

## INSTRUCTIONS FOR COMPLETING THE ONLINE NOMINATION FORM

1. Go to the Regents Candidate Advisory Council's website: [www.hawaii.edu/rcac](http://www.hawaii.edu/rcac)
  - a. In the left hand column, click on "Nominate a Candidate".
2. On the "Nominate a Candidate" screen:
  - a. Click on "Fill Out an Online Form".
3. On the "Submit a Nomination" screen
  - a. Self-Nomination:
    - (1) Click on "nominate myself.
    - (2) Click on "Submit". Proceed to #4 below.
  - b. Nomination other than self:
    - (1) Click on "nominate someone else" and complete the nominee information section.
    - (2) Click on "Submit". (If available, please include the nominee's email address to which instructions on completing the online nomination form will be sent. You are now done with the nominating process.)
4. On the "Register as a Regent Candidate" screen.
  - a. Enter an email address where you will be sent instructions to complete the registration process (your email address is used only as a unique identifier and will not be used for any purpose other than the nomination process).
  - b. Once you type in your email address, click on "Register". You should see the following screen after successfully registering: "Register as a Regent Candidate. Your account has been created".
5. Check your email for instructions on how to complete the process.
  - a. You will receive the following email from [borapp@hawaii.edu](mailto:borapp@hawaii.edu):  
*"Hello, Please click on the link to complete the registration process.  
<https://www.hawaii.edu/rcac/nominate/formRegister.php?key-aaaaaaaa> Thank you,  
Regents Candidate Advisory Council".*
  - b. Click on the link to go to the final step of the registration process which is to select your password.
6. On the "Select a Password" screen:
  - a. Enter a password into the New Password field. Enter this password again into the Confirm Password field.
  - b. Click on "Register". The next screen you see will be the online form.

**7. ONLINE FORM**

- a. All fields are required, but you may enter N/A for those that do not apply.
- b. PDF Resumes
  - (1) Resumes in PDF are allowed. Click on Browse to select your Resume file.
  - (2) After you have a resume uploaded, you can view it by clicking on the link “click here to view PDF Resume”.

*Resume*  
Select a PDF to upload   (only \*.pdf files are allowed)  
or [click here to view PDF Resume](#)

- (3) If you want to delete the current resume, check the box next to “delete PDF Resume”.  
 [delete PDF Resume](#)
- (4) If you want to update your resume, you do not need to delete it. Click on Browse to select your new resume file.

c. Saving Your Form

- (1) If you are unable to finish the form at this time, click on “**Save as Draft.**” This will allow you to return to the site later to complete the form. When you are ready to go back to the form:
  - (a) Go to [www.hawaii.edu/rcac](http://www.hawaii.edu/rcac)
  - (b) Under the left hand column, click on “Login”
  - (c) Type your e-mail address and password.
  - (d) Click on “Login”
- (2) When you have completed the form, click on **Submit.** This will check to make sure you have all the fields filled in and will send an email notifying the Council that you have completed the form. Upon submission of the form, you will still be able to return to the site and make revisions if necessary.

*By submitting this nomination form, I certify that the information contained herein is true, correct and complete. I understand that any false or misleading statements or omissions made in this form or interview(s) are grounds for disqualifications from further consideration or for removal from the position of member of the Board of Regents of the University of Hawaii, regardless of when and how discovered.*

*IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE IN COMPLETING THE FORM, PLEASE CALL 692-1218 OR EMAIL: [borapp@hawaii.edu](mailto:borapp@hawaii.edu)*