

University of Hawai'i at Mānoa
Admissions and Records

October 15, 2004

Memorandum

To: Mānoa Deans and Directors
Mānoa Department Chairs and Program Directors
Mānoa Faculty, Staff and Teaching Assistants

From: Janice Heu
Interim Director

Subject: Student ID Number and UH Email Account

The University of Hawai'i has recognized the sensitive nature of the use of **Social Security Numbers (SSN)**. Changes are being implemented to protect the identities of faculty, staff and students. You may have noticed that your pay statement no longer includes your complete Social Security Number.

Based on this initiative, we are urging that instructional faculty **discontinue the use of SSN as an identifier for students** for all purposes, including the submission of exams for scanning. **Please inform your students to use their 8-digit UH Number as an ID.** For students who do not know his/her UH Number, they may login to MyUH Portal <http://myuhportal.hawaii.edu> and access the 'My Account' tab. The UH Number is also displayed on the student's ID card and was printed on his/her acceptance letter.

Another option is to use the student's **UH Username [in capital letters] as an ID** when using MyUH or Banner. The UH Username is the part of the UH email address before @hawaii.edu. All students should have a UH Username since it is needed to login to MyUH Portal for registration. However, if they do not yet have an email account they can get one at <http://www.hawaii.edu/account>. **Therefore, you may also inform your students to use their UH Username as an ID** when requesting a course approval override code for restricted or closed classes.

Please also inform your students that **they must check their UH email account regularly** for important information from the University administration and their instructors. Students may check their UH email via direct access <https://mail.hawaii.edu> or through MyUH Portal <http://myuhportal.hawaii.edu>. Students may also choose to forward their UH email to a non-University account from <https://mail.hawaii.edu> (after login, select Options, then Settings, then "Mail Forward" to your preferred email account and save changes). For more information about UH email account practices, please visit <http://www.hawaii.edu/its/email/emailpractices.html>.

Here are some online references to the UH Number and UH Username.

- **What is a UH Number?** <http://www.hawaii.edu/myuh/uhnumber.htm>
- **What is a UH Username? / Accessing UH Email:** <http://www.hawaii.edu/myuh/#2>

Any questions regarding the use of Social Security Numbers for student related issues may be directed to Stuart Lau, University Registrar at 956-8010.

Mahalo!