



## Kiosk Options Chart

	Option 1	Option 2	Option 3
	Agency to use own existing computer(s) for kiosk(s)	Agency to purchase computer(s) for kiosk(s)	Agency will be using points-of-contact individuals who will grant access to personnel
<b>Agency Responsibilities:</b>	Agencies will be responsible for securing kiosks, determining the hours of operation for the kiosks depending on office hours for the kiosks' locations. Agencies will be responsible to install a timeout setting to limit employee use, if desired. These computers can be solely used for ESS or can be used in combination with other purposes such as onboarding new hires.	Agencies will be responsible for securing kiosks, determining the hours of operation for the kiosks depending on office hours for the kiosks' locations, and may work with ETS to install a timeout setting on each imaged computer, to limit the time use by employees.	Agencies will be responsible for securing kiosks, determining the hours of operation for the kiosks depending on office hours for the kiosks' locations. Agencies will also be responsible for ensuring that points-of-contact understand their responsibilities for providing access to personnel, when necessary.
<b>Agency Hardware Requirements for Kiosks:</b>	<ol style="list-style-type: none"> <li>1. Computers: A laptop, desktop (and monitor), or tablet</li> <li>2. Internet access and on state network</li> <li>3. Printer</li> </ol>	<ol style="list-style-type: none"> <li>1. Computers purchased: IT Specifications from ETS (Desktop)*</li> <li>2. Internet access and on state network</li> <li>3. Printer</li> <li>4. Monitor, if desktop</li> </ol> <p>*See attached specifications</p>	<ol style="list-style-type: none"> <li>1. Computers: A laptop, desktop (and monitor), or tablet</li> <li>2. Internet access and on state network</li> <li>3. Printer</li> </ol>
<b>Other Info</b>	<p>ETS through the HawaiiPay Project will provide Agencies with instructions on how to install "Hawaii Information Portal" link for direct access to ESS via email according to your HawaiiPay deployment schedule:</p> <ul style="list-style-type: none"> <li>• DHRD, DAGS, and Stadium Authority will receive instructions from HawaiiPay by January 15, 2018.</li> <li>• All other State Agencies will receive instructions from HawaiiPay by March 1, 2018.</li> </ul>	<p>ETS through the HawaiiPay Project will image each new computer purchased with the "Hawaii Information Portal" link for direct access to ESS. If you need additional assistance with the IT Specifications provided, you may contact Shane Arakaki via email at <a href="mailto:shane.arakaki@hawaii.gov">shane.arakaki@hawaii.gov</a> or by phone at (808) 587-9770.</p>	<p>ETS through the HawaiiPay Project will provide Agencies with instructions on how to install "Hawaii Information Portal" link for direct access to ESS via email according to your HawaiiPay deployment schedule</p> <ul style="list-style-type: none"> <li>• DHRD, DAGS, and Stadium Authority will receive instructions from HawaiiPay by January 15, 2018.</li> <li>• All other State Agencies will receive instructions from HawaiiPay by March 1, 2018.</li> </ul>



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<b>Deadlines</b>	<p>State Agencies must respond <b>December 15, 2017</b>:</p> <ul style="list-style-type: none"> <li>• <u>Complete Agency Selection Form</u></li> <li>○ Provide a list of all planned kiosk locations on <u>Kiosk Location Form</u></li> <li>○ Provide a contact person for kiosk questions or concerns</li> <li>○ Indicate if you have any work sites that cannot connect to the State’s network</li> </ul>	<p>State Agencies must respond by <b>December 15, 2017</b>:</p> <ul style="list-style-type: none"> <li>• <u>Complete Agency Selection Form</u></li> <li>○ Provide a list of all planned kiosk locations on <u>Kiosk Location Form</u></li> <li>○ Provide a contact person for kiosk questions or concerns</li> <li>○ Indicate if you have any work sites that cannot connect to the State’s network</li> </ul> <p><b>Group 1 (DAGS, DHRD, and Stadium Authority) must respond by <b>January 15, 2018</b>:</b></p> <p><b>Deliver</b> purchased computer(s) to the HawaiiPay Project for imaging at: 1151 Punchbowl Street, 5<sup>th</sup> flr Room 501 Honolulu, Hawaii 96813 ATTN: <b>Shane Arakaki</b></p> <ul style="list-style-type: none"> <li>• ETS will call agency <b>to pick-up</b> imaged computer(s) no later than January 31, 2018.</li> </ul> <p><b>Group 2 All remaining State Agencies must respond by <b>March 1, 2018</b>:</b></p> <ul style="list-style-type: none"> <li>• <b>Deliver</b> purchased computer(s) to HawaiiPay Project for imaging at: 1151 Punchbowl Street, 5<sup>th</sup> flr Room 501 Honolulu, Hawaii 96813 ATTN: <b>Shane Arakaki</b></li> <li>• ETS will call agency <b>to pick-up</b> imaged computer(s) no later than March 31, 2018.</li> </ul>	<p>State Agencies must respond by <b>December 15, 2017</b>:</p> <ul style="list-style-type: none"> <li>• <u>Complete Agency Selection Form</u></li> <li>○ Provide a list of all planned kiosk locations on <u>Kiosk Location Form</u></li> <li>○ Provide a contact person for kiosk questions or concerns</li> <li>○ Indicate if you have any work sites that cannot connect to the State’s network</li> </ul>