



U.S. Immigration
and Customs
Enforcement

- Welcome to today's SEVP Special Report Webinar: SEVP Portal
- The webinar will begin promptly at 2 p.m. EDT
- Audio will stream through your computer speakers
- Please take a moment to answer the poll questions on your screen

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

SEVP Special Report Webinar

SEVP Portal

Tuesday, March 20, 2018 | 2-3 p.m. EDT



U.S. Immigration
and Customs
Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

SEVP Special Report Webinar

SEVP Portal

Tuesday, March 20, 2018 | 2-3 p.m. EDT

Housekeeping Notes

- **Download items in the Webinar Resources pod**
 - Hyperlink appendix
 - Presentation PDF
 - Glossary
- **Have questions about the SEVP Portal?**
 - Submit questions throughout the webinar using the Questions for SEVP and Technical Difficulties pod
- **Experiencing technical difficulties?**
 - Provide a description of the issue through the Questions for SEVP and Technical Difficulties pod
- **Webinar recording and resources available after event**

Today's Presenters

**Helene
Robertson**

Systems
Management Unit

**Tracy
Diaz**

Systems
Management Unit

**Kevin
Overstreet**

SEVP Response
Center

Marissa Tinsley

Moderator

Presentation Overview

1

SEVP PORTAL OVERVIEW

2

CREATING AN SEVP PORTAL ACCOUNT

3

NAVIGATING THE SEVP PORTAL

4

INFORMATION FOR DSOs

5

HELPFUL RESOURCES

Provide feedback on this presentation at

StudyintheStates.dhs.gov/Survey

Ask the Audience



Today's
Audience

Are you an international student or DSO?

Select a response

Ask the Audience



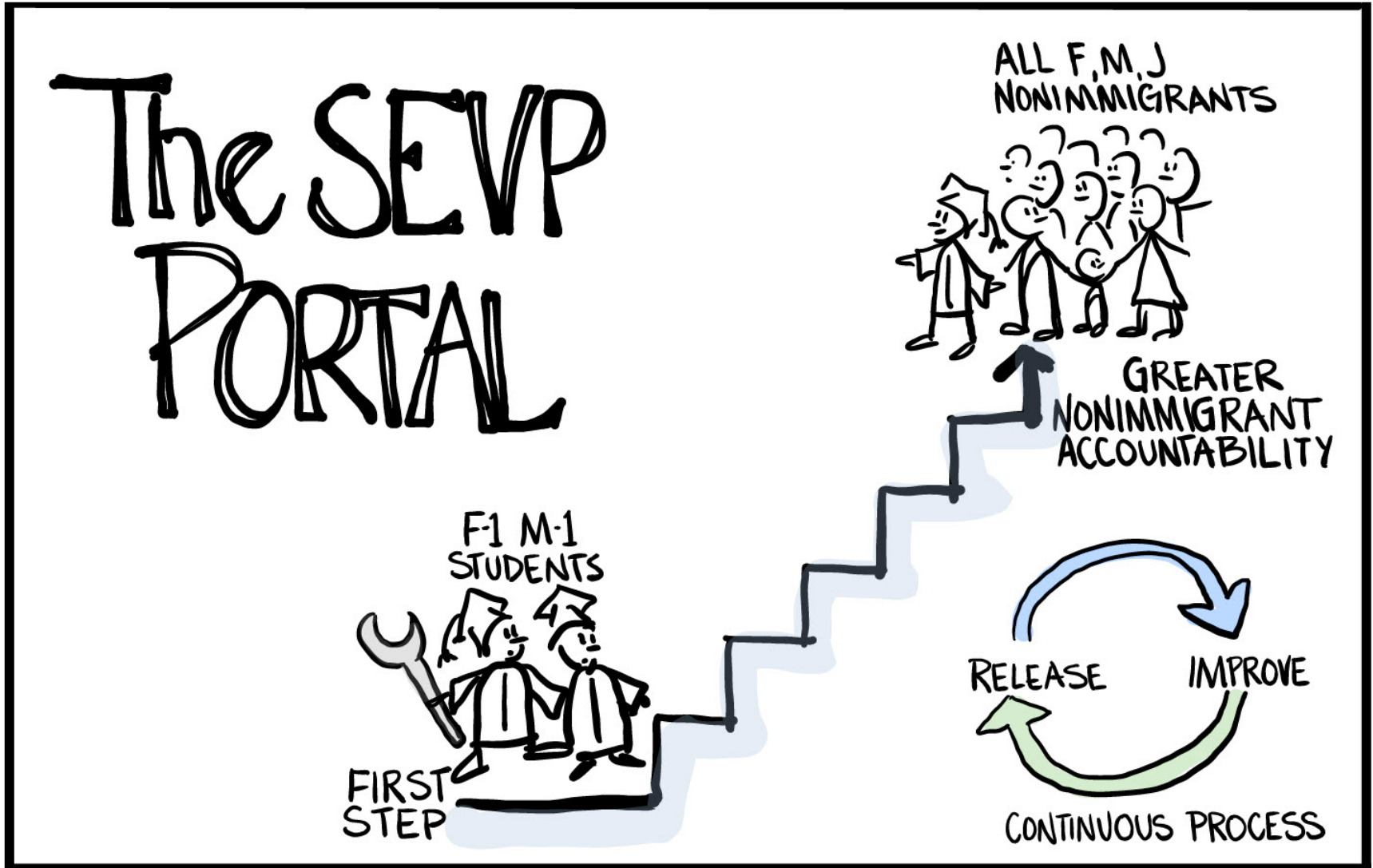
Today's
Audience

DSOs: How many students do you currently have engaged in practical training at your school?

Students: What is your current practical training status?

SEVP PORTAL OVERVIEW

Introducing the SEVP Portal



Initial Users

- **F-1 students participating in post-completion OPT**
 - Includes students participating in STEM extension
- **M-1 students participating in practical training**



Deployment Information

- SEVP Portal scheduled to go live March 23, 2018
- DSOs:
 - Ensure students have up-to-date email addresses in SEVIS
- DSOs and students:
 - Review practical training reporting reminders
 - Required to keep records up to date
 - Special considerations for STEM OPT extension

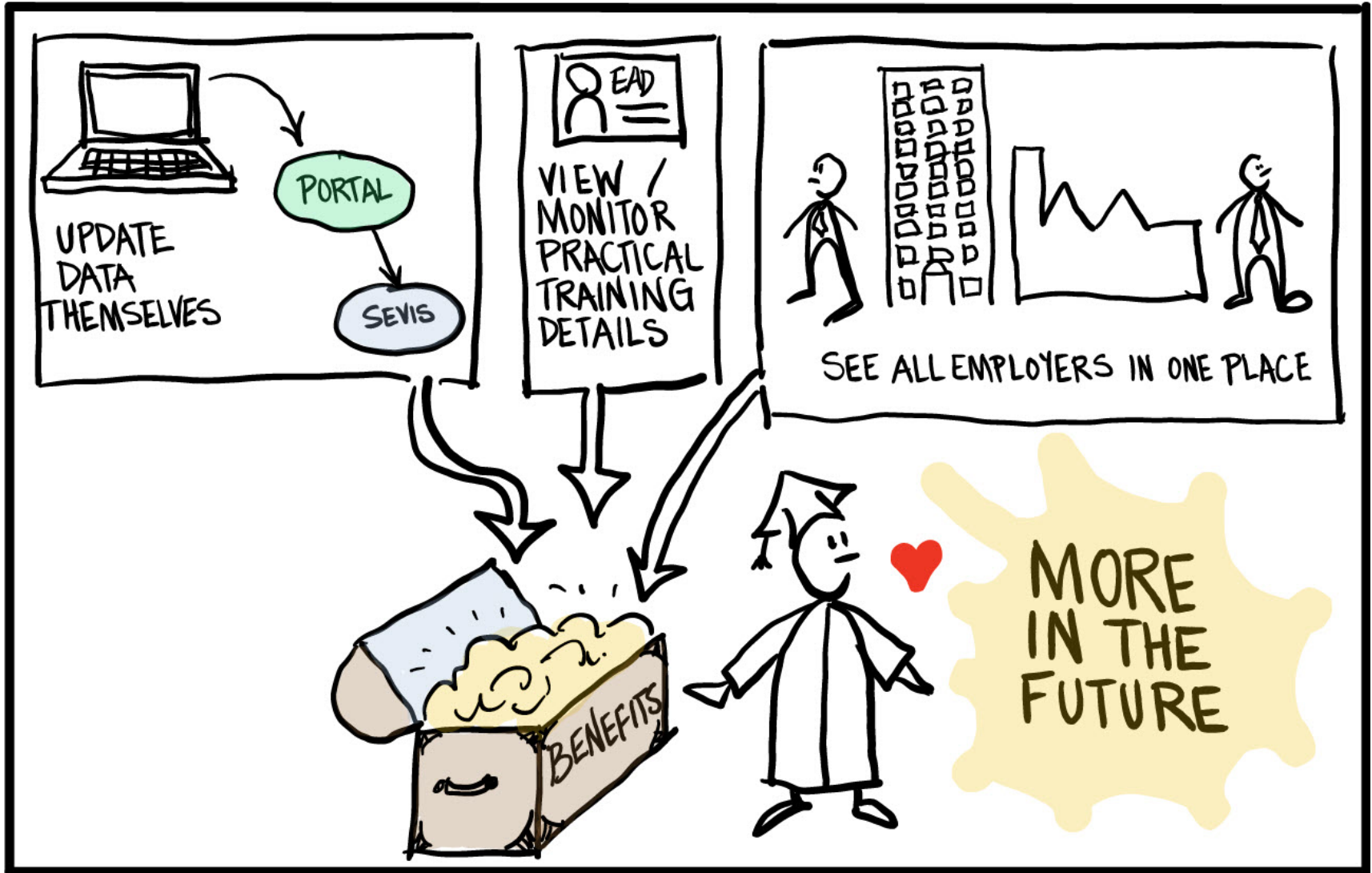
Ask the Audience



SEVP Portal
Launch

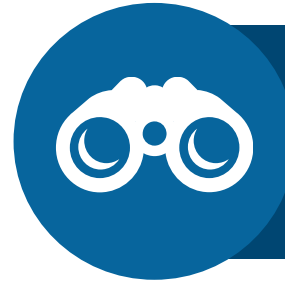
DSOs and students:
How did you prepare for the SEVP
Portal launch?

Benefits for Students



Benefits for DSOs

- Holds students accountable for adding or changing certain information
 - Students must work with DSO to report other changes to maintain their student status
- No additional cost for students to access the SEVP Portal



DSOs:

Keep in touch with students engaged in practical training

Frequently Asked Question

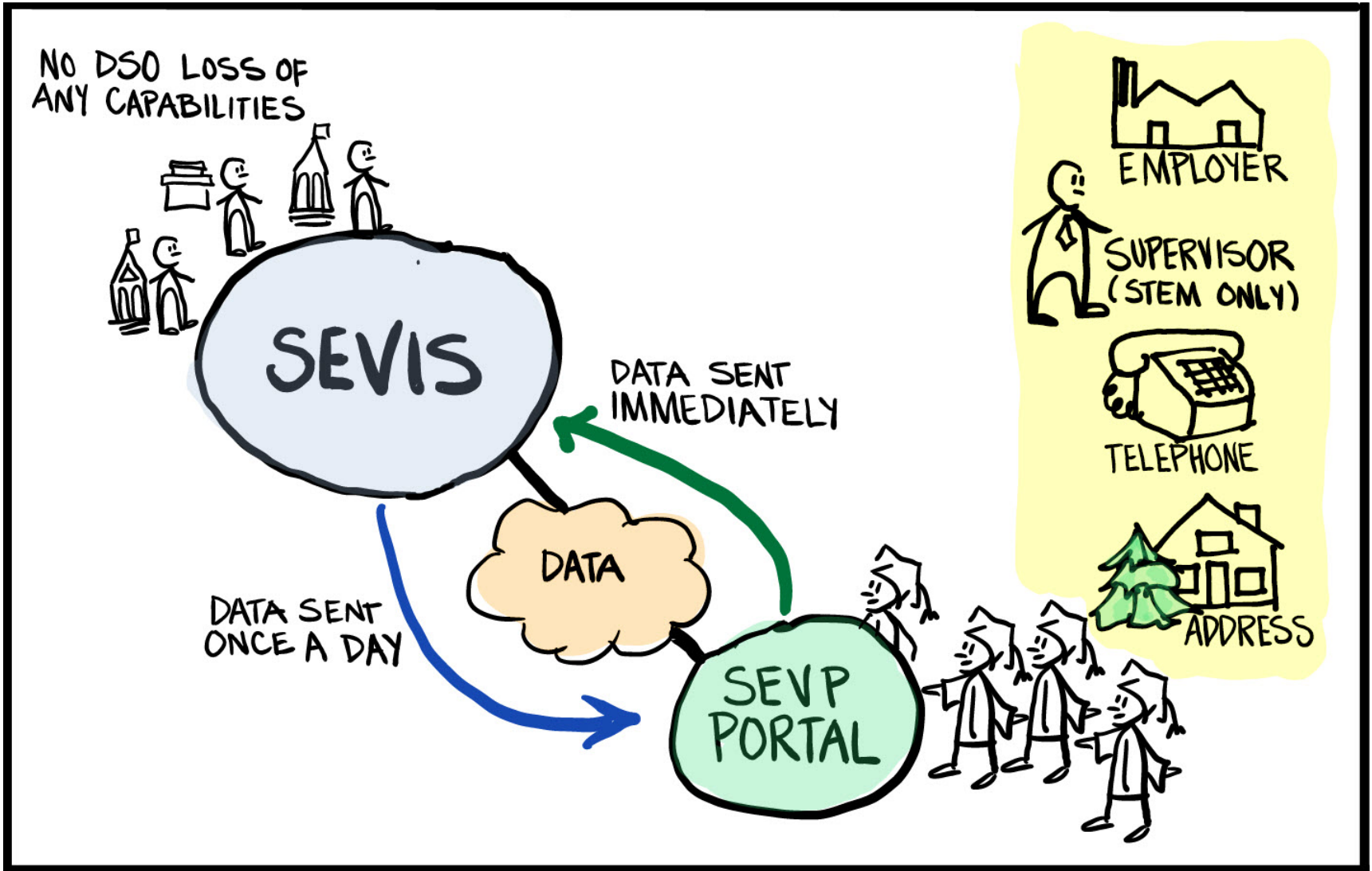


SEVP Portal Requirement

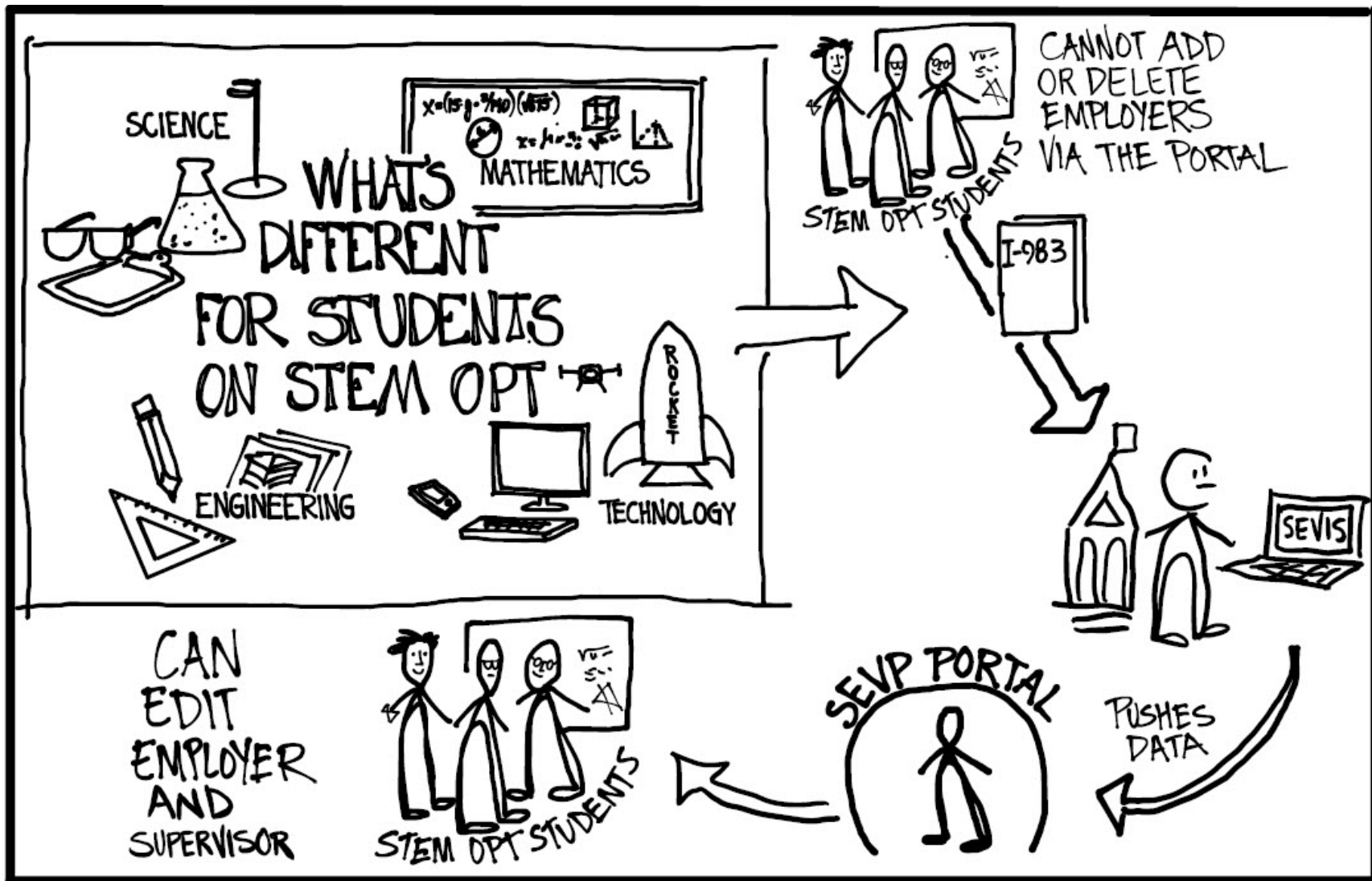
Does federal regulation require students to use the SEVP Portal?

Are DSOs held to the 21-day reporting requirement to update a student's SEVIS record if the student fails to report information through the SEVP Portal?

Functionality



Functionality for STEM OPT Students



Frequently Asked Questions

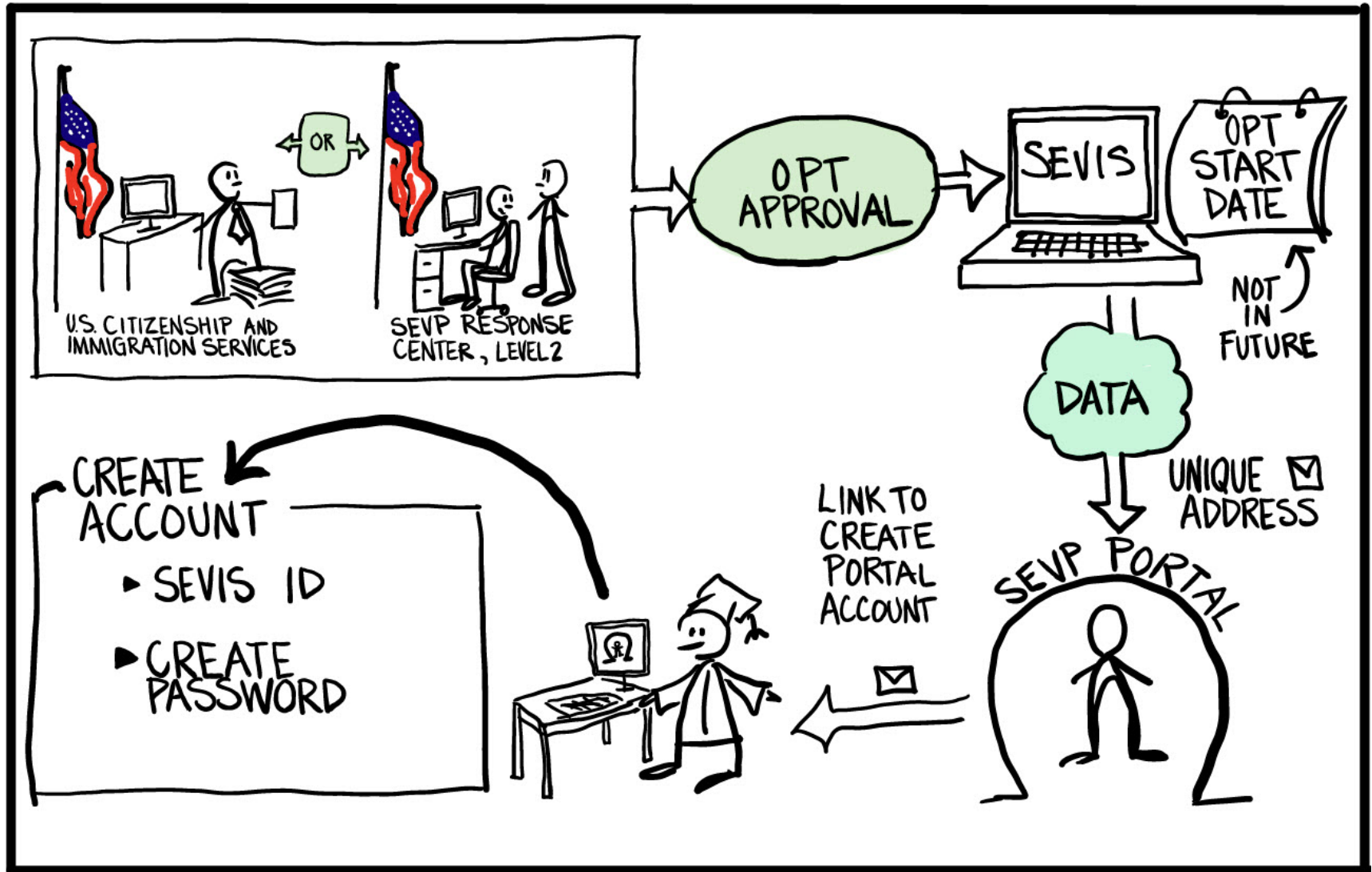


STEM OPT Students

Has SEVP considered placing a reminder in the portal so STEM OPT students receive a notification to update their Form I-983?

CREATING AN SEVP PORTAL ACCOUNT

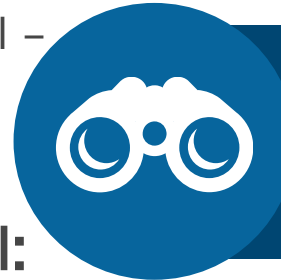
Account Creation Overview



Step One

SEVP Portal Sends Account Creation Email

- **SEVP Portal sends email to student**
 - Email sent from Do-Not-Reply.SEVP@ice.dhs.gov
 - Email subject line:
 - Optional Practical Training Approval – the next step. Create an SEVP Portal account
- **If student does not receive email:**
 - Check spam or junk mail folders
 - Contact DSO to:
 - Confirm correct email address in SEVIS
 - Request that the portal resend the account creation email



DSOs:

Tell your students what to expect when creating an SEVP Portal account

Frequently Asked Question



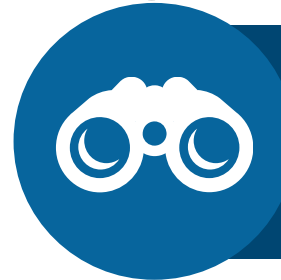
**SEVP Portal
Account Creation
Email**

Will students receive an email when the SEVP Portal launches?

Step Two

Create an SEVP Portal Account

- **Email contains a unique link to create an account**
 - Link can only be used once and cannot be shared
 - Student must click the link to open the registration page
- **Enter SEVIS ID number on registration page**
 - Must use their correct, current SEVIS ID number
 - Account will lock after three incorrect attempts to enter a SEVIS ID number
- **Students prompted to create a password**
 - Enter password twice and click “Create Account”



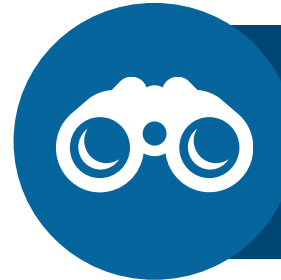
STUDENTS:

Find your SEVIS ID number on the upper left hand corner of the Form I-20

Information for Students

Be Aware of Phishing

- SEVP is concerned about student's online safety
- Students will only receive emails from:
 - Do-Not-Reply.SEVP@ice.dhs.gov
 - Emails will provide notification about student's SEVP Portal account
- Contact DSO or SRC with concerns
 - SRC contact information included at the end of this presentation



STUDENTS:

Know who to contact
if you receive any
suspicious emails

Information for Students

Make and Maintain a Strong Password

- **Create a secure password**
 - Special requirements for passwords
 - Do not share password under any circumstances
- **Update password every 90 days**
 - Portal will prompt students with expiring or expired passwords to change their password upon login
- **Change or reset password through SEVP Portal**
 - Student can change or reset a password at any time



STUDENTS:

Log into the SEVP Portal every 90 days or your account will be locked

Step Three

Successful Account Creation

- **Click Create Account option**
 - Portal will open the login page and display a success message
- **After receiving access to the portal, students can:**
 - Log in and out of the portal
 - Access portal pages
 - Manage their account

View a step-by-step demonstration to create an SEVP Portal account in the SEVP Portal Help section at StudyintheStates.dhs.gov/SEVP-Portal-Help

Frequently Asked Question



SEVP Portal Accounts

If a student completes post-completion OPT and applies for a higher-level OPT, will they need to create a new SEVP Portal account?

Ask the Audience



Creating an SEVP Portal Account

DSOs: Do you feel prepared to tell your students about the SEVP Portal account creation process?


Students: Do you feel like you understand the process for how to create an SEVP Portal account?

NAVIGATING THE SEVP PORTAL

Getting Started

Sign In and Attestation

An official website of the United States government

 **SEVP Portal | Student and Exchange Visitor Program Portal**

Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

[Login](#) [Reset Password](#)

This system supports the following browsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above

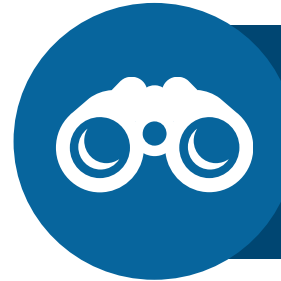
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You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

Access the SEVP Portal at
[SEVP.ice.dhs.gov/OPT](https://sevp.ice.dhs.gov/OPT)

Updating User Profile

- **Biographic information**
 - Displays student name and date of birth as entered in SEVIS
 - Read-only section
- **Physical address**
 - Portal will automatically verify address validity
- **Mailing address**
 - Can be the same as physical address
 - Can be a post office box
- **Phone number**
 - Add or edit U.S. and foreign telephone number



STUDENTS:

Contact your DSO with changes to your email address

Changes to Student Email Addresses



Update Employer Information

- **Add employer information**

- Edit:

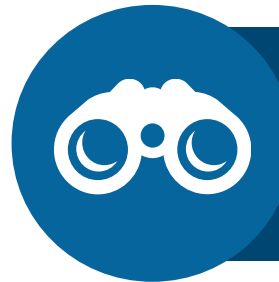
- Employer location and contact information
- Supervisor contact information
- Employment dates

- **Edit employer information**

- Update employer information when data in any field changes
- Never replace existing employer information with new employer information

- **Delete employer**

- Only use if student never worked for employer
- SEVP Portal will not ask students to confirm a deletion



REMEMBER:

STEM OPT students cannot add or delete an employer through the portal

Troubleshooting the SEVP Portal



INFORMATION FOR DSOs

SEVP Portal Functions in SEVIS

DSO TOOLS IN SEVIS



LIST

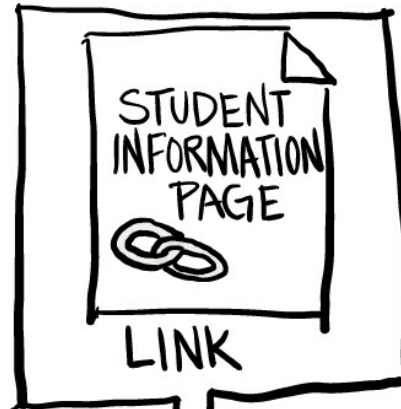
PORTAL
ACCOUNT
STATUS



REPORT

DATA CHANGED
BY STUDENT IN
PORTAL

.CSV, EXCEL



LINK

RESET
PORTAL
ACCOUNT



HISTORY

DATA
TRANSMISSION
ERROR MESSAGES

BEFORE & AFTER
VALUES FOR
CHANGED DATA

Frequently Asked Question



DSO Alerts

How will DSOs know when students update their address or employer information in the portal?

Frequently Asked Question



DSO Alerts

For large universities with multiple students and multiple DSOs:

- Will every DSO receive an email prompt from a student?
- What happens when several DSOs request a password reset for one student?

HELPFUL RESOURCES

Locate the SEVP Portal

Login Page Locations



ICE.gov/SEVP
Students page
[ICE.gov/SEVIS/Students](https://ice.gov/SEVIS/Students)

Study in the States
SEVP Portal Help section
StudyintheStates.dhs.gov/SEVP-Portal-Help

Direct link
SEVP.ice.dhs.gov/OPT

SEVP Portal Help

Official website of the Department of Homeland Security

Homeland Security
STUDY in the STATES

View Disclaimer | Select Language | SEARCH

STUDENTS | SCHOOLS | BLOG | TOOLS | **STEM OPT HUB**

SEVP PORTAL HELP

Students on post-completion practical training should use the SEVP Portal Help section to learn how to use the SEVP Portal and comply with reporting requirements.

Watch the SEVP Portal Help videos for step-by-step guides to navigating and updating the SEVP Portal.

STUDENTS: LEARN HOW TO USE THE SEVP PORTAL

In this section you will find:

- Step-by-step instructions.
- Instructional videos.
- Additional SEVP Portal Help resources.

SEVP PORTAL: GETTING STARTED

- SEVP Portal Overview
- Create an SEVP Portal Account
- Make and Maintain User Password
- SEVP Portal User Guide

MAINTAIN INFORMATION

- Navigate the SEVP Portal
- Update User Profile
- Update Employer Information

INFORMATION FOR SCHOOLS

- Benefits of the SEVP Portal
- SEVIS Help Hub
- Broadcast Messages

RESOURCES

- OPT Student Reporting Requirements
- SEVP Portal Videos
- Infographic

QUESTIONS?

For general and case-specific questions, call 703-603-3400 or email SEVP@ice.dhs.gov and include SEVP Portal in the subject line. Our offices are open Monday through Friday, from 8 a.m. to 6 p.m. ET, except holidays.

Create an SEVP Portal account and download the SEVP Portal User Guide

Resources for DSOs about SEVP Portal interface with SEVIS

Navigate and update information through the SEVP Portal

SEVP Portal videos and infographic for students

StudyintheStates.dhs.gov/SEVP-Portal-Help

SEVP Portal Videos

- Videos for SEVP Portal users
- Contain step-by-step demonstrations for using the portal



Engage with SEVP

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KEY NEWS AND CONTENT

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SEVP Spotlight

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ENGAGE THROUGH CONFERENCES

Fill out the SEVP Event
Request Form at

StudyintheStates.dhs.gov/Conferences



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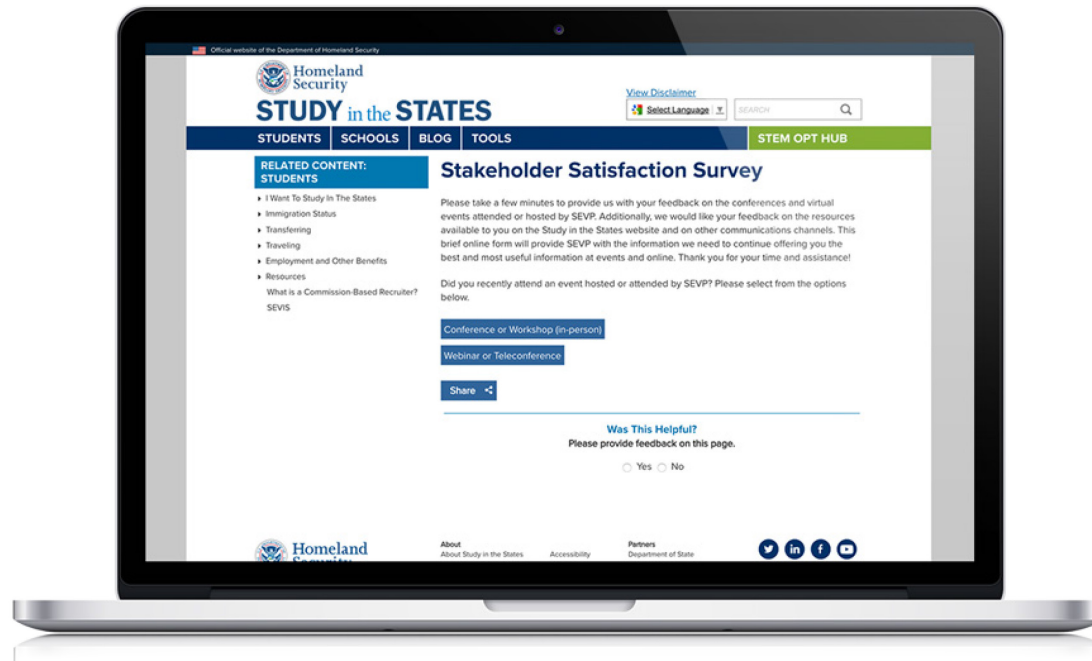
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SEVP Values Your Feedback

- Provide feedback on this conference presentation
- Comments reviewed throughout the year



StudyintheStates.dhs.gov/Survey

SEVP Contact Information



PHONE

703-603-3400
800-892-4829



EMAIL

Case-specific questions
SEVP@ice.dhs.gov
Technical issues
SEVISHelpDesk@ice.dhs.gov

Monday through Friday, 8 a.m. to 6 p.m. ET, except federal holidays

Additional contact information at StudyintheStates.dhs.gov/Contact-U-s

Contact your local SEVP field representative for questions about SEVP policies, processes and updates

QUESTION AND ANSWER SESSION

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and Customs
Enforcement

- Thank you for joining today's webinar
- Please direct additional questions to SRC
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