Setting Up Your My UH Account and Paying Your Tuition Online

Follow these step-by-step instructions to set up your MyUH Account and pay your tuition online.

1. Log on to HCC’s website at www.honolulu.hawaii.edu. The page may not look exactly as pictured.

2. Click on MyUH. This is how you will access the forms to create your username, password and email address. This is also how you will log onto MyUH after creating your account.

3. You should now see the following screen. Click on “Get a UH username”.

4. Enter the requested information. Use the Tab (not Enter) key or the mouse to move from box to box. Click Check the Status bar after all of the required information has been entered.

5. After submitting the requested information, a choice of UH usernames will appear. Choose one or type in one of your own and write it down. Your username is also used in your hawaii.edu e-mail address. For example, John Doe’s username might be JDOE. Therefore, his UH e-mail address would be: JDOE@hawaii.edu.

6. You will next have to select and answer two Secret Questions. If you forget your password in the future, correct responses to these questions will be required to reset your password. Pick questions that you will be easily able to answer in the future.

7. Once you have selected and provided answers to your Secret Questions, you will need to create a password. Read the Password Selection Tips and carefully follow all of the listed Password Requirements. Please write down your password and keep it in a safe place.

8. After obtaining your USERNAME and PASSWORD, you can now log on to the MyUH portal. Go back to HCC’s homepage at www.honolulu.hawaii.edu and click MyUH. Enter your Username and Password to access your personal account. Spend some time exploring this site. You can now access your grades, print a list of classes that you’ve completed and so on. Don’t forget to logout of your account whenever you’re done to prevent others from accessing your information.

9. To pay your tuition using a credit or debit card:

   a) Select “View Charges/Make Payment” under Student Records on the left side of the screen.
b) Select “Click here to access the Student Account Home Page”.

c) Select “Make a Payment”.

d) Review your tuition information and then select “Make a Payment”.

e) Select “Pay by term” and then “Fall Appr 2015” or “Spring Appr 2016”, etc. and “Continue”. Appr is the abbreviation for Apprenticeship. **DO NOT SELECT “Current account balance” because this might result in an error in your payment.**

f) Select “Select Payment Method”.

g) Fill in your account information and follow instructions on the next several pages to submit your payment.

If you encounter problems creating or accessing your account (e.g., cannot remember answers to your secret questions, have had your account disabled for entering the wrong information too many times, etc.), assistance is available at:

MyUH Troubleshooting Tips: [http://www.hawaii.edu/askus/725](http://www.hawaii.edu/askus/725)