



## How to Obtain Your (8-Digit) UH ID Number

In order to obtain your RCUH/UH Staff ID Card, you must activate your UH email (UserName@hawaii.edu) account and provide your 8-digit UH ID number.

### To activate your UH email account:

1. Go to <https://www.hawaii.edu/username/>
2. Click on "Get a UH Username!"
3. Provide the requested information and click on "Check Status"
4. Follow instructions to complete account registration

### To obtain your 8-digit UH ID number:

1. Go to <https://www.hawaii.edu/username/>
2. Click on "Login"
3. Enter your UH Username and Password
4. Your UH ID Number will be located on the top left