you will be asked to create a password. Your password may be any combination of letters and/or numbers.
Confirm Password	: *	<input type="password"/>	

- After completing your profile and creating your password, click on "Submit." You will get error messages if there were errors in your submission. If there are no errors, you will be taken back to the main page to test your login information. Login with your username (the email address you specified in your profile) and the password you established.