**Adobe Connect Log-In Procedures:**

**For temporary or exempt employees with an appointment <1 year**

**To ESTABLISH** your Adobe Connect account:

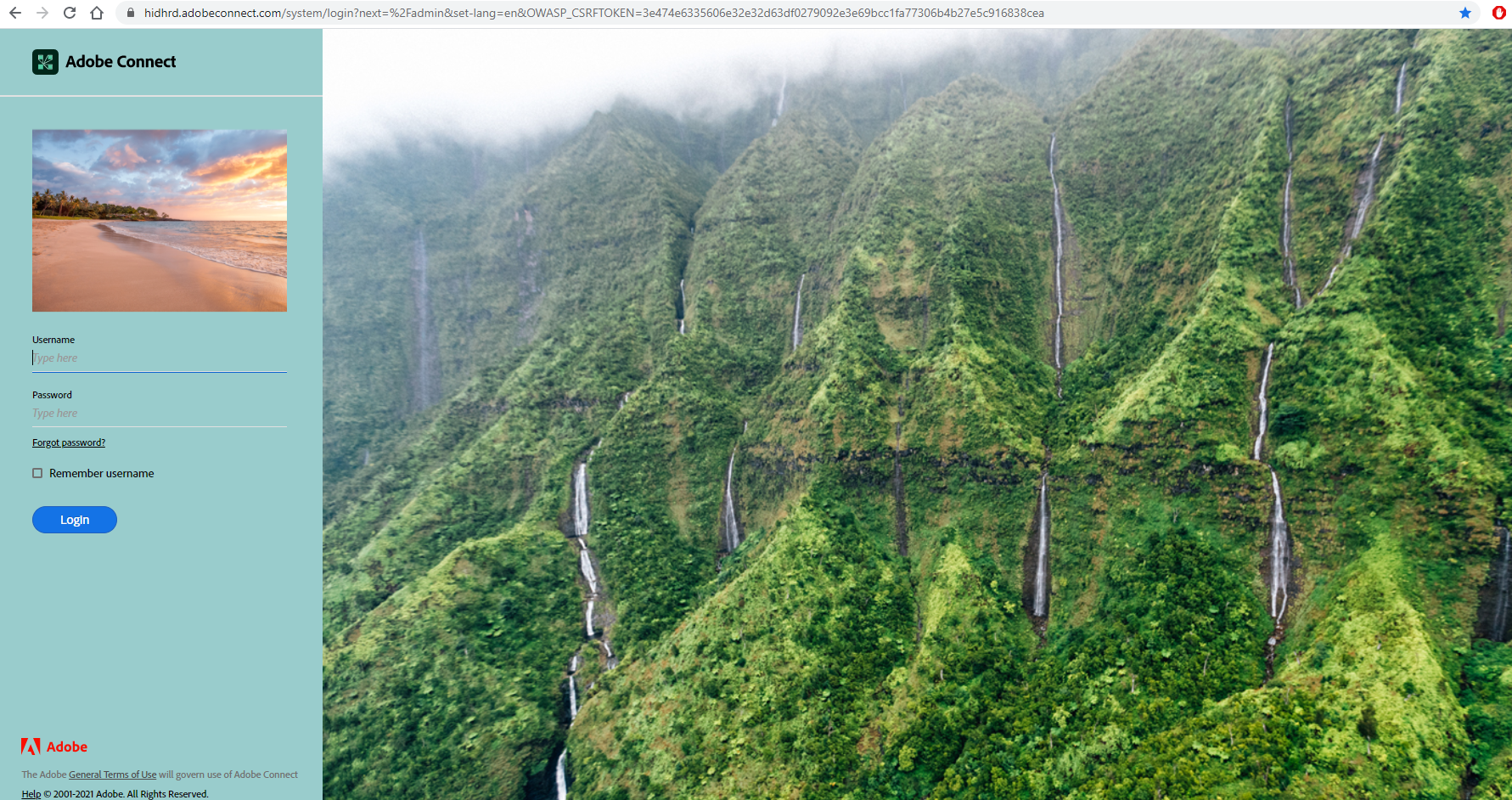
1. Contact your HR office for your Employee ID #. You will be using the LAST 6-DIGITS ONLY for LMS access.
2. After getting your Employee ID#, email the DHRD Training office at dhrd.training @hawaii.gov.

Please include:

* 1. First name/Last name
  2. Last (6) digits of your employee number
  3. Work issued email address

1. You will receive a reply from the DHRD Training Office with a temporary password.
2. To establish your permanent password, open an Internet browser (Internet Explorer, Google, etc.).
3. Type **hidhrd.adobeconnect.com** on the address line

The ADOBE CONNECT screen will display:



1. Type the last **6-digits of your Self-service ID/HiPayroll employee ID number**
2. Type **password** in the Password: field (all lowercase)
3. Click on Login box to access system

The ADOBE CONNECT Password Screen will display

1. Type **password**  in the Old Password field
2. Type your **new password**  (create your own: 4 - 32 characters) in the New Password Field
3. **Retype** your **new password** in Confirm Password field

*(Write down your password & Login, last 6-digits Self-service ID/ HIPayroll Employee ID Number, for reference if necessary)*

1. The ADOBE CONNECT Home page will display.
2. Click on **Logout** in the upper right corner before your name.

**Steps 1 - 10** should be **done once** to establish the employee’s account.

Thereafter, the employee only needs to follow Step 11 to access the On-demand Learning Library.

**ACCESS the On-demand Courses**

1. Go to the DHRD website (**dhrd.hawaii.gov**)

Click on **STATE EMPLOYEES** (bottom of screen)

Click on **Learning and Development**

Click on **ADOBE CONNECT ON-DEMAND COURSES FOR TEMPORARY AND CERTAIN EXEMPT EMPLOYEES**

**ALWAYS LOGIN with the last 6-digits of your HIPayroll employee ID number (eg. 012345) and self-created password to access any of the courses in the Adobe Connect On-demand Learning Library.**