Laulima FA Town Hall Forum Instructions

To join the FA Town Hall forum on Laulima, click the link below:

Requirements:

- Must have a valid @hawaii.edu Username

URL: [https://laulima.hawaii.edu/join/portal/site/ff4552ed-1fed-4520-857e-9a7c6a9f3272](https://laulima.hawaii.edu/join/portal/site/ff4552ed-1fed-4520-857e-9a7c6a9f3272)

Log into Laulima with your UH Username and password. If you are already logged in, the link will take you directly to the FA Town Hall.

Using this link will auto-enroll you in the FA Town Hall forum. You only need to do this once.
To participate in the FA Town Hall on Laulima, please follow the instructions below:

Requirements:

- Must have a valid @hawaii.edu Username
- Member of the FA Town Hall

If not, please use this URL to join the forum:

[https://laulima.hawaii.edu/join/portal/site/ff4552ed-1fed-4520-857e-9a7c6a9f3272](https://laulima.hawaii.edu/join/portal/site/ff4552ed-1fed-4520-857e-9a7c6a9f3272)

Step 1: Go to Laulima website

Laulima URL: [https://laulima.hawaii.edu/portal](https://laulima.hawaii.edu/portal)
Step 2: Log into Laulima with UH Username and password
Step 3: Click on ‘FA Town Hall’ (You may have different choices displayed depending on what you have access to)

New to Laulima? A general tutorial will greet you when you log in to the site. To turn off/on the tutorial, click on the bust icon (👋) on the upper right of the page. Also please make sure you are familiar with the things that every Laulima user should know. Note: Laulima has a daily downtime of 3:00am - 4:00am HST.
Welcome! This forum allows you to pose questions on FA Town Hall agenda topics.

To get started, click on the 'Discussion and Private Messages' located in the navigation panel on the left side of the screen.

In Discussion, please follow these steps:

- Select desired FA Town Hall agenda listed by date and topic
- Click on 'New Topic'
- Enter a short description of the question in the 'Subject' line
- Type the question into the 'Message Body'
- Click on 'Post' to add your question(s)

Once posted, your question(s) will be forwarded to the FMO Directors for response.

Any questions, please email Michele Nakamoto at youngm@hawaii.edu
Step 4: Click on Discussion and Private messages in left panel or under FA Town Hall drop-down menu:

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Any questions, please email Michele Nakamoto at youngm@hawaii.edu
Step 5: Click on desired FA Town Hall date and topic

Choose desired Agenda topic by Town Hall date
Step 6: Click on ‘New Topic’ to enter question
Step 7: Complete Subject and Message body area with your question, then click on ‘Post’ to send your question to the forum.
Step 8: Reply posted

Test question

Discussion Home -> September 1, 2016 Fiscal Administrators Town Hall -> 2016 Legislature Updates

Post Reply

<table>
<thead>
<tr>
<th>Author</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 30, 2016 02:29 PM</td>
<td><strong>Subject:</strong> Test question</td>
</tr>
</tbody>
</table>

Michele Nakamoto

Posts: 1

Post your question here

Post Reply

Discussion Home -> September 1, 2016 Fiscal Administrators Town Hall -> 2016 Legislature Updates