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

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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

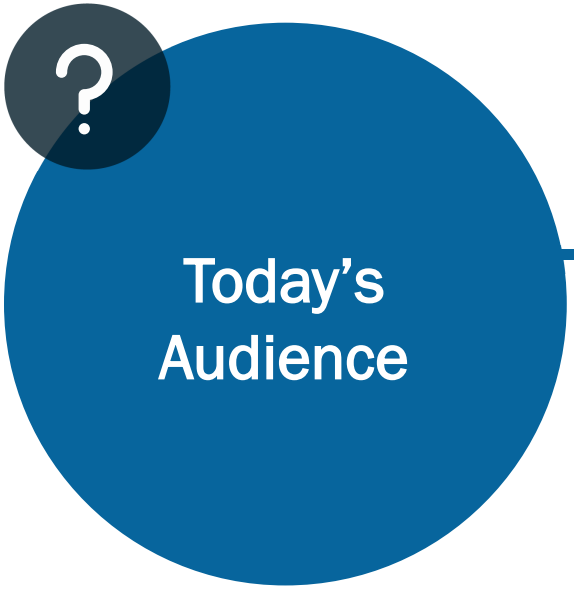
Marissa Tinsley
Moderator

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

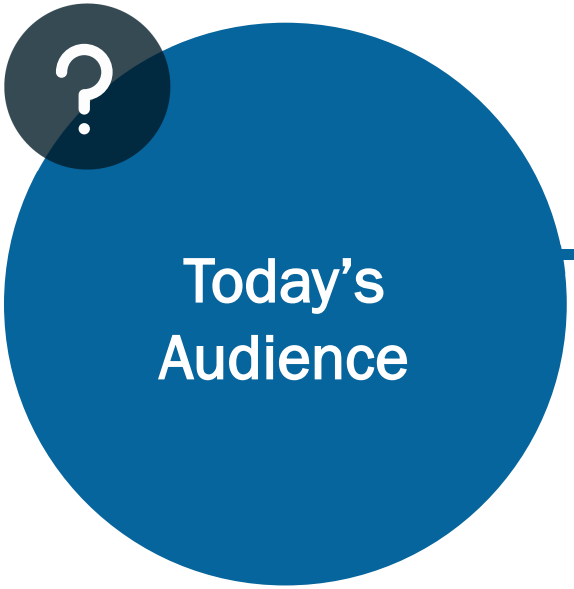
Ask the Audience



Are you an international student or DSO?

Select a response

Ask the 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

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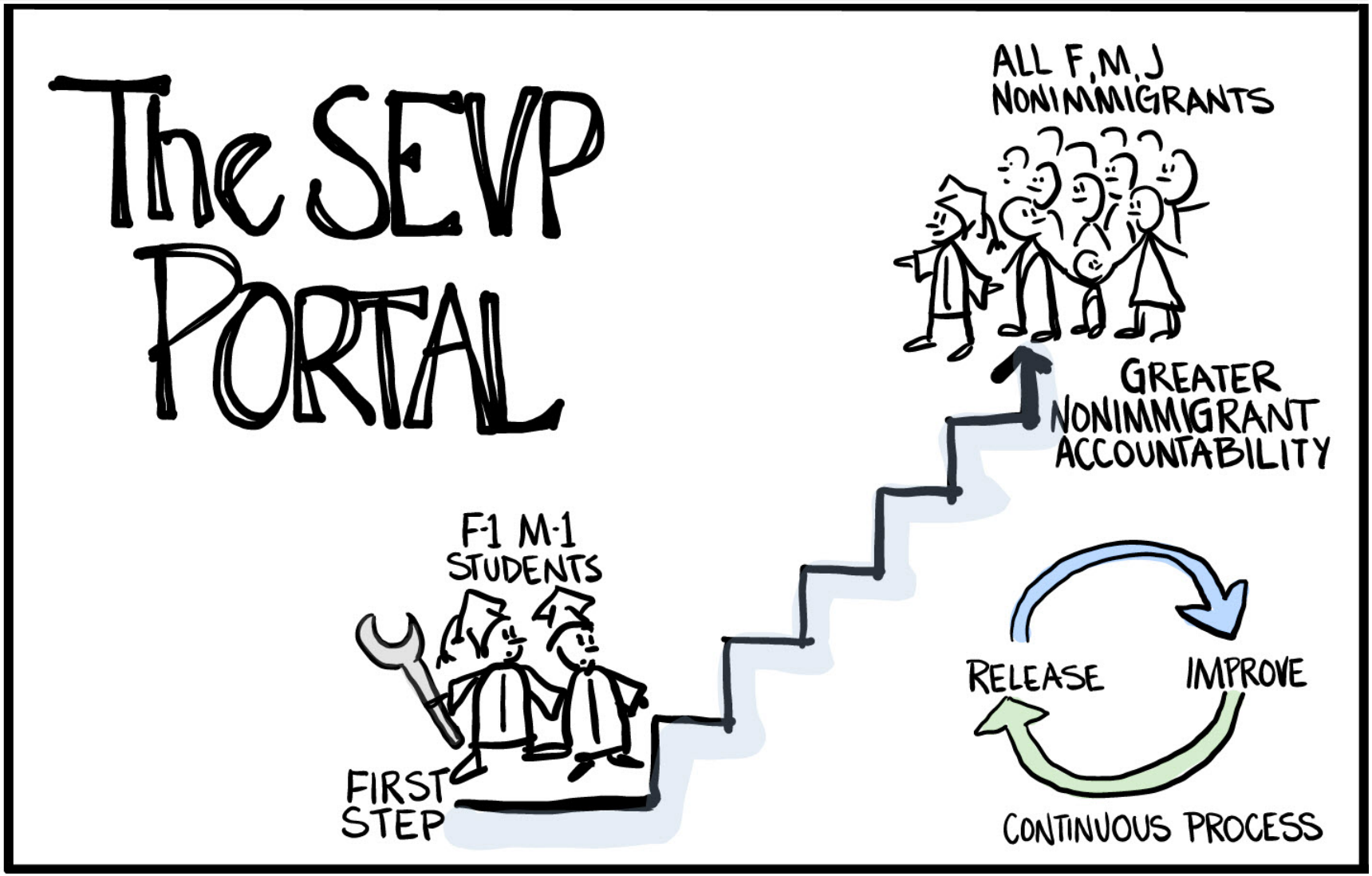
Introducing the SEVP Portal



Initial Users

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

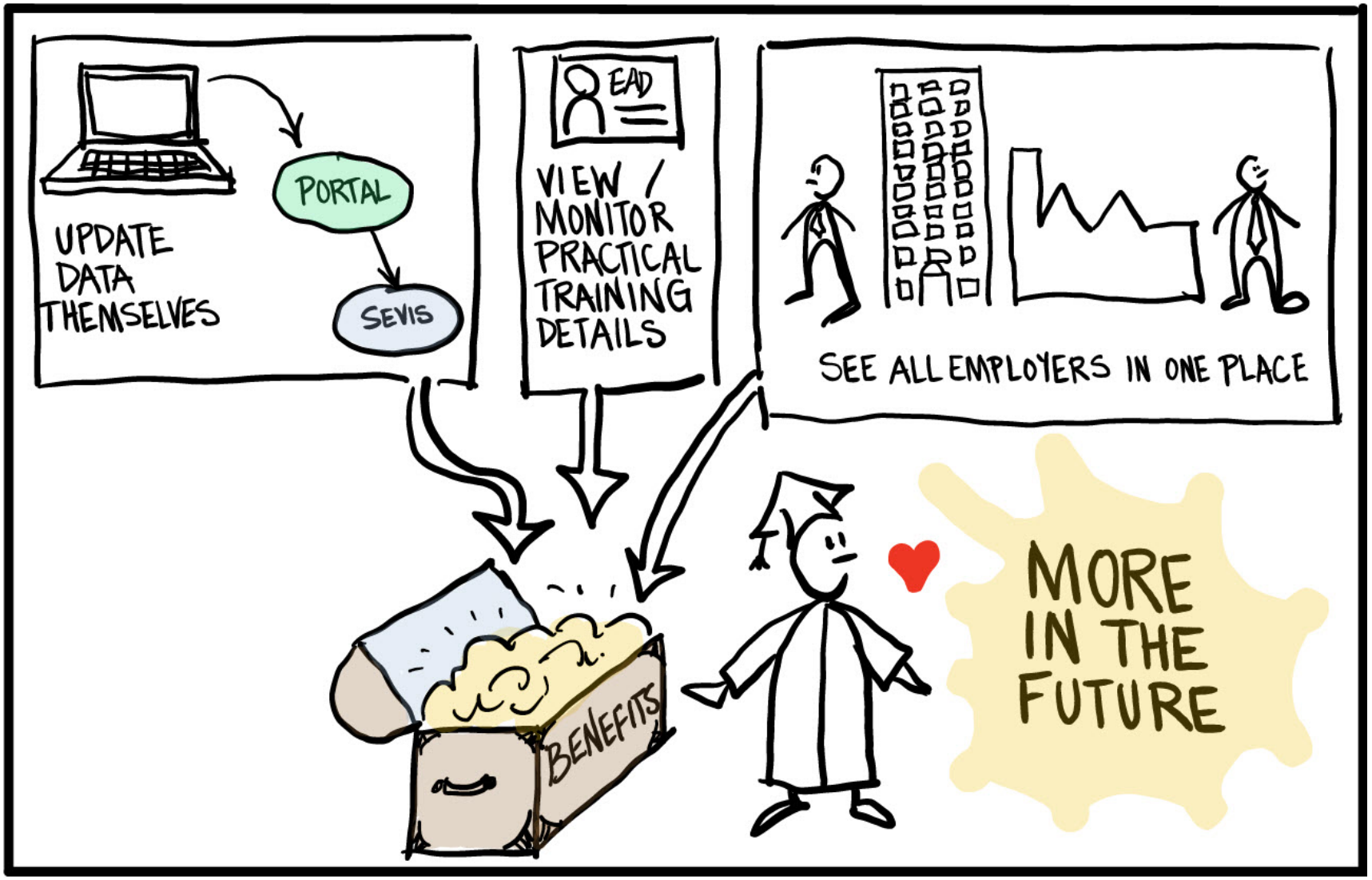
Deployment Information

- **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

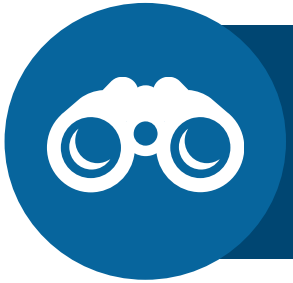
DSOs and students:
How did you prepare for the SEVP Portal launch?

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



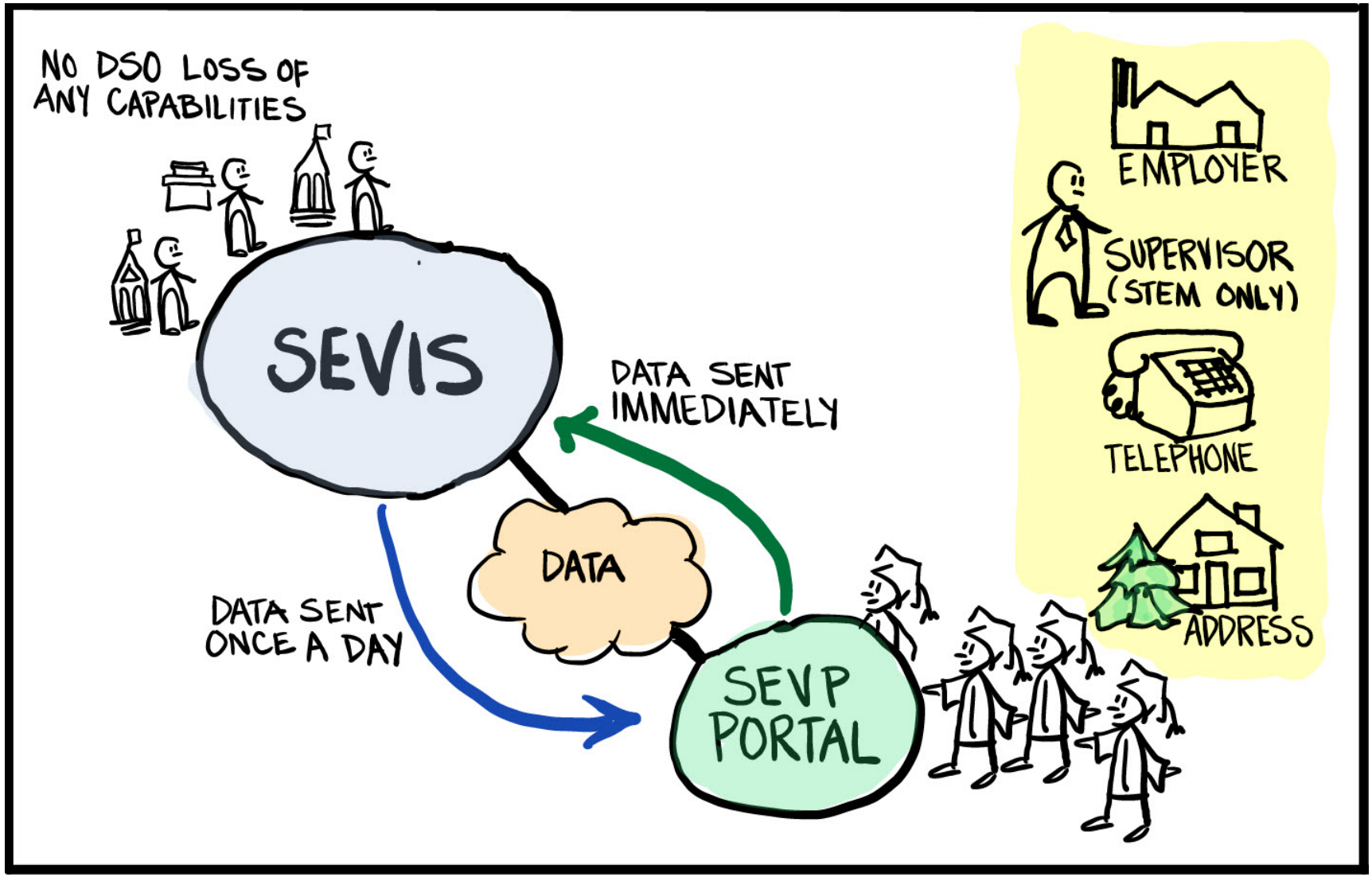
DSOs:
Keep in touch with students engaged in practical training

Frequently Asked Question

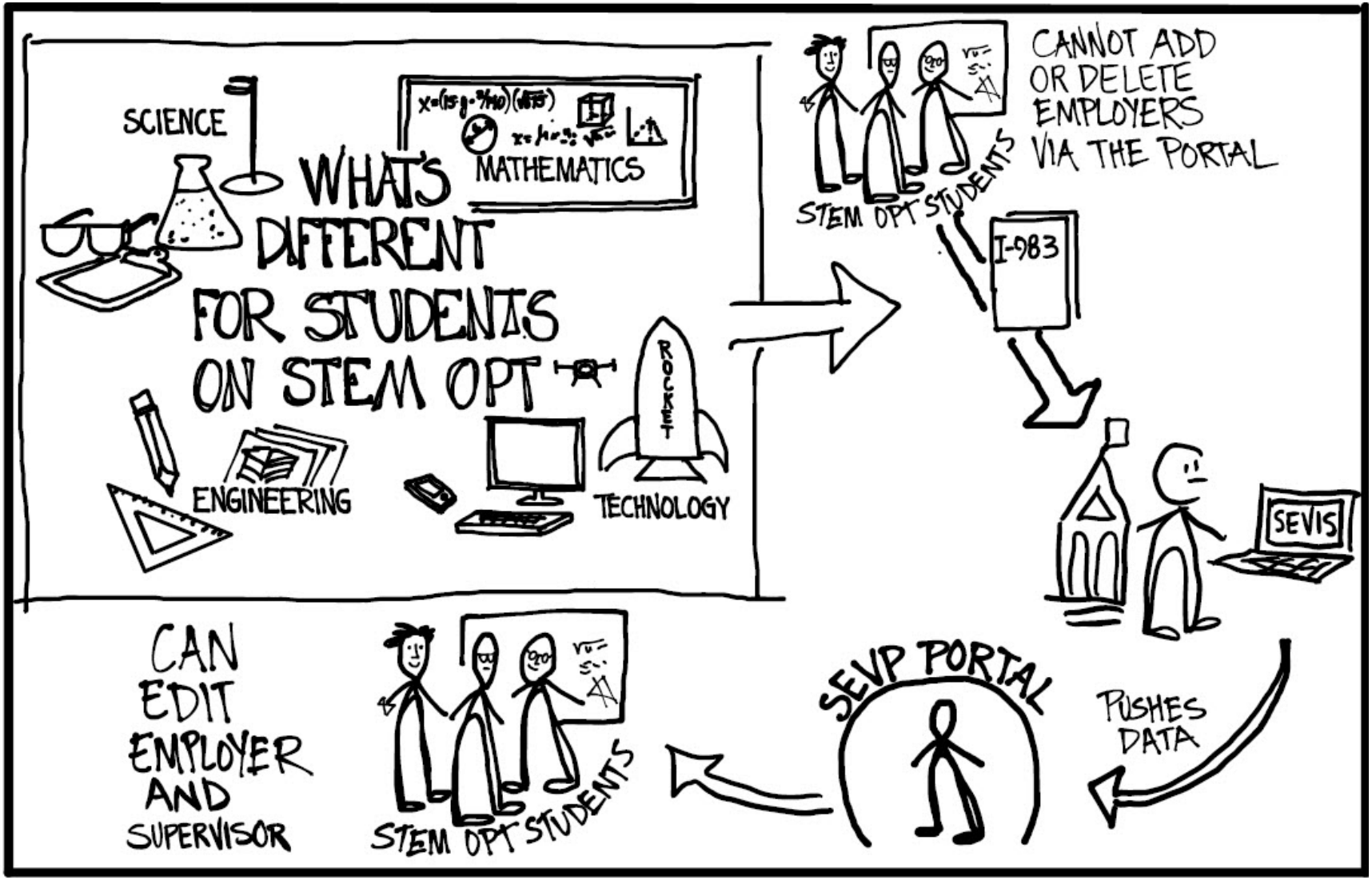
Does federal regulation require students to use the SEVP Portal?

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?

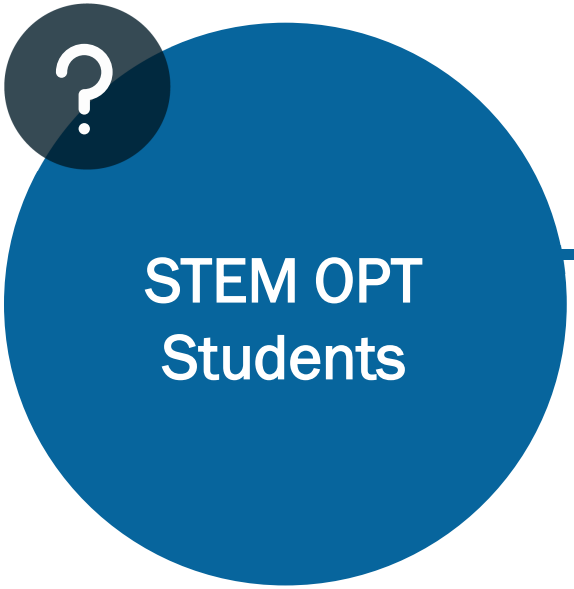
Functionality



Functionality for STEM OPT Students



Frequently Asked Questions



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

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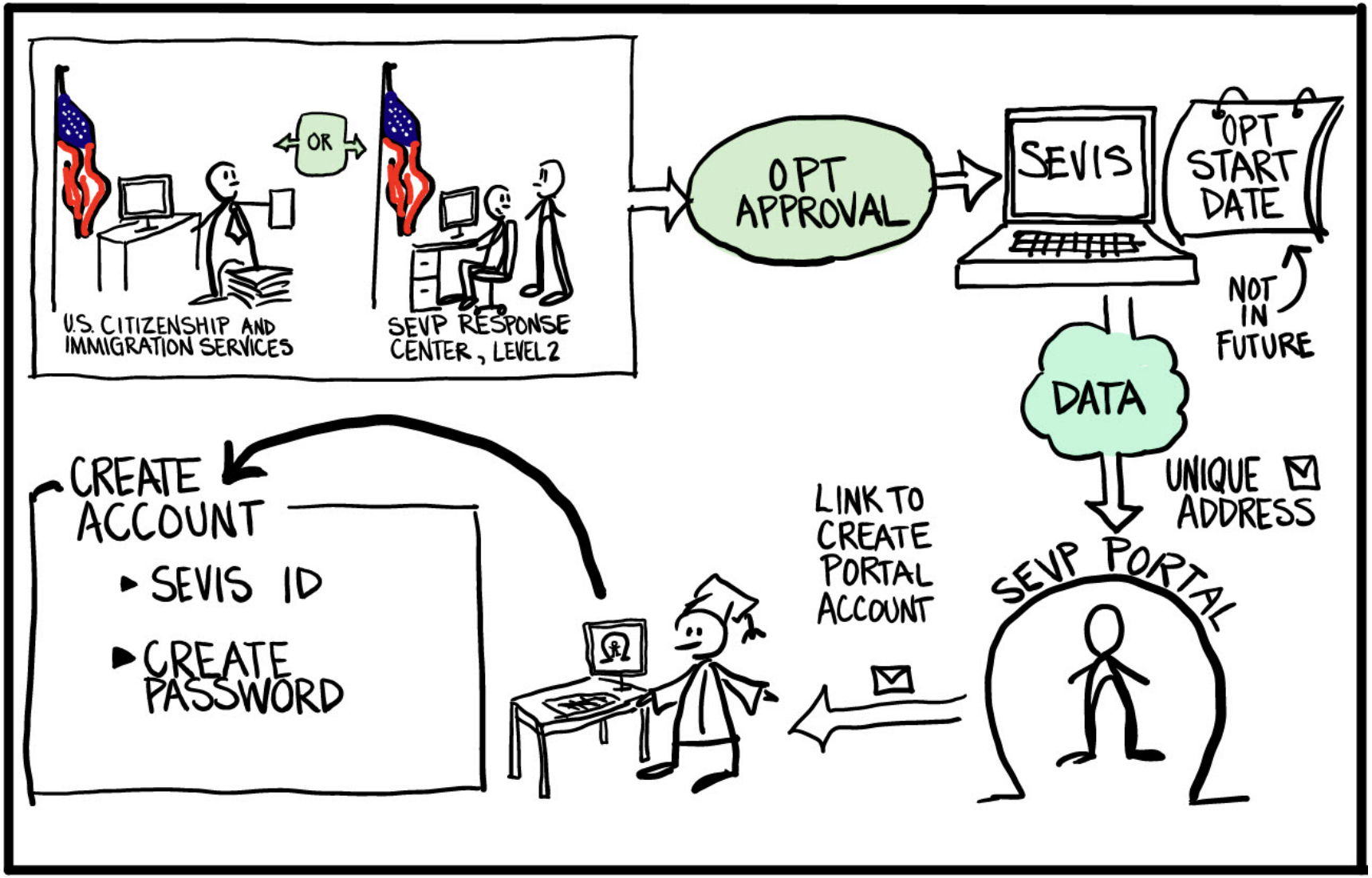
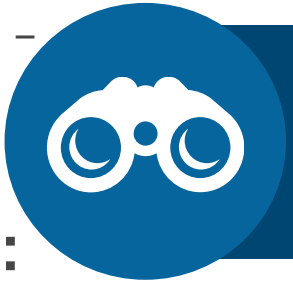
Account Creation Overview



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

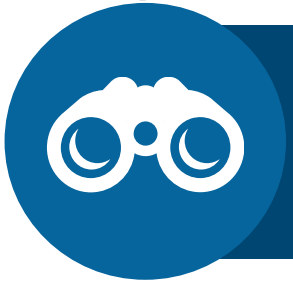
Frequently Asked Question

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”

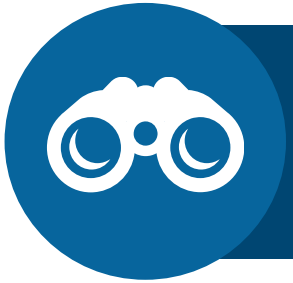


STUDENTS:
Find your SEVIS ID number on the upper left hand corner of the Form I-20

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



STUDENTS:
Know who to contact if you receive any suspicious emails

- Contact DSO or SRC with concerns
  - SRC contact information included at the end of this presentation

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

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

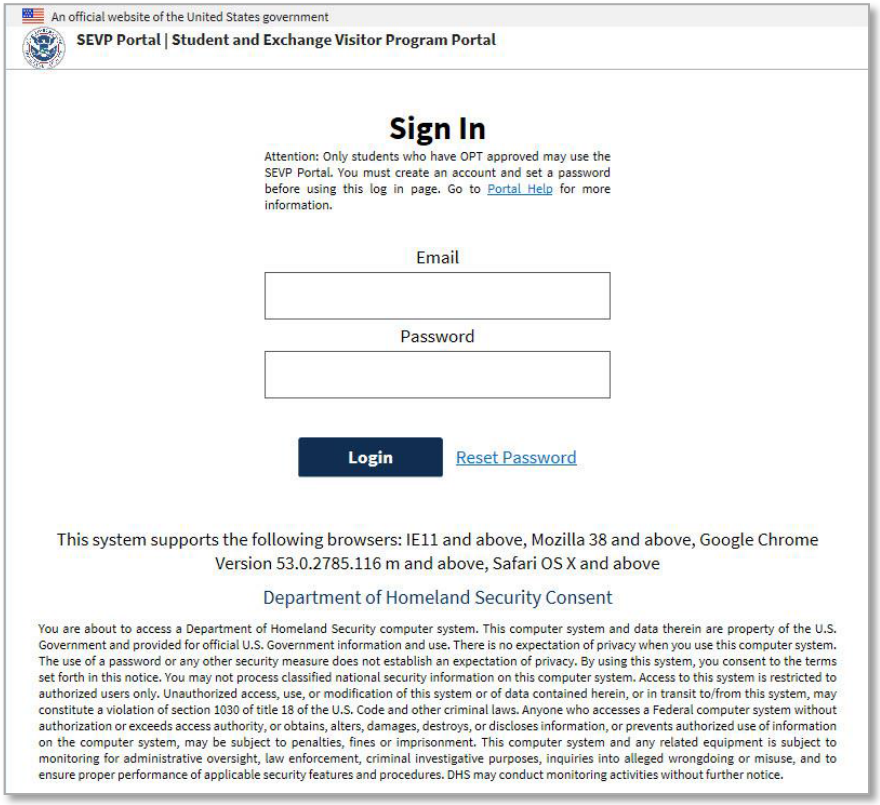
DSOs: Do you feel prepared to tell your students about the SEVP Portal account creation process?

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

NAVIGATING THE SEVP PORTAL

Getting Started

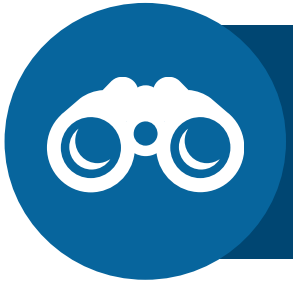
Sign In and Attestation



Access the SEVP Portal at
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

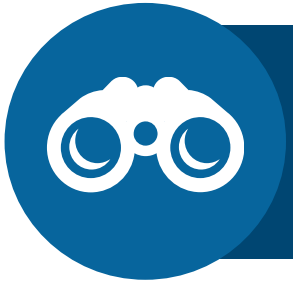


STUDENTS:
Contact your DSO with changes to your email address

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

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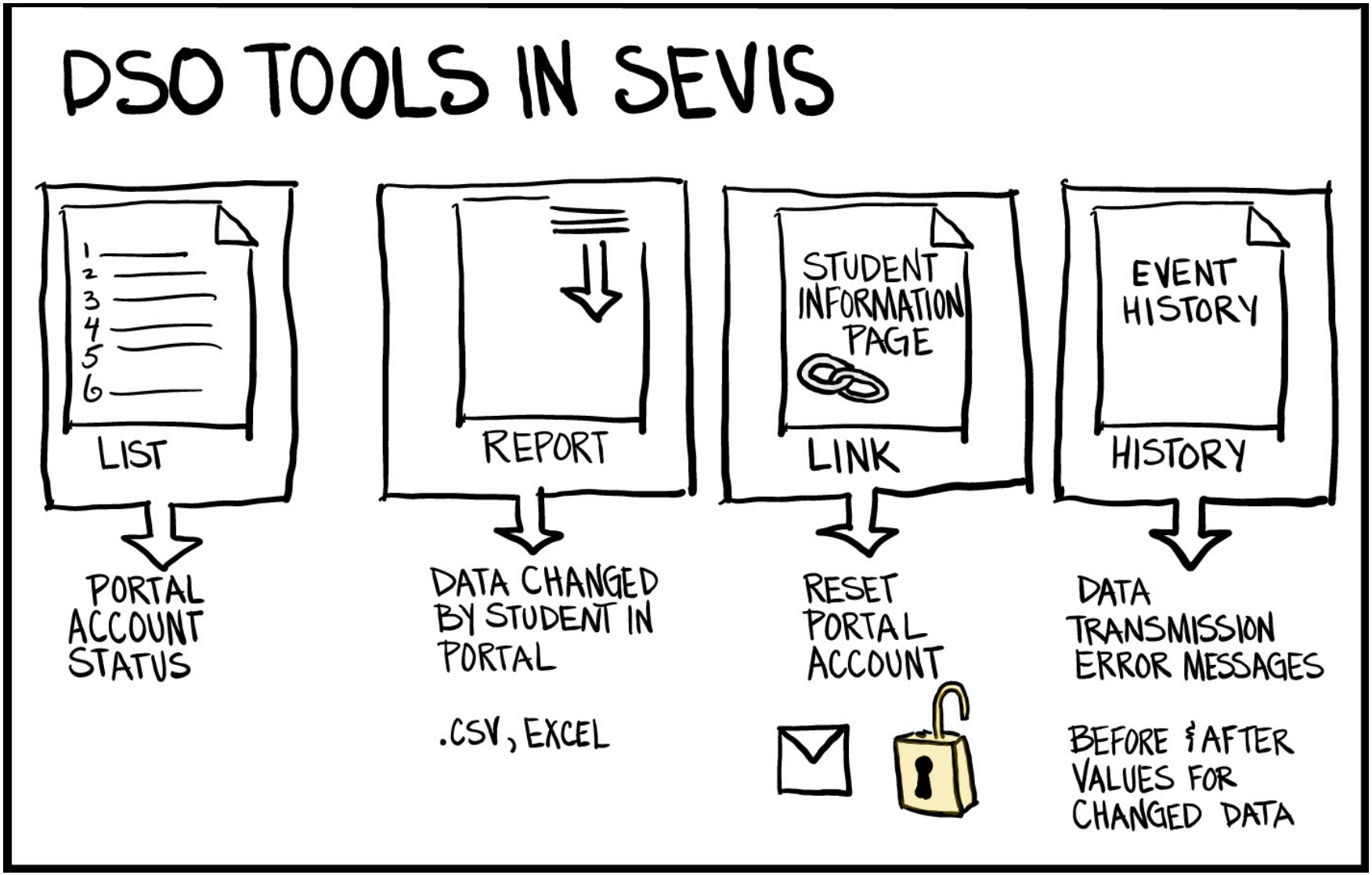
SEVP Portal Functions in SEVIS



Frequently Asked Question

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

Frequently Asked Question

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

Study in the States

SEVP Portal Help section

StudyintheStates.dhs.gov/SEVP-Portal-Help

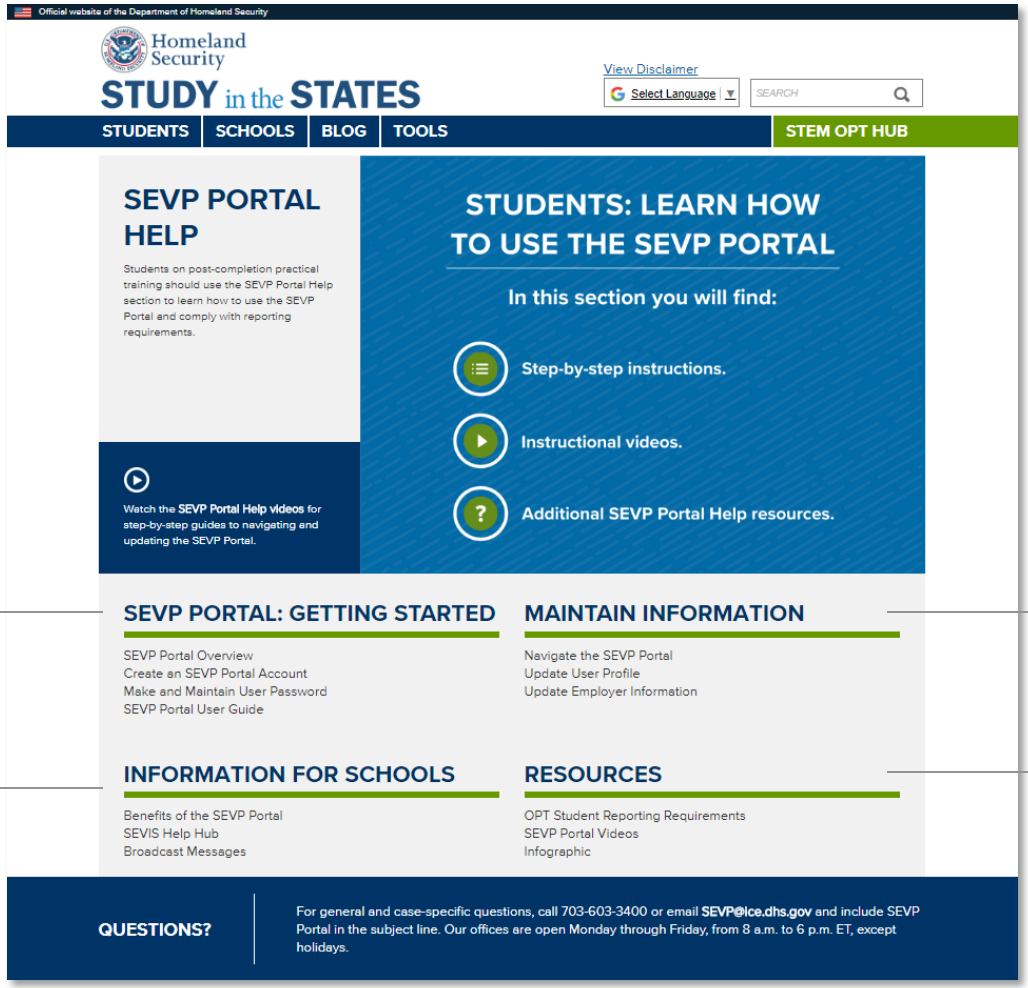
Direct link

SEVP.ice.dhs.gov/OPT

SEVP Portal Help

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

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SEVP Portal Videos

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

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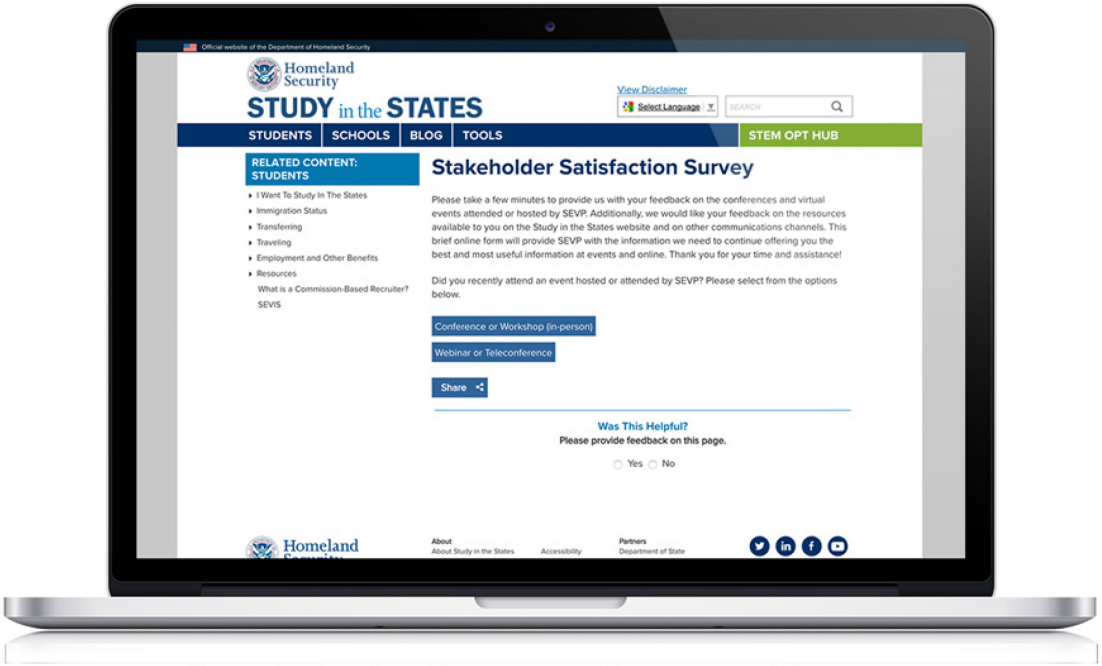
SEVP Values Your Feedback

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



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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-Us

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

QUESTION AND ANSWER SESSION

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- Thank you for joining today's webinar
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