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## General Information

The SEVP External Training Application (SETA) is a web-based Student and Exchange Visitor Information System (SEVIS) training system. Current and prospective SEVIS users will use SETA to learn:

- About federal regulations that regulate:
  - Student and Exchange Visitor Program (SEVP)
  - SEVP-certified schools and exchange visitor programs
  - F, M, and J nonimmigrants
- How to use SEVIS to monitor F, M, and J nonimmigrants in the United States.

## Create SETA Account

To create a SETA account:

1. Go to the [SETA Login](#) page.

Security Consent.' Below that is another line: 'View our [Privacy Statement](#).' At the bottom of the page, there are two links: 'Create a new account.' (highlighted with a red box) and 'Having trouble logging in?'."/>

 **SETA** 

SEVP External Training Application

Username or Email

Password

Remember username

**Log in**

By clicking "Log in," you agree to our [Security Consent](#).

View our [Privacy Statement](#).

[Create a new account.](#) [Having trouble logging in?](#)

2. Click **Create a new account**. The *Department of Homeland Security Consent* page opens.



## Department of Homeland Security Consent

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originated from or directed to or from this information system.
  - The government may disclose or use any communications or data transiting, stored on, originated from or directed to or from this information system for any lawful government purpose.
  - You are NOT authorized to process classified information on this information system.

## Privacy Statement

**Authority:** U.S. Immigration and Customs Enforcement (ICE) is authorized to collect information by 8 CFR 214.2(f) (i).

Decline and exit

Consent and continue

### 3. Click:

- **Decline and exit:** If you do not consent to Department of Homeland Security (DHS) access regulations.
- **Consent and continue:** If you consent to DHS access regulations. The *Create your new account* page opens.



## Create your new account

Required fields are noted by a **!**.

**Username** **!**

You can create a username with:

- Lowercase letters
- Numbers
- The following symbols: Hyphen (-), underscore (\_), period (.), or at sign (@).

**Password** **!**

- At least 12 characters
- At least 1 lower case letter
- At least 1 non-alphanumeric character such as \*, -, or #
- At least 1 number
- At least 1 upper case letter

Type your password again **!**

Welcome! Once you create your account, you'll receive an email giving you access to SETA, where you can enroll in courses and start learning.

Need help? Email [SETA@ice.dhs.gov](mailto:SETA@ice.dhs.gov)

4. Complete the following fields. (Red exclamation point indicates a required field.)

- **! Username:** Create a username. It may be an email address or name of your choice. You may use:
  - Lowercase letters
  - Numbers
  - The following symbols: hyphen (-), underscore (\_), period(.), or at sign (@).
- **! Password:** Create a password. The password must have:
  - At least 12 characters
  - At least one number
  - At least one lowercase letter
  - At least one uppercase letter
  - At least one non-alphanumeric character (\*,-, or #)

**Note:** Click the “eye” icon  to see your password characters.



**Password** 

- At least 8 characters
- At least 1 number
- At least 1 non-generic character or #

Reg1\$terNow 

**Type your password again** 

..... | 

- **! Type your password again:** Re-enter your password to confirm accuracy.



**Do you have an active SEVIS account?** ⓘ

Yes  No

**SEVIS Username** ⓘ

Please enter your SEVIS username. If you have more than one SEVIS username, enter the username of your primary active SEVIS account.

**Which type of SEVIS user are you?** ⓘ

School and/or Program Official  Government user

**Please select all your SEVIS user roles** ⓘ

PDSO  RO  DSO  ARO

- **! Do you have an active SEVIS account?**
  - If you do not have an active SEVIS username and account, click **No**. Continue to enter your email address.
  - If you are an active SEVIS username and account, click **Yes**. Answer the following:
    - **! SEVIS Username:** Enter your SEVIS username. If you have one or more active SEVIS accounts, enter the username of the SEVIS account you use the most.
    - **! Which type of SEVIS user are you?**
      - **Government user:** If yes, move on to **Email address**.
      - **School and/or Program Official:** If yes:
        - **! Please Select all your SEVIS user roles:** (Click all that apply.)
          - **PDSO** (Principal designated school official)
          - **RO** (Responsible officer)
          - **DSO** (Designated school official)
          - **ARO** (Alternate responsible officer)



**First Name** !

Your Given name must match the First name of your primary active SEVIS account to receive credit for your training.

**Last Name** !

Your Surname must match the Last name of your primary active SEVIS account to receive credit for your training.

**Email Address** !

Your email address must match the email address of your primary active SEVIS account.

**Type your email again** !

- **! First Name:** Enter your first or given name. If you have one or more active SEVIS accounts, your first name must match the First name on the SEVIS account you use the most. If you have only one name, enter it in the **Last Name** field.
- **! Last Name:** Enter your last name or surname. If you have one or more active SEVIS accounts, your last name must match the Last name on the SEVIS account you use the most. If you only have one name, enter it in this field.
- **! Email Address:** Enter your email address. If you have one or more active SEVIS accounts, your email address must match the email address on the SEVIS account you use the most.
- **! Type your email again:** Re-enter your email address to confirm accuracy.



Mobile Phone Number

I wish to receive SETA-related texts at this number.

**Sign me up!**      No thanks

- **Mobile Phone Number:**
  - Enter your mobile phone number.
  - **I wish to receive SETA-related texts at this number.** Check this box, if you want to get SETA text notifications on this phone.
- Click:
  - **Sign me up!** Submits your information.
    - *SETA Account Creation Confirmation Email Sent* message opens.

**SETA Account Creation Confirmation Email Sent**



An email has been sent to: [redacted]1@gmail.com

Use this email to confirm your SETA account creation. Confirmation is valid for 48 hours from the time you created your account.

For help, contact the SETA Team at [SETA@ice.dhs.gov](mailto:SETA@ice.dhs.gov)

**OK**



- Click **OK**:
    - *SETA Login* page opens.
    - You will receive an email from SEVIS with instructions for verifying your email address.
  - **No thanks**: Cancels your account creation and opens the *SETA Login* page.
5. If you clicked **OK**, you will receive an email from **Admin SETA** with instructions for verifying your SETA account.

From: **Admin SETA (via SETA)** <[seta@ice.dhs.gov](mailto:seta@ice.dhs.gov)>  
Date: Fri, Nov 15, 2019 at 9:50 AM  
Subject: SEVP External Training Application (SETA): Account Creation Confirmation  
To: Sarah Connor [SarahC.@gmail.com](mailto:SarahC.@gmail.com)>

Hi Sarah Connor

A new SETA account has been created using this email address.

To confirm this account, click this link:

[https://\[redacted\].ice.dhs.gov/login/confirm](https://[redacted].ice.dhs.gov/login/confirm).

This link is valid for 48 hours from the time you created your account.

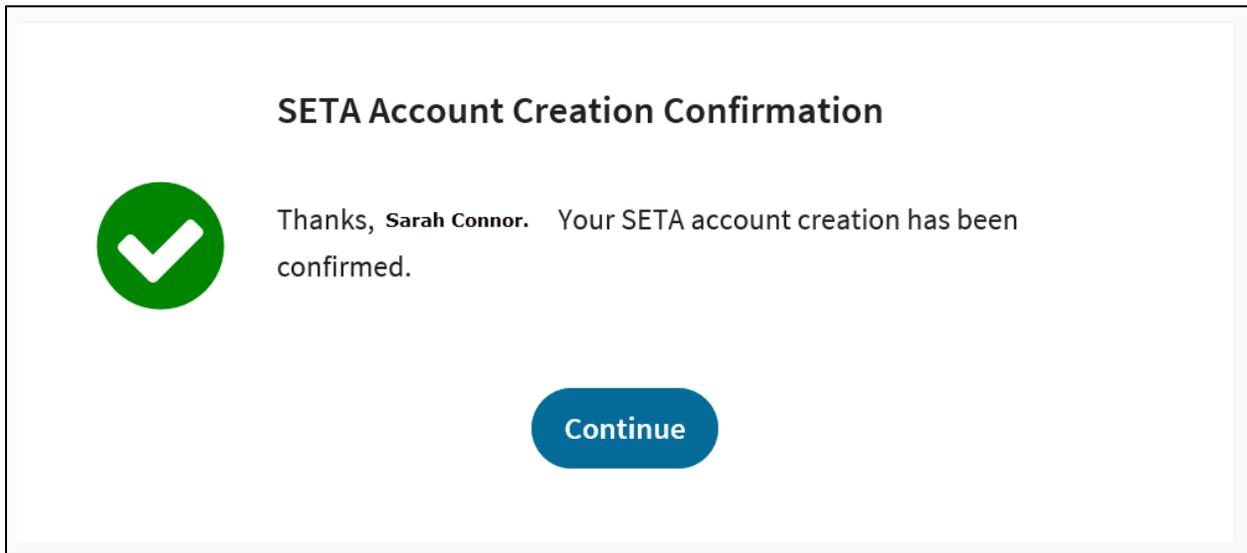
If you can't click the link, then cut and paste the URL into the address line at the top of your web browser window.

For help, contact the SETA Team at: [SETA@ice.dhs.gov](mailto:SETA@ice.dhs.gov)

SETA Team.

6. Click the hyperlink within 48 hours from the time you created your account. The *SETA Account Creation Confirmation* message opens. This means your SETA account is officially created.

**Note:** If you do not click the hyperlink within 48 hours, you will need to start the SETA account creation process over again.



7. Click **Continue** to open the *SETA Welcome* page and begin coursework.

## Document Revision History

| Date              | Revision Summary                      |
|-------------------|---------------------------------------|
| November 15, 2019 | New screen shots and process updates. |
| January 17, 2017  | Initial Release                       |