

PROCESSING OTHER MEMOS:

Unsigned Appointment PAs, Request Appointment Start Date, Special Leave Request, Disciplinary, Housing, and Recruitment
(Open Post, Re-Open Post, and Applicants on the Shortlist)

Step 1: Go-To pscrmi.net, and Click either links highlighted below

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**Republic of the Marshall Islands
Public Service Commission**
TEL: 692-625-8298/8498 LOCATED: [HERE](#)
pscrmi.recruit@gmail.com

Ministry HR & Personnel Login

00004134
WEB-STAT

Home HRMIS About Us JOBS/JERBAL SERVICES REPORTS FORMS PUBLICATIONS Contact Us LINK

HRMIS Login
HRMIS: HR Action Notes & Instructions
HRMIS: How to Print Reports
HRMIS: Self Services
PSC File Shares

Step 2: After clicking the links above, you will be prompted with this window. Click **Sign Up**

Log In

New to this site? [Sign Up](#)

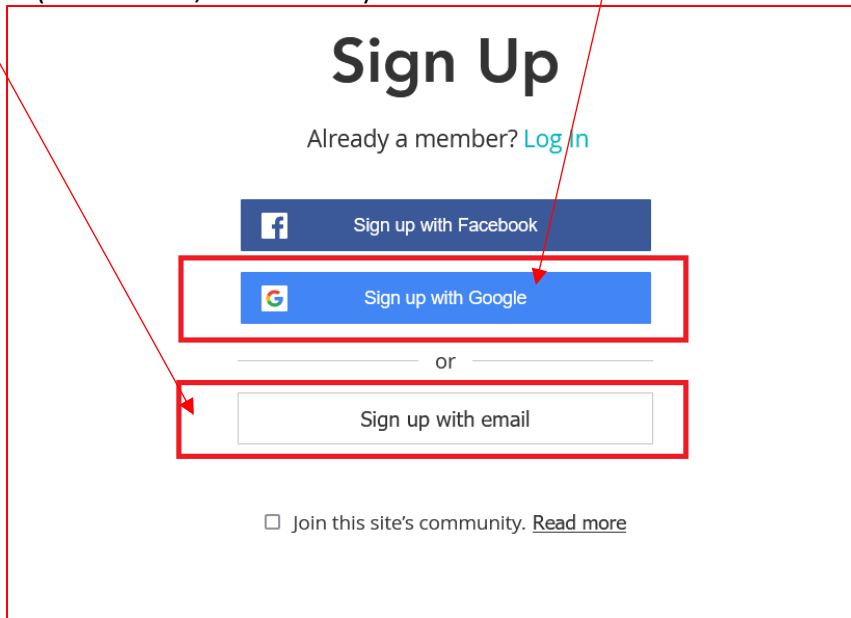
Log in with Facebook

Log in with Google

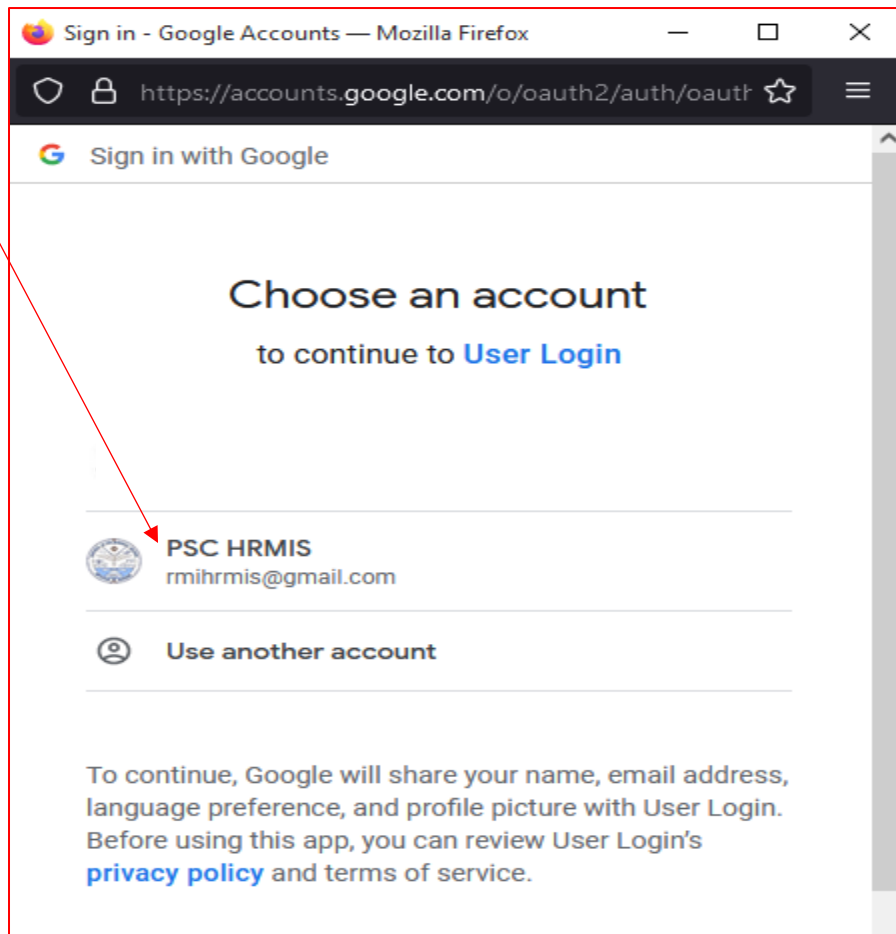
or

Log in with Email

Step 3: After clicking **Sign Up**, you can either **Sign up with Google** (if already logged in), or **Sign Up with Email** (other email, NOT GMAIL)



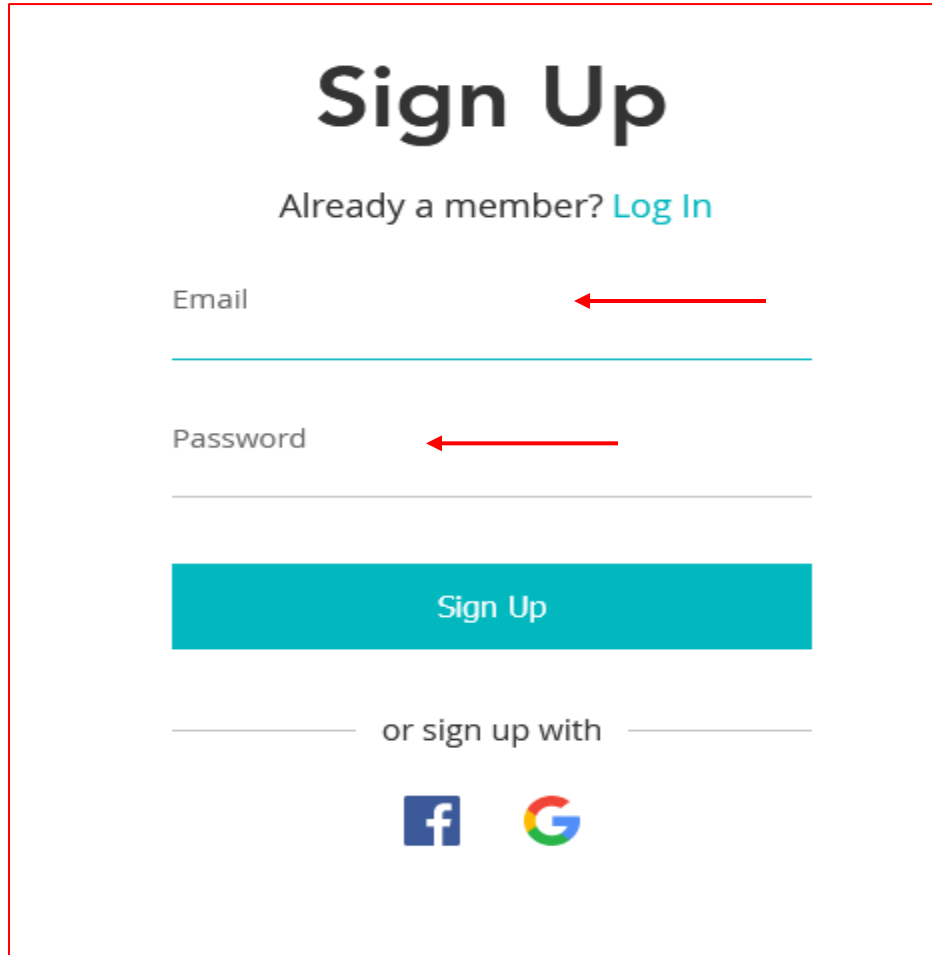
Step 4a: If you select **Sign up with Google**, you will be prompt with this window. Select/Click your email to join.



Sign up with email

Step 4b: If you select **Sign up with email**,

You will be prompted with this sign up window. Insert your email address and **create your own password**. **Note: You Do Not have to insert your email's original password, for security.**



The image shows a 'Sign Up' form with the following elements:

- Sign Up** (Large heading)
- Already a member? [Log In](#)
- Email input field with a red arrow pointing to it.
- Password input field with a red arrow pointing to it.
- Sign Up** button (Teal)
- or sign up with
- Facebook and Google icons.

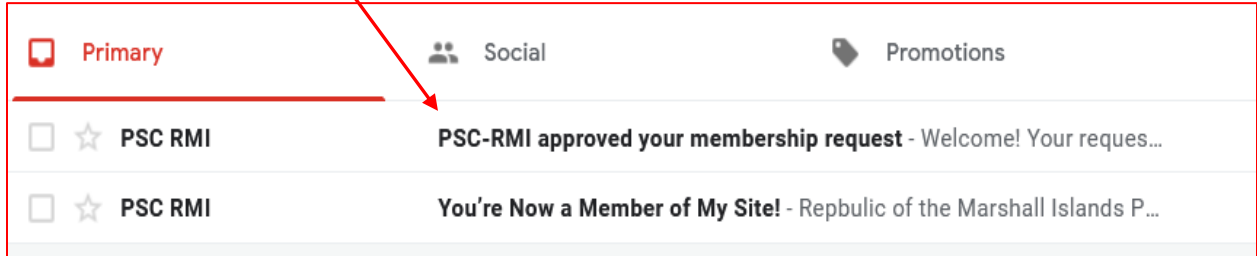
Step 5: You will be notified if your **Sign Up** request was successfully created. Please click **ok** and wait for further approval.

Success! Your member signup request has been sent and is awaiting approval. The site administrator will notify you via email (rmihrmis@gmail.com) once your request has been approved.

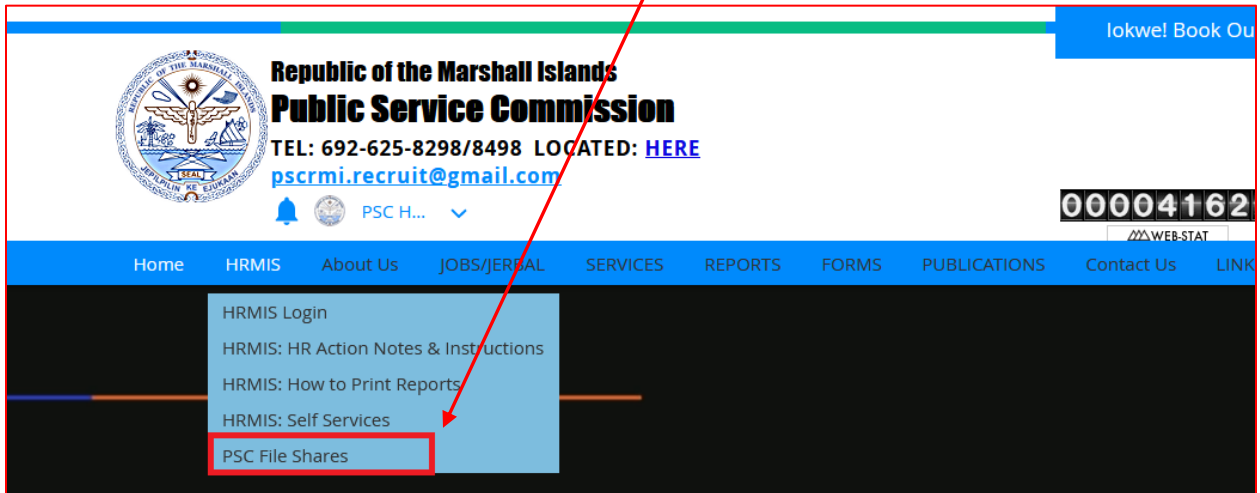
OK

Step 6: Check your email for two (2) notifications. **Notification 1_You're Now a Member.**

Notification 2_PSC-RMI approved your membership request. If you receive **Notification 2**, you can go to the next step.

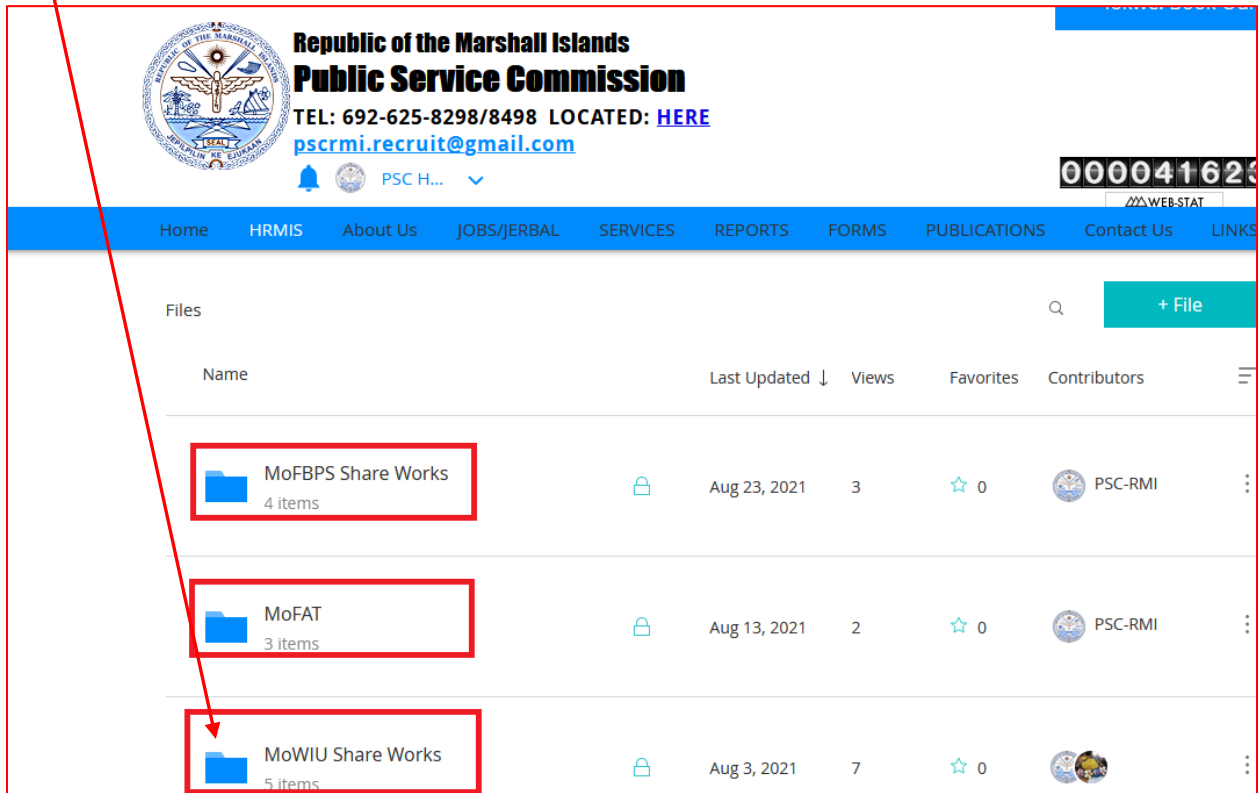


Step 7: Go-Back to the Menu Bar, under **HRMIS Menu** to expand click the Sub-Menus shown below, and click the highlighted link, **PSC File Shares**.



GO TO NEXT STEP, NEXT PAGE

Step 8: Select by clicking your Ministry's Share Folder. Hence, you only can access your own Ministry's Share Folder and Vice Versa.



Step 9: Finally, Open each Share by clicking each folder. Follow highlights below to execute uploads & downloads.

