Laulima FMO Training Forum Instructions

To join the FMO Training on Laulima, click the link below:

Requirements:

• Must have a valid @hawaii.edu Username

URL:  https://laulima.hawaii.edu/portal/site/f801f8d1-8204-4983-914e-d832398b0d31

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

Using this link will auto-enroll you in the FMO Training. You only need to do this once.

To review the FMO Training Modules on Laulima, please follow the instructions below:

Requirements:

• Must have a valid @hawaii.edu Username
• Member of FMO Training

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

https://laulima.hawaii.edu/portal/site/f801f8d1-8204-4983-914e-d832398b0d31

• Note: These presentations are narrated so you will need headphones or speakers to hear the audio portion.

Step 1: Go to Laulima website

Laulima URL:  https://laulima.hawaii.edu/portal
Step 2: Log into Laulima with UH Username and password

Step 3: Click on ‘FMO Training’ (You may have different choices displayed depending on what you have access to)
Step 4: Click on ‘Schlrship/Fwship Tax’ in left panel:
Step 5: Click on the ‘FA Training Module_Scholarship and Fellowship Tax Treatment.ppsx’ link

Step 6: Depending on your browser, the slideshow will either begin promptly or a pop-up window opens. If the pop up window displays, click the radio button beside ‘Open with’, select Microsoft PowerPoint and click ‘OK’.

First page of module displayed:
Step 7: Click on the ‘Laulima’ tab to return to the Schlrship/Flwship Tax page. To close a blank window that may have opened, click on the ‘x’ in the blank window tab.

Step 8: Click on ‘Test & Quizzes’ in the left panel to take a quiz pertinent to the tutorial.
Step 9: Click on the link for the ‘Scholarship and Fellowship Tax Treatment Quiz’.

Step 10: Click on the ‘Begin Assessment’ button to start the quiz.

Step 11: Upon completion, click on the ‘Submit for Grading’ button:
Step 12: Click on ‘Gradebook’ to view your score:

Step 13: Logout of Laulima