How to complete an E Ala Pono Academic Progress Survey (utilizing MySuccess):

**STEP ONE:** (three ways to login)

Login to **MySuccess** ([http://mysuccess.hawaii.edu](http://mysuccess.hawaii.edu))

Use your Google@UH login.
- The page should load under the tab.

*If you don’t see the **MySuccess** tab, refer to **Troubleshooting Section**

Login to **Laulima** ([http://laulima.hawaii.edu](http://laulima.hawaii.edu))

Click on **MySuccess** tab
- The page should load under the tab.
Log in to MyUH (http://myuh.hawaii.edu)

Click on MySuccess tab
  • The page should load under the tab.

*If you don’t see the MySuccess tab, refer to Troubleshooting Section

**STEP TWO:**

Select MySuccess tab

Under your Home tab, click on the Survey Link for the respective course.
STEP THREE:

In the **Survey**, check any **Early Indicator** that the student is at risk of or in need of support.

- Academic Performance: At risk for failing the course
- Academic Preparedness: Struggling with course content
- Supportive Consult Recommended
- Kudos: Keep up the good work!

Provide any **Comments** related to the **Early Indicator**

Please describe the student’s academic performance issues that might be impairing their ability to succeed.

STEP FOUR:

If you would like to resume your survey at a later time, click **Save Draft**.

When the survey is completed, click **Submit** to finish the survey.
Click Yes to confirm your submission.

**STEP FIVE:**

Repeat STEPS 3 - 5 to complete the survey for the rest of your students and courses.

**TROUBLESHOOTING SECTION**

**Laulima Site:**
If you don’t see the MySuccess tab:

a. Click More Sites or My Workspace at the top of Laulima
b. Click Preferences
c. Click on MySuccess in the right column
d. Click the left arrow to move it to the left Column
e. Click Update Preferences in the bottom right

**My UH Portal:**
If you don’t see the MySuccess tab, try clearing your browser cache. See below for instructions. If you need assistance with the instructions, please call the UHWO IT Service Center at 689-2411.

a. Mozilla Firefox Instructions
b. Google Chrome instructions

If you still need additional assistance, please contact the UHWO IT Service Center or email uhwoeap@hawaii.edu for more assistance.