How to Make a HATS OFF! Nomination
Go to:

To access the Hats Off application, go to a blank webpage and type in: awards.ha.ucla.edu

awards.ha.ucla.edu
Type in your HHS User Name and Password. This is the username/password you use to login to your computer (not outlook).
To nominate someone for Hats Off recognition, select the “Nominate” button under the Hats Off Logo.
To view the FAQs of Hats Off, you would select “View details”. To close the FAQs for Hats Off, you would select “View Details” again.
If you do not know which department the Nominee works in, you can search by Nominee’s Last Name.

Decide if you want to nominate one or more people and decide if the individuals are within or outside of your department. Once the decisions are made, select “Next”
Write down the Department that the Nominee works in and click “Back to Options” to go back one page.
Select the Nominee from the drop-down list.

Select the department of the Nominee from the drop-down list.

Select the Achievement of the Nominee from the drop-down list.

Enter why this person is receiving the achievement.

Then select “Next” to review the information.

Note: If nominee is not listed, try selecting a different department.

4/21/2016
Review the nomination and insure that everything is correct. If not correct, select the “Edit” button. If everything is correct, select the “Submit” button. “Cancel” can be selected if you have changed your mind.
After selecting the “Edit” button, make any corrections to your nomination and select the “Next” button.
After selecting “Submit” button, you will receive a pop-up message stating that your submission is complete. Press the “OK” button.
You can make another nomination or exit from the application.