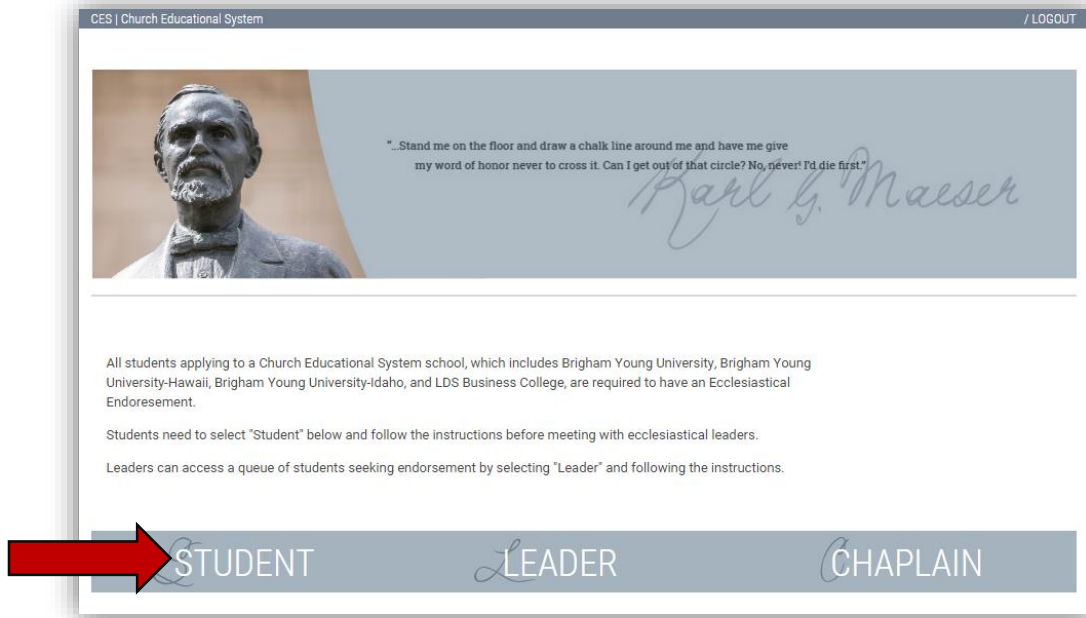
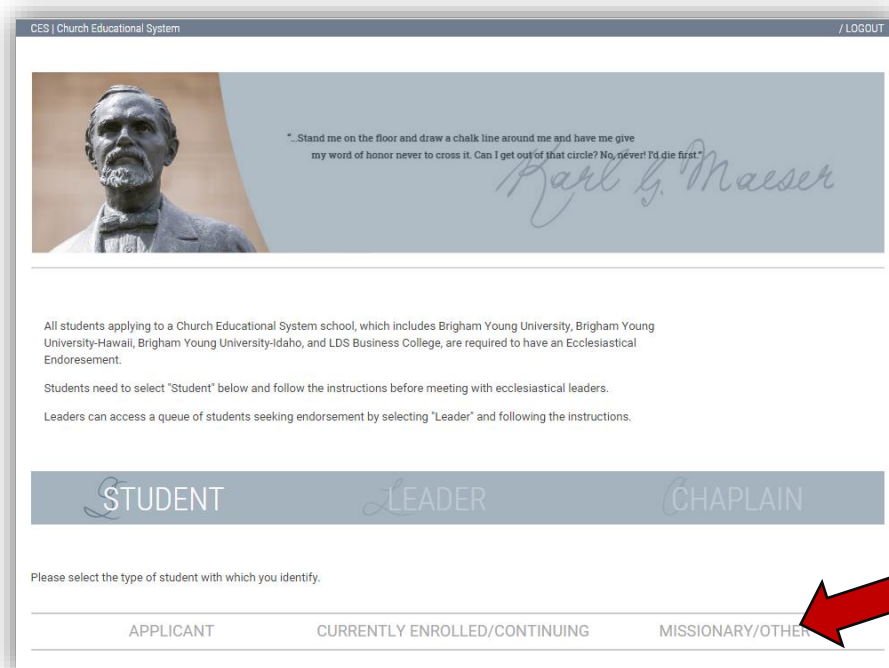


INSTRUCTIONS FOR THE ONLINE ECCLESIASTICAL ENDORSEMENT FOR FULL TIME MISSIONARIES APPLYING TO BYU-HAWAII

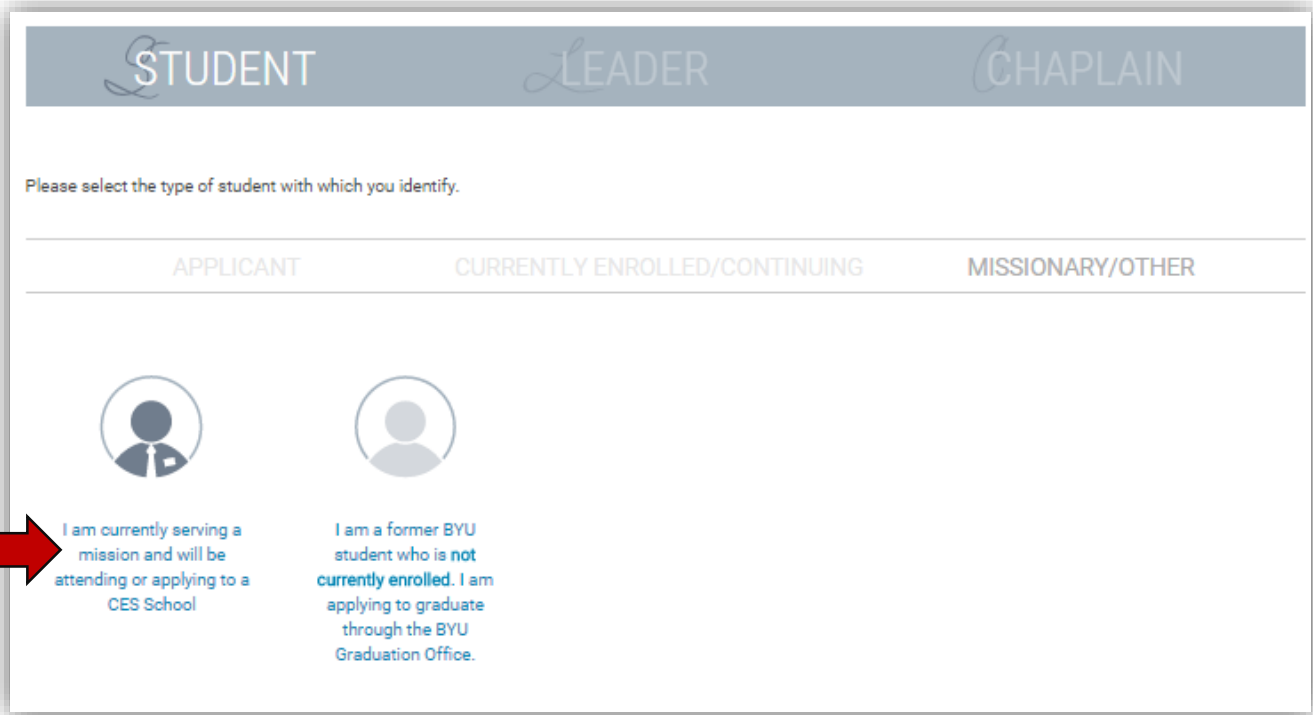
1. Part 3 of the BeSmart.com Application is the Ecclesiastical Endorsement. If you are currently serving a full-time mission for The Church, your mission president should complete your endorsement. You must first complete the following instructions to submit an endorsement request in order for your name to appear in mission president's queue.
2. After you have created a CES Net ID and BeSmart.com account, go to endorse.byu.edu
3. Click **STUDENT**



4. Click **MISSIONARY/OTHER**

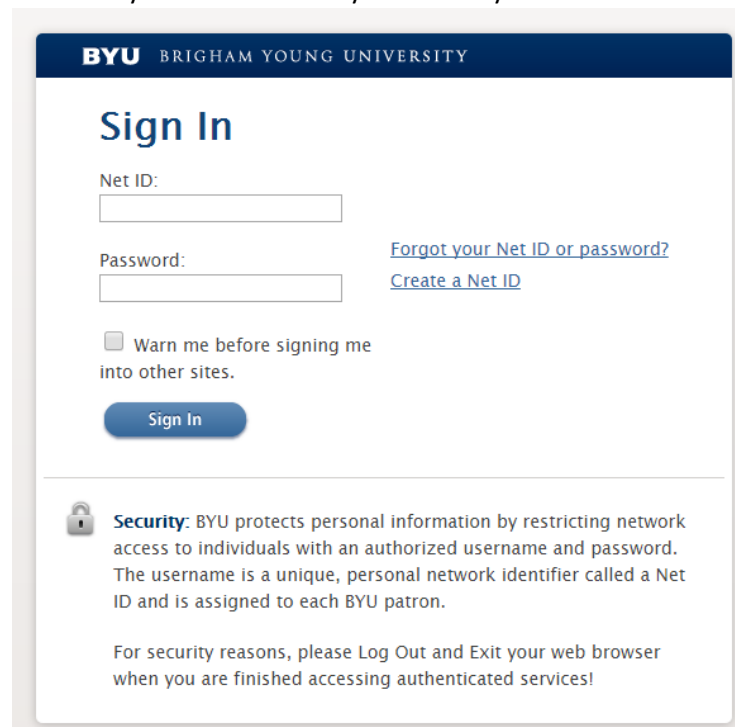


5. Click "I am currently serving a mission and will be attending or applying to a CES School"



The screenshot shows a web form with a header bar containing three tabs: "STUDENT", "LEADER", and "CHAPLAIN". Below the header, the text reads "Please select the type of student with which you identify." There are three columns of options: "APPLICANT", "CURRENTLY ENROLLED/CONTINUING", and "MISSIONARY/OTHER". Under "APPLICANT", there is a person icon and the text "I am currently serving a mission and will be attending or applying to a CES School". A red arrow points to this option. Under "CURRENTLY ENROLLED/CONTINUING", there is a person icon and the text "I am a former BYU student who is **not** currently enrolled. I am applying to graduate through the BYU Graduation Office."

6. Sign in with your CES Net ID that you created when you started your BeSmart.com application



The screenshot shows the "BYU BRIGHAM YOUNG UNIVERSITY" sign-in page. It features a "Sign In" heading, a "Net ID:" label with an input field, a "Password:" label with an input field, and a "Warn me before signing me into other sites." checkbox. There are links for "Forgot your Net ID or password?" and "Create a Net ID". A "Sign In" button is located below the form. A security notice at the bottom states: "Security: BYU protects personal information by restricting network access to individuals with an authorized username and password. The username is a unique, personal network identifier called a Net ID and is assigned to each BYU patron. For security reasons, please Log Out and Exit your web browser when you are finished accessing authenticated services!"

7. Read the Code of Honor and all related policies and standards related to BYU-Hawaii (please click on the “here” link at the bottom and read BYU-Hawaii specific policies).

Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College, exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU-Hawaii, BYU-Idaho, and LDS Business College, are selected and retained from among those who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU-Hawaii, BYU-Idaho, and LDS Business College, are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees “at all times and... in all places” (Mosiah 18:9).

By clicking “I commit to live the Honor Code and the related policies and standards” you certify that:

- You have been living the Honor Code and will continue to do so.
- Any previous issue involving the Honor Code has been completely resolved with your authorized ecclesiastical leader.
- You understand the Honor Code and the related policies and standards of each institution to which you are applying, and that your obligation is to live all aspects of the Honor Code and the related policies and standards, both on and off campus and between semesters.

Church Educational System Honor Code Statement

We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things. (Thirteenth Article of Faith).


As a matter of personal commitment, faculty, administration, staff, and students of Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College, seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Participate regularly in church services
- Observe the Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Each institution has specific policies and standards related to the Honor Code. Please review the related policies and standards of each institution to which you are applying by clicking [here](#).

8. If you agree to live by the Honor Code and all related policies and standards, sign by clicking “I commit to live the Honor Code and related policies and standards”

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- Encourage others in their commitment to comply with the Honor Code

Each institution has specific policies and standards related to the Honor Code. Please review the related policies and standards of each institution to which you are applying by clicking [here](#).

This is your electronic signature indicating your agreement to the Honor Code and the related policies and standards of each institution to which you are applying.

 **I commit to live the honor code and the related policies and standards**

Cancel this Endorsement Request

9. Find your Unit by entering your mission name or your mission president's name and click Search.

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Find Ward, Branch, Mission, or other LDS Unit

Search by any of the following:


Unit Name:

Leader First Name:

Leader Last Name:

Note:
You can use an * to search for parts of the name that you don't know; for example, 'YSA*' will find all units whose names begin with 'YSA'.
Do not include the words 'Ward' or 'Branch' in the Unit Name.

Don't know where your ward is? [Click here.](#)



10. Select the correct LDS Unit when it appears below the Search button

Find Ward, Branch, Mission, or other LDS Unit

Search by any of the following:


Unit Name:

Leader First Name:

Leader Last Name:

Note:
You can use an * to search for parts of the name that you don't know; for example, 'YSA*' will find all units whose names begin with 'YSA'.
Do not include the words 'Ward' or 'Branch' in the Unit Name.

Don't know where your ward is? [Click here.](#)

LAIE 4TH (WARD) Leader: ERON A. GOO 

Parent unit: LAIE HAWAII NORTH (STAKE)

11. Your Endorsement Status is Now IN PROGRESS. You may print the instructions to give to your interviewer. You can LOGOUT of the Endorsement system at this point.

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Endorsement	Unit	Status
ERON A. GOO	LAIE 4TH WARD	IN PROGRESS
FINAU HAFOKA	LAIE HAWAII NORTH STAKE	IN PROGRESS

Your name is now in your Bishop/Branch President/Mission President's endorsement queue. Schedule your appointment with him. He should use endorse.byu.edu to enter his endorsement decision.

If your first interview is not with a Mission President, you will need a second interview with any member of the Stake Presidency. Please [print these instructions](#) and take them to your interview with your leader.

You may return to this site to check that your endorsement has been completed.

Cancel this Endorsement Request

Instructions for Ecclesiastical Endorsement

Instructions to all students
Please review this document prior to your interview and give it to your ecclesiastical leader before the interview begins.

Instructions to Ecclesiastical Leader
The Church's institutions of higher education are founded on the gospel of Jesus Christ and exist to provide an environment of faith in which young people can, through serious study, pursue both spiritual and academic preparation. The Church Educational System would like to accommodate all who desire to attend. However, each institution has a limited enrollment. A student who is admitted without being fully worthy is not prepared spiritually and displaces another student who is qualified to attend.

To help ensure that those who attend Church institutions of higher education are living by Church standards and will continue to do so, prospective and continuing students must receive endorsements. (Handbook 1, Section 11.4.1)

Individuals who are less active, unworthy, or under Church discipline should not be endorsed for admission until these issues have been completely resolved and the requisite standards of worthiness are met. (Handbook 1, Section 11.4.4)

You may only endorse individuals who are in your unit or individuals who are not members of the Church.

Before making your endorsement decision, please review the CES Honor Code below and visit endorse.byu.edu to review school-specific Honor Code clarifications and the appropriate Dress and Grooming Standards.

"We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things." (Thirteenth Article of Faith)

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- Participate regularly in church services
- Observe the Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Please visit endorse.byu.edu to record your endorsement.