

1. Submit a request for access:
2. Under “What is the remote request?” select “Digital Archives”

Welcome to our Support Center

Create a New Ticket

**Ticket Details**

What is the remote request?\*

Digital Archives

What collection do you need access to?\*

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Terms and Conditions Agreement\*

I agree.

[Click here](#) for terms and conditions

By what date do you need the information? (If Applicable)

3. Select the collection you would like to access
  - a. If you are selecting the “Kamehameha Schools Yearbook Collection” you will be prompted to select the corresponding campus and publication. Information on each publication can be found in the corresponding finding aid (hyperlink) and access information.

Create a New Ticket

**Ticket Details**

What is the remote request?\*

Digital Archives

What collection do you need access to?\*

Kamehameha Schools Yearbook C...

What Campus yearbooks do you need access to?\*

Kapalama Campus

Publications\*

Ka Mo'i (1924-1930; 1932-1942; 19...

Terms and Conditions Agreement\*

I agree.

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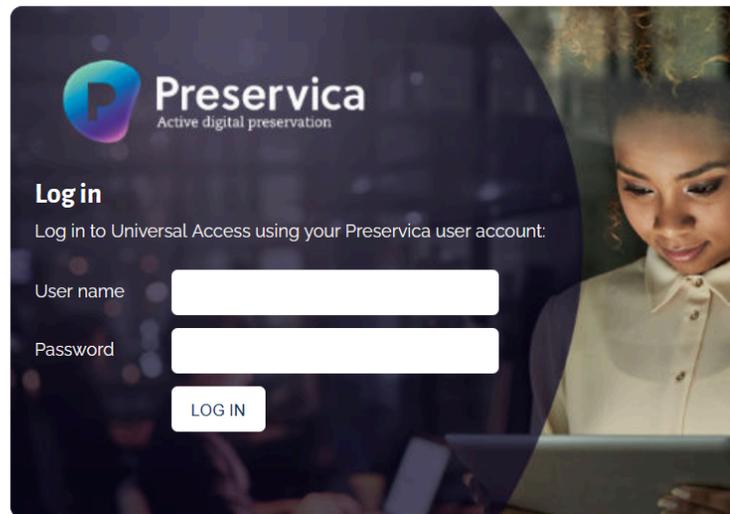
By what date do you need the information? (If Applicable)

DD MMM YYYY

4. After completing all required fields (indicated with “ \* ”) and clicking “create ticket,” the Archives staff will receive your ticket and respond with login information in 1-3 business days.

## Digital Archives

1. Visit <https://ksbe.access.preservica.com/login> and login using the login information provided by the Archives staff via email.



[Lost your password? Contact Support](#)

[← Back to Home Page](#)

2. Use the “Browse Archive” feature or the “search” function to find the item you requested access to.
  - a. If you leave the search field blank and conduct a search, it will pull up all records publicly available in the collection.
3. You can view the pages (About, Finding Aids, News and Updates, etc.) at the top and bottom without logging in to the system. However, you will need to login to view the collection.