



## STUDENT PASSWORDS

Printing & Distribution  
September 20 - October 18, 2010

Every K-12 student must have a Student Password in order to vote in the Kids Voting Hawaii General Election (Oct. 19 - Nov. 2). A Password is not needed for the Primary Election or Practice Voting. Student Passwords are printed on cards by the School Level Ambassador or other designee(s) and are distributed to teachers to give to students.

1. The Principal and School Level Ambassador will receive a School Password by email in September.
  2. The Principal and School Level Ambassador should decide which teachers will be responsible for distributing Student Password Cards to students (Authorized Teachers). In elementary schools homeroom teachers are often selected. Secondary schools may choose homeroom, advisory, social studies, period 1 or others so the Student Password Cards will be distributed to every student.
  3. The School Level Ambassador or designee(s) will go to the Kids Voting Hawaii website at <http://kidsvotinghawaii.org> (Sept. 20 - Oct. 18).
    - Select the “Teacher” tab and click on “Student Passwords” in the sub-menu below.
    - Log on with the School Password. The next page will be the Manage Student Registration page.
  4. Your school has been given student passwords based on your enrollment.
    - No names are assigned to the numbers.
    - There are “Student KVH Numbers”: the first 3 digits identify your school; the next four are numbers from 0001 to the number of students in your school (plus extra).
- Each “Student KVH Number” is assigned a unique Student Password to be used by the student to vote in the Kids Voting Hawaii General Election.

**KIDS VOTING USA Hawaii** Manage Student Passwords [Help](#)

Student Passwords:  
From Student Number:  Thru Student Number:  [Student Voter Password Cards PDF](#)  
[Spreadsheet of Passwords](#)

Student KVH Number	Student PASSWORD	Student Voted?
8780005	yvfin647ca	
8780007	mnewu499zb	
8780006	hhduv889ua	
8780009	nksvi799iv	
8780008	jtpce356ek	
8780010	tmupi342xd	

Request Additional Passwords  
Add Passwords Manually  
# of additional passwords:

5. Schools will be given Student Passwords based on the enrollment. No student names are assigned to the numbers. To distribute passwords, your school may choose to give each Authorized Teacher:

- a) a set number of Student Password Cards (ex. 30 per teacher) OR
- b) enough Student Password Cards according to class size.

We suggest that teachers keep a list of the Student KVH numbers & Passwords assigned to students. Should a student lose his/her Password Card, the teacher may refer to the list to give the student the password assigned to that student.

6. Printing Student Password Cards: Click on “Student Voter Password Cards” in upper right. For example, you could print all the cards or select cards # 8780030 to 8780060.
7. If more passwords are needed: Scroll down to request additional passwords. Type in the number of additional passwords needed. Click on “Add Passwords”.
8. Spreadsheet of Passwords: Click on “Spreadsheet of Passwords” on upper left of page. The spreadsheet file may be used:
  - a) by the SLA to record which Student KVH numbers were assigned to which teachers,
  - b) to create sheets on which teachers may list student names, or
  - c) to add student & teacher names from the school database. See separate instructions.
9. Distribute Student Password Cards to the Authorized Teachers (AT) and give instructions. Optional: Include form with passwords for teacher to write in student names or list of passwords with student names from eSIS.

**Do not wait until the last minute to print the Student Passwords Cards.**

**From Sept. 20 - Oct. 18, Student Password Cards may be printed at any time of day.  
From Oct. 19 and on, when “For Real” Voting begins, printing will not be allowed  
between 8:00 am & 2:30 pm.**

