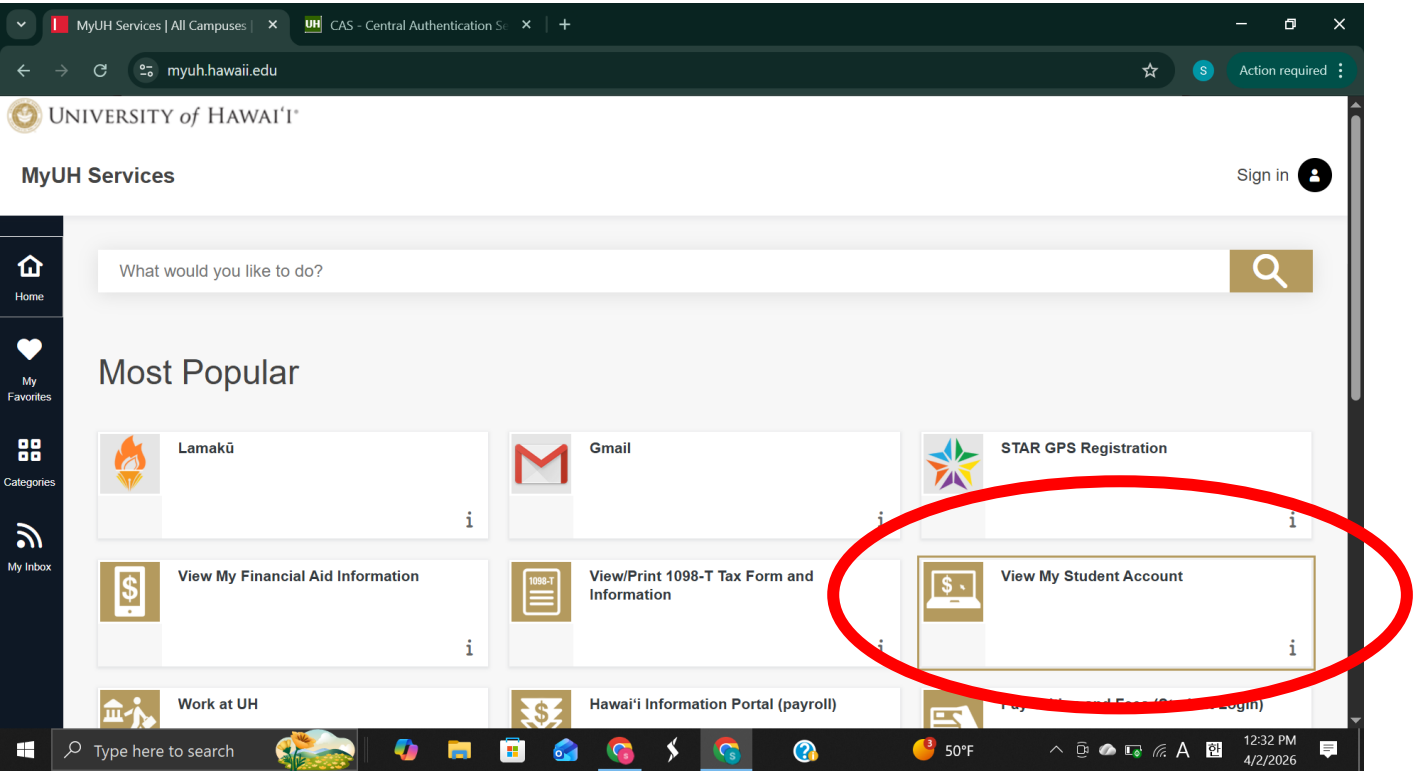


STAP Supporting Documentation

Instructions for University of Hawai‘i Students

1. Financial Summary
2. Class Schedule
3. Final Grades

1. Financial Summary

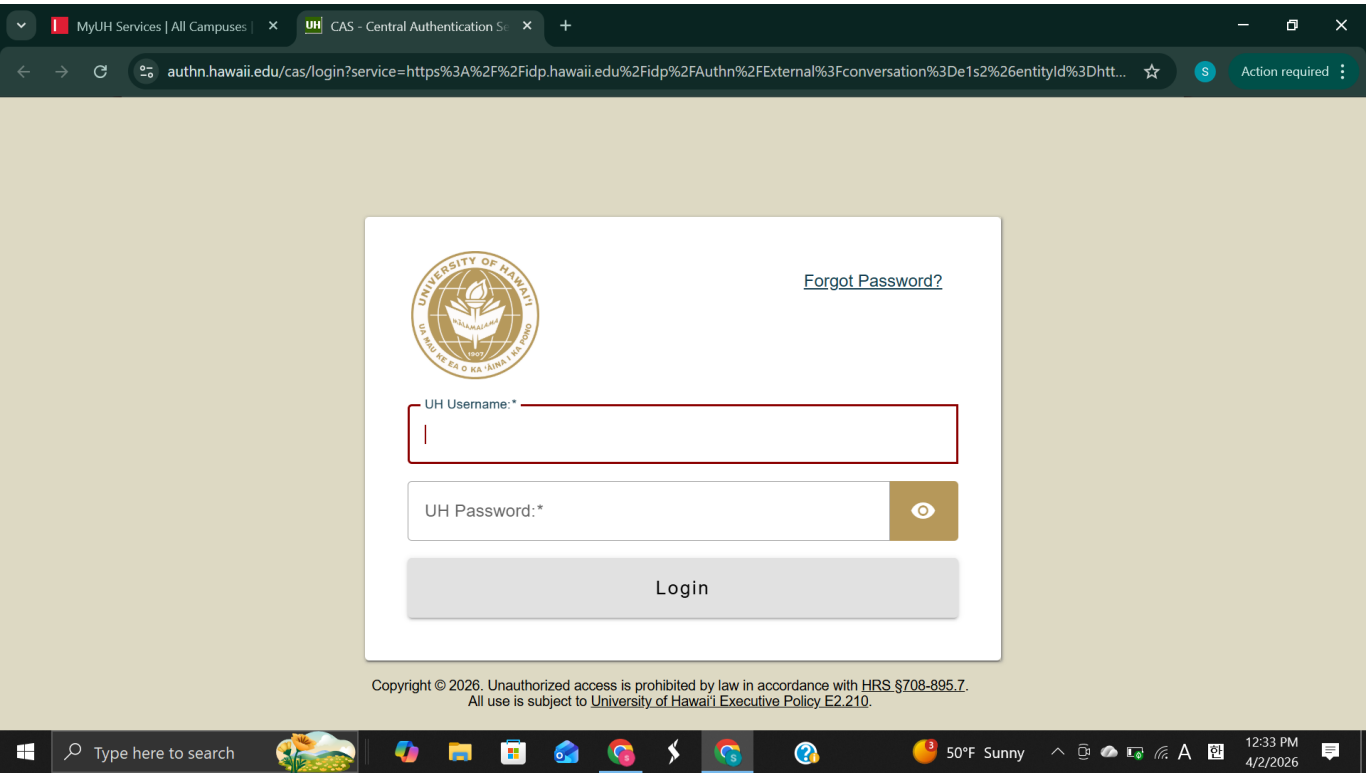


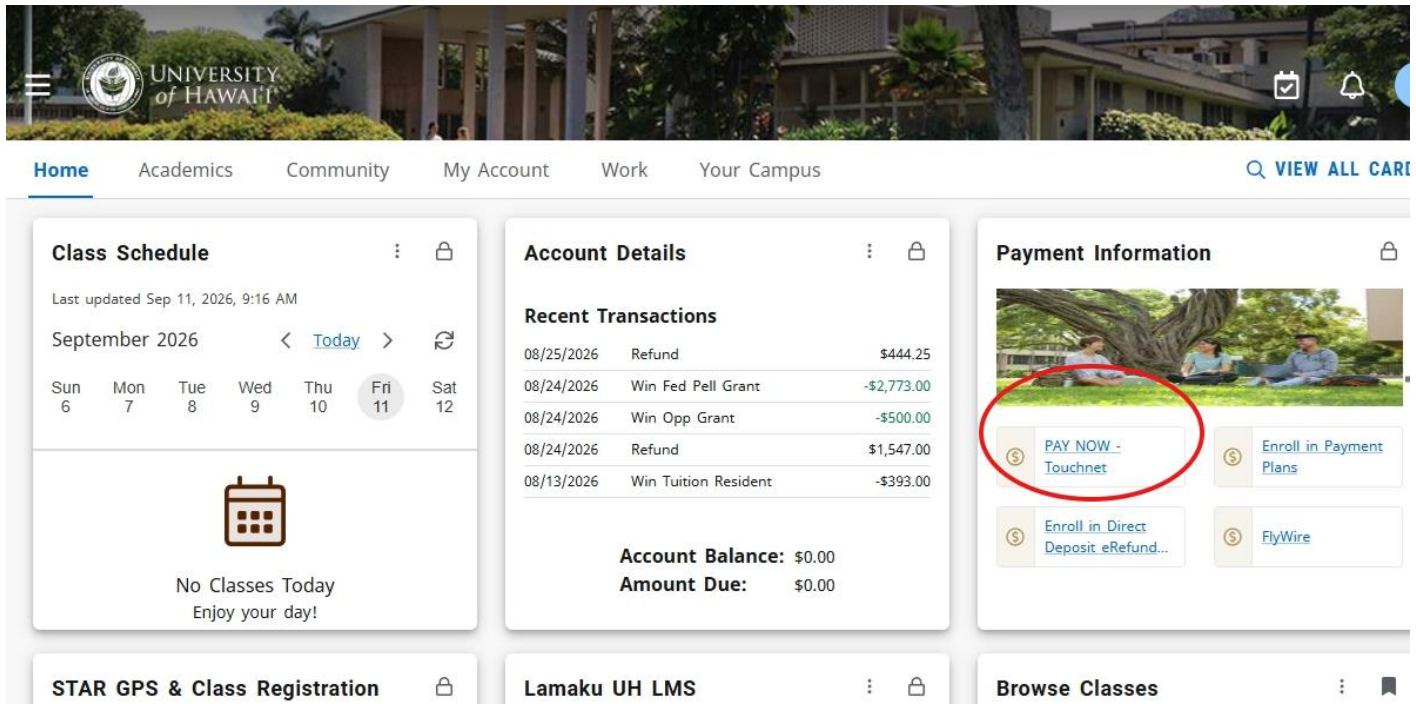
https://myuh.hawaii.edu

- Click on the “View My Student Account” tile.

UH Login Window

- Login to your UH account.

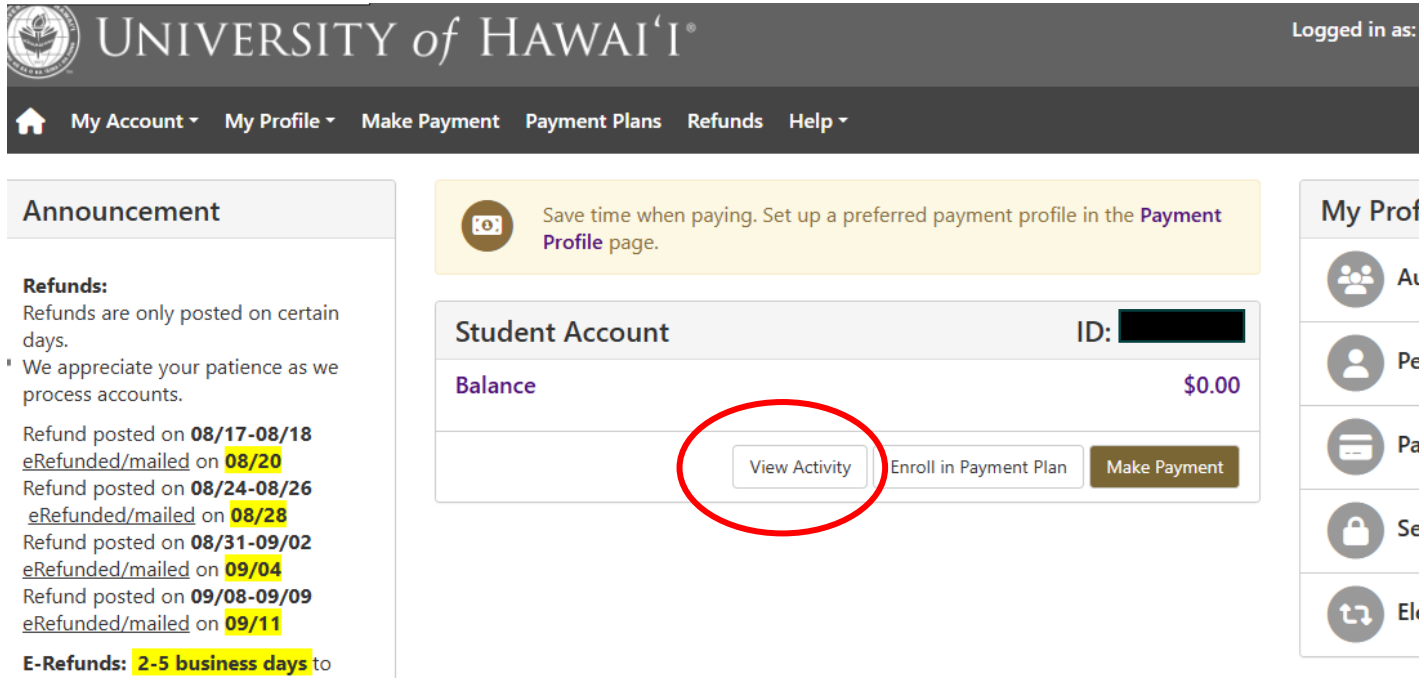




Ellucian Homepage

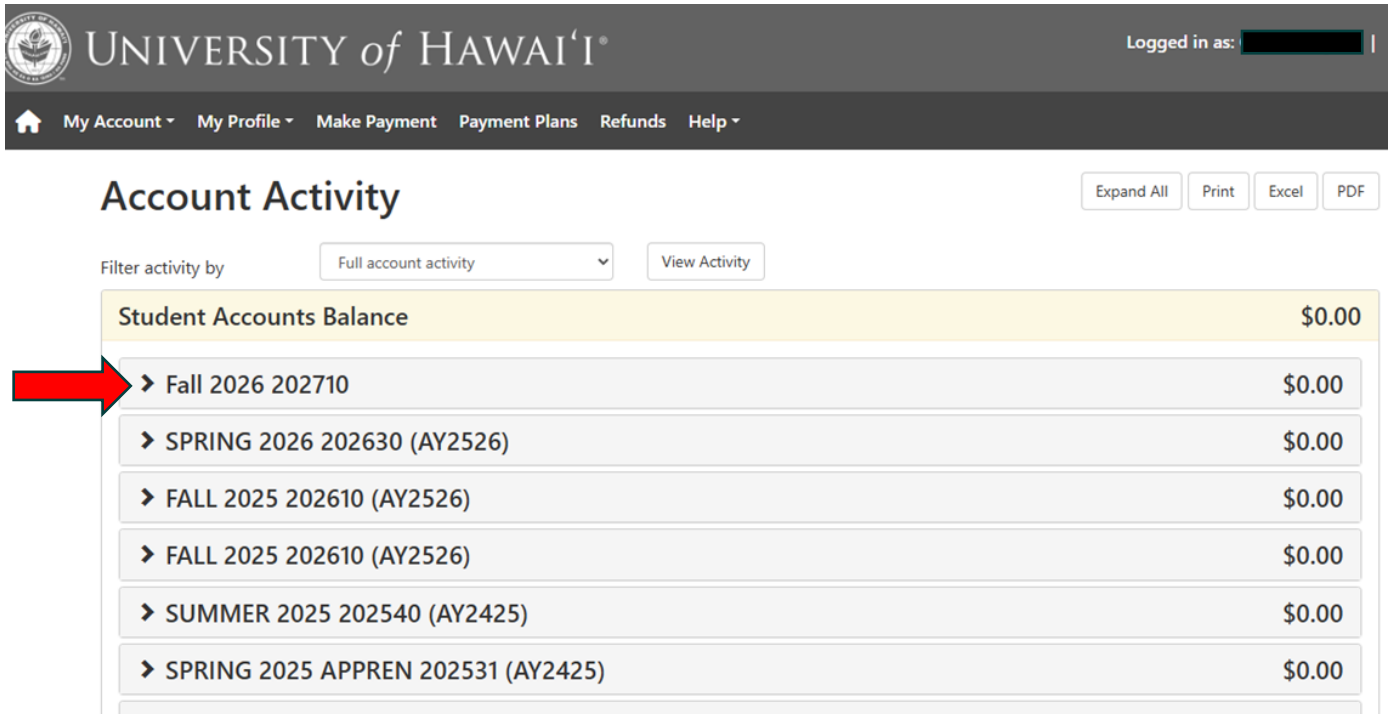
- Click on the “PAY NOT-Touchnet” of Payment Information tile.

UH Student Account Page



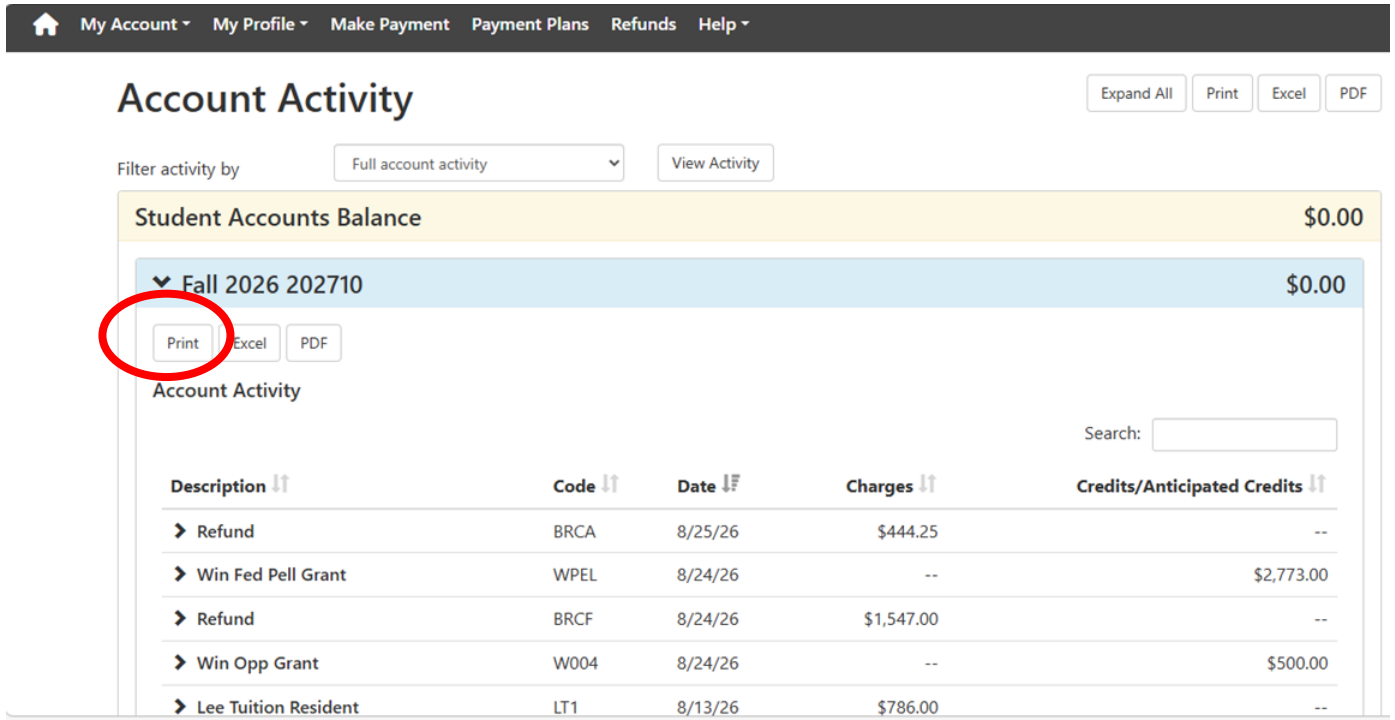
- Click on “View Activity”.

Account Activity Page



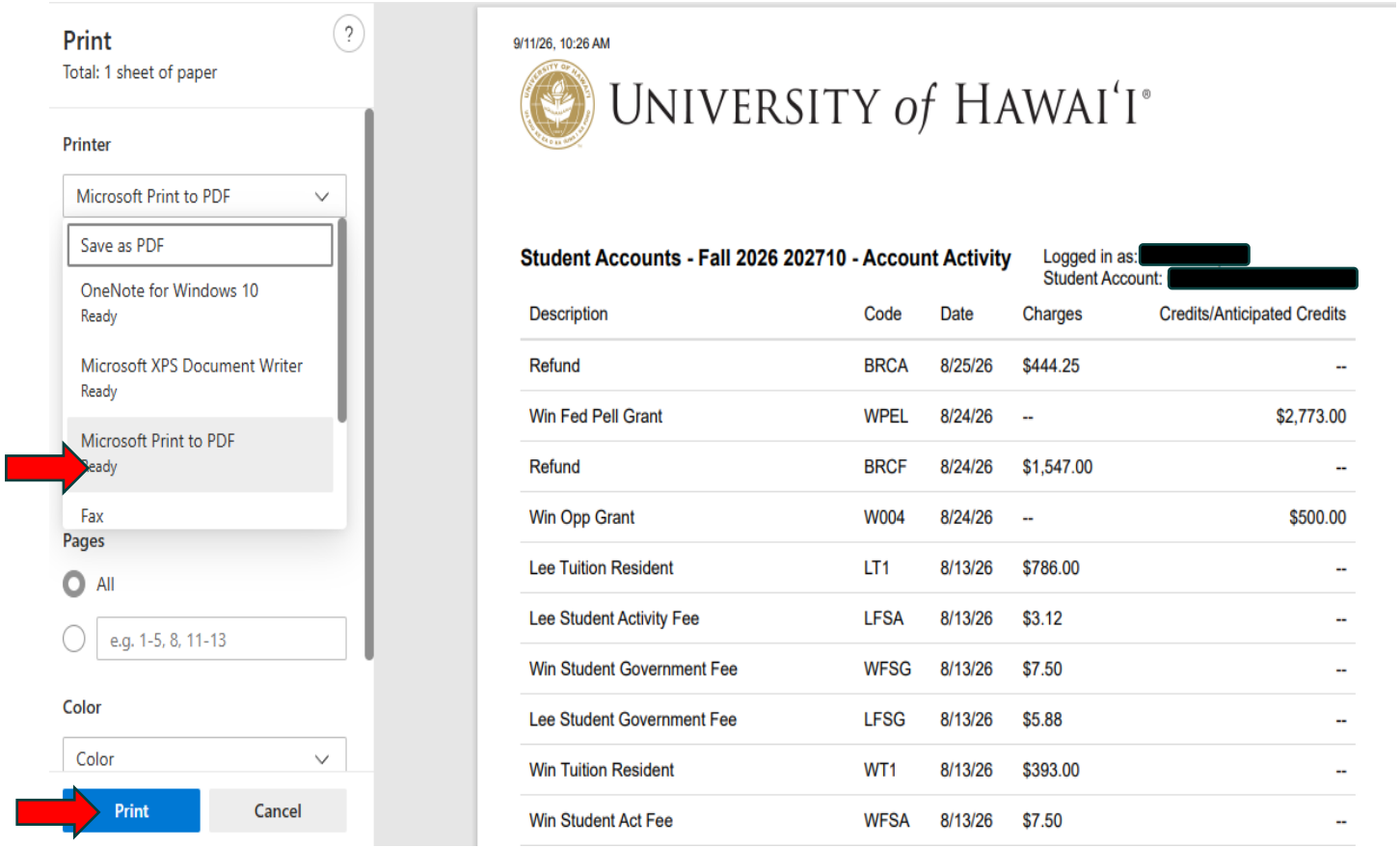
- Select term/semester you are referencing. Ex: Fall 2026

Account Activity Page



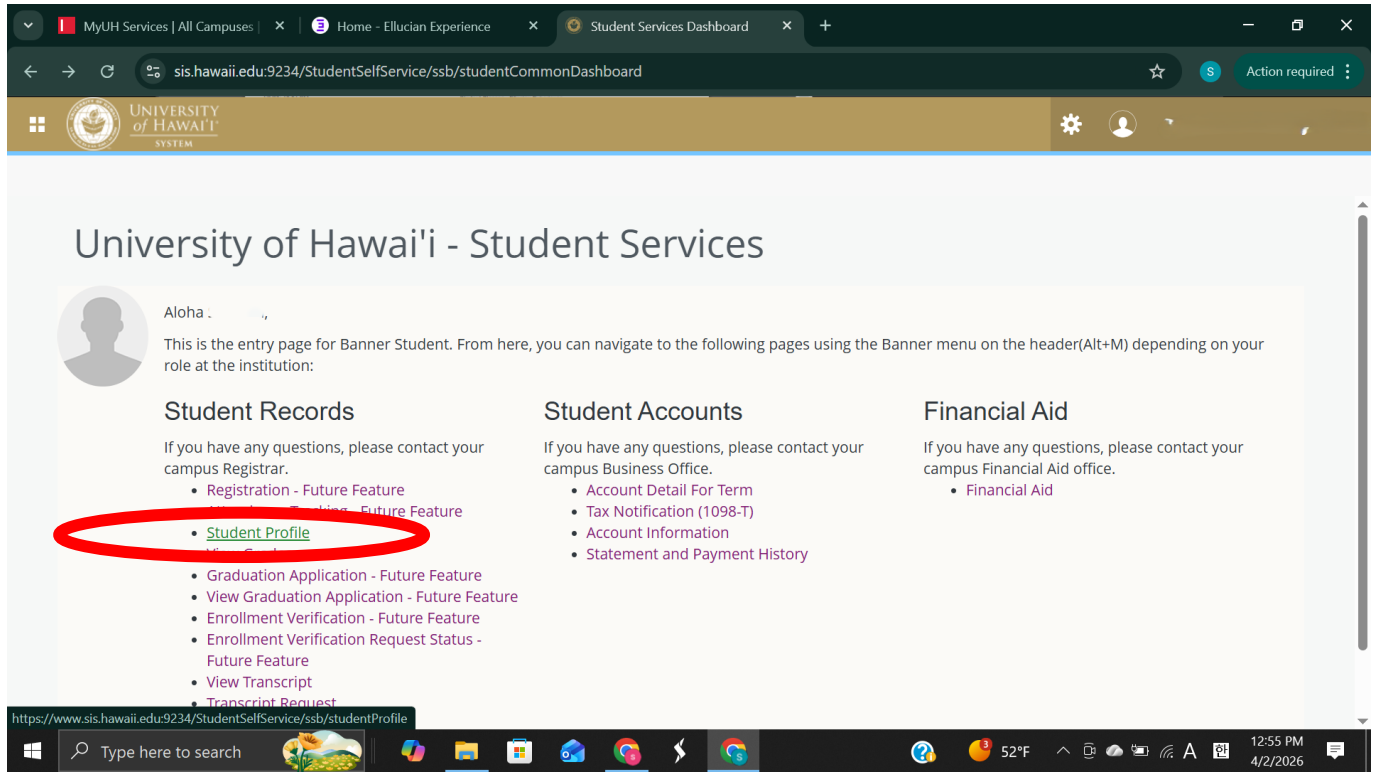
- Semester will now be in expanded form.
- Click on print

Print Screen



- New window with your semester Financial history will populate for printing
- 1st Set printer type to “Microsoft Print to PDF”.
- 2nd Click “Print”

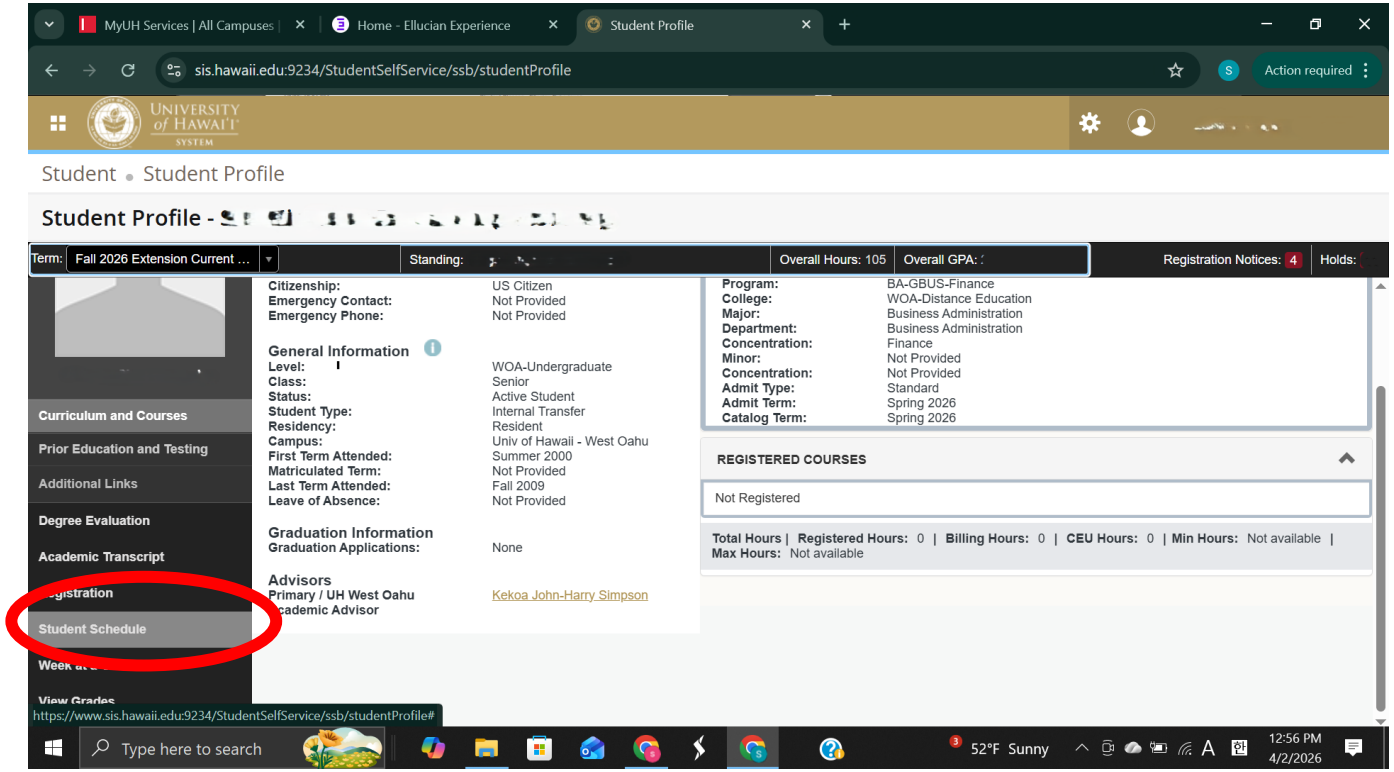
2. Class Schedule



UH Student Services Page

- Return to the UH Student Services Page.
- Click on “Student Profile”.

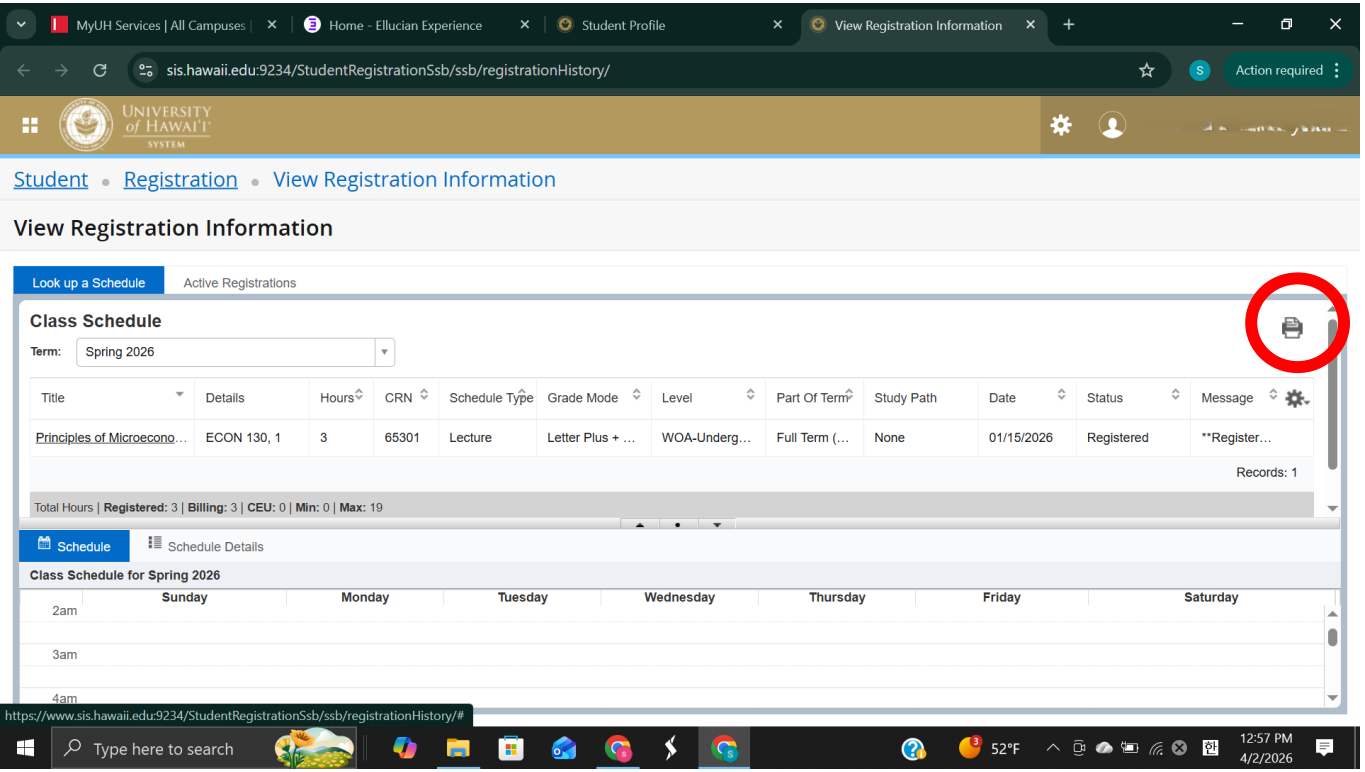
Student Profile Page

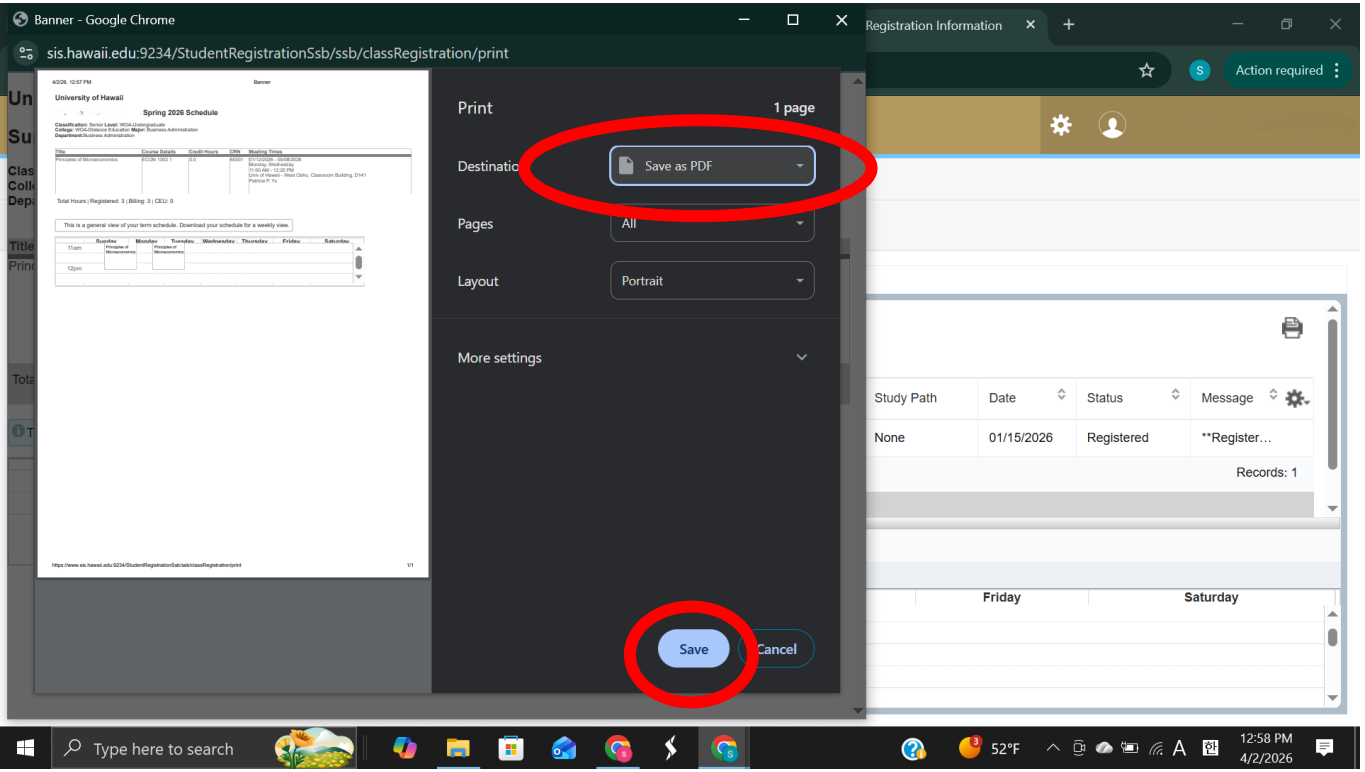


- Click on “Student Schedule” in the left navigation bar.
- You will return to this page later.

View Registration Information Page

- Click on the Printer icon.

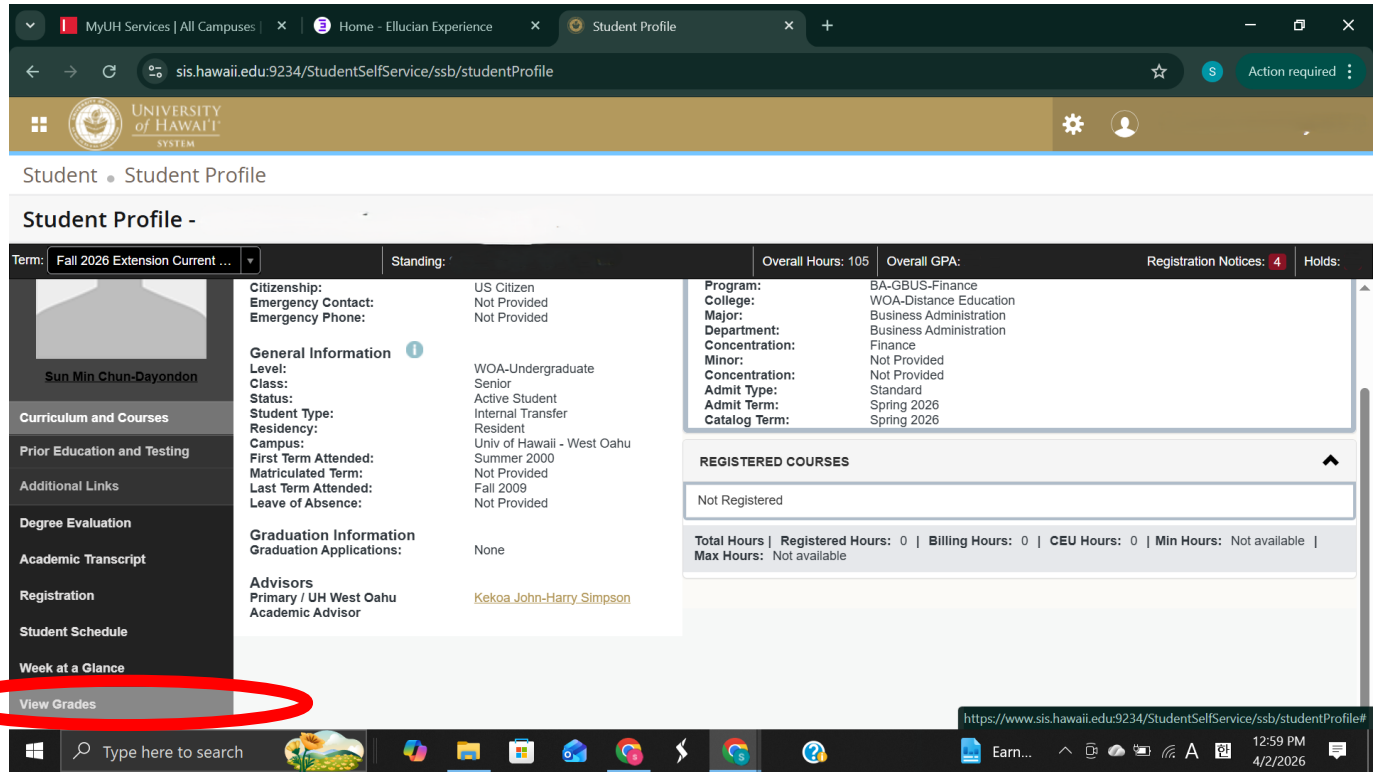




Printer Dialog Window

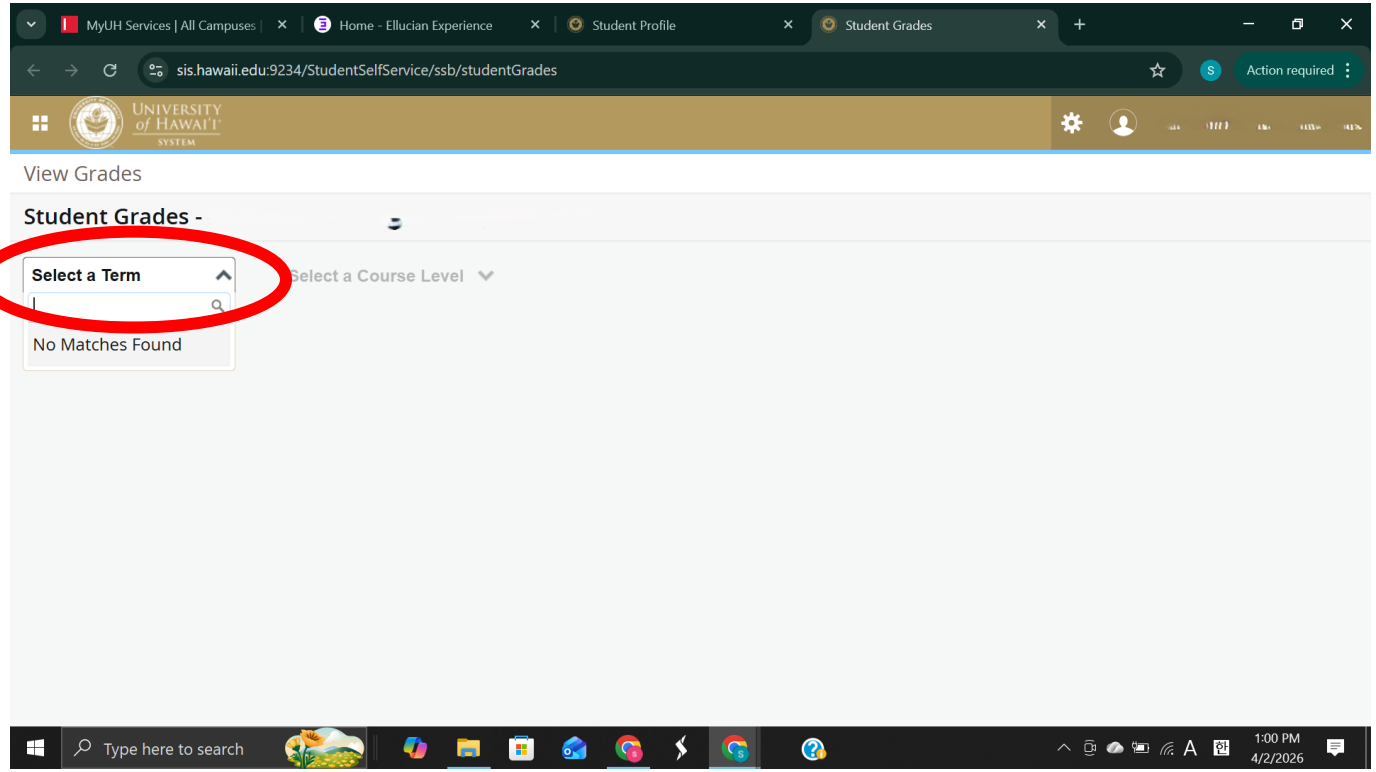
- Choose “Save as PDF”, “Microsoft Print to PDF”, or something similar as your printer destination.
- Click “Save”.
- Save to your desktop for submission as your class schedule.

3. Grades



Student Profile Page

- Click on “View Grades”.



Student Grades Page

- Select “Spring 2026” in the drop-down menu, which will be available once your instructors have submitted your grades.
- Save a pdf to your desktop for submission as your grades.



Summary

- Submit initial application with supporting documents for fall 2026 NLT 23 September 2026
- Submit updated supporting documents (e.g. financial summary, class schedule, and academic report with grades) NLT 2 January 2027 to:

  ng.hi.hiarng.list.nghi-g1-education--incentives@army.mil.

POC:

Brandy Ledbetter
Branch Chief Essential Personnel Services
VOIP: 808-672-1503