

- Welcome to today's SEVP Ask the Experts Webinar
- 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 Ask the Experts Webinar SEVP Portal Follow-up | Sept. 25, 2019, 2 - 3:30 p.m. EDT





SEVP Ask the Experts Webinar SEVP Portal Follow-up | Sept. 25, 2019, 2 - 3:30 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





Presentation Overview

1	SEVP PORTAL AT A GLANCE
2	SEVIS, DSOs AND THE SEVP PORTAL
3	SEVP PORTAL: STUDENT VIEW
4	PAST AND UPCOMING PORTAL RELEASES
5	HELPFUL RESOURCES

Provide feedback at the end of today's webinar





Today's Presenters

Lis Catterton

Section Chief

SEVP Systems

Management Unit

Helene Robertson

Management and Program Analyst

SEVP Systems

Management Unit

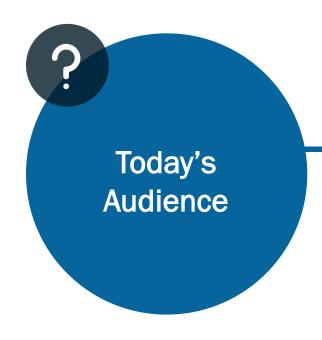
Harriet Brown

SEVP Field Representative, Territory Nine Moderator





Ask the Audience

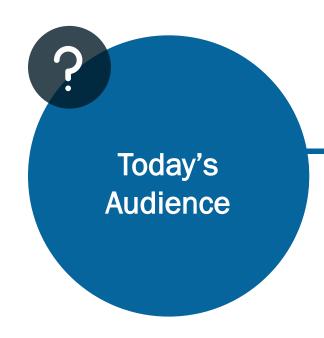


Please select a response that best describes your current position





Ask the Audience



What type of school do you represent?



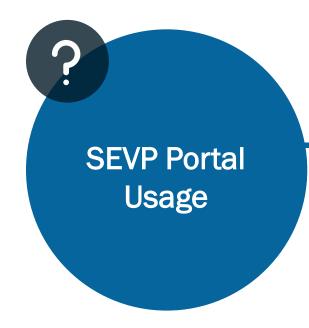


SEVP PORTAL AT A GLANCE





Ask the Audience



Does your school require that eligible students use the SEVP Portal?





Overview

- Tool for eligible F and M students to report certain information directly to SEVP
 - Deployed in March 2018
- Current users include:
 - F-1 students participating in post-completion OPT
 - Includes students participating in STEM extension
 - M-1 students participating in practical training







Pre-Submitted Question

?
Portal Regulatory
Requirements

Does federal regulation require students to use the SEVP Portal?





Portal Functionality

Student Uses

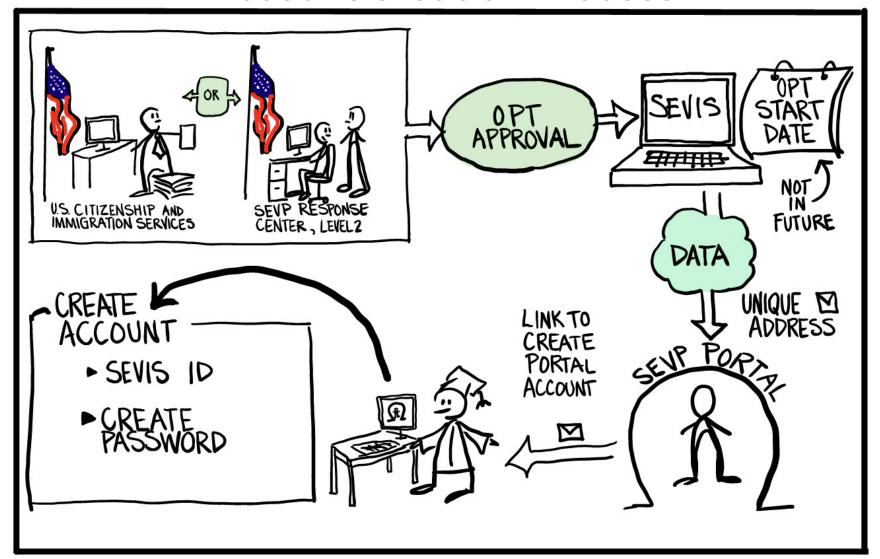
- Post-completion practical training students can report:
 - Address
 - Physical address
 - Home address
 - Telephone numbers
 - Employer information*
- Post-completion practical training students can monitor:
 - Employment authorization

* STEM OPT students are unable to add a new employer or change their employer start date due to STEM OPT regulatory requirements





Account Creation Process







Account Creation Process

What DSOs Need to Know

- Remind students to provide an accurate email address
 - Students must have access to the email address listed in SEVIS to create a portal account and receive portal emails
- Ensure students register for the portal using the SEVIS ID on the Form I-20 used to receive practical training authorization



REMEMBER:
Students must work with

their DSO to update their email address in SEVIS

SEVIS ID located on upper left-hand corner of the Form I-20





Portal Email Notices to Students

When Students Receive Emails

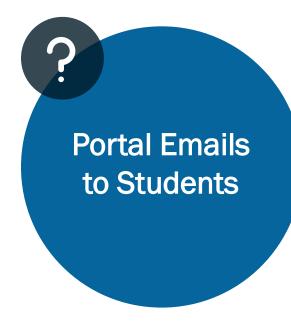
- To take the following action:
 - Create portal account
 - Reset or change password
- In the situations where their:
 - Account is locked
 - Email address changes
 - STEM OPT reporting requirements are due

View sample portal emails to students on the SEVP Portal Help section StudyintheStates.dhs.gov/SEVP-Portal-Help





Pre-Submitted Question



Does SEVP plan to notify DSOs when the portal sends reminders and notifications to students?





SEVIS, DSOs AND THE SEVP PORTAL

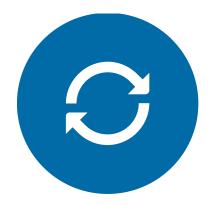




SEVIS and the Portal

Data Exchange

- Data entered into the portal immediately sent to SEVIS
 - Changes immediately reflected in student SEVIS records
- Data entered into SEVIS sent to the portal eight times per day
 - Changes made by DSOs appear in the portal no later than the next day
- SEVIS processes Batch overnight
 - Batch changes sent to portal with first data push in the morning







DSOs and the Portal

Portal-related actions available to DSOs in SEVIS:

- Resend initial portal account creation email
- Unlock student's portal account
- Change student's email in SEVIS

Reports and alerts available to DSOs:

- Data changed by students using the portal
- Students on post-completion or STEM OPT with portal accounts
- Accrued unemployment days for students on approved OPT or STEM





Pre-Submitted Question

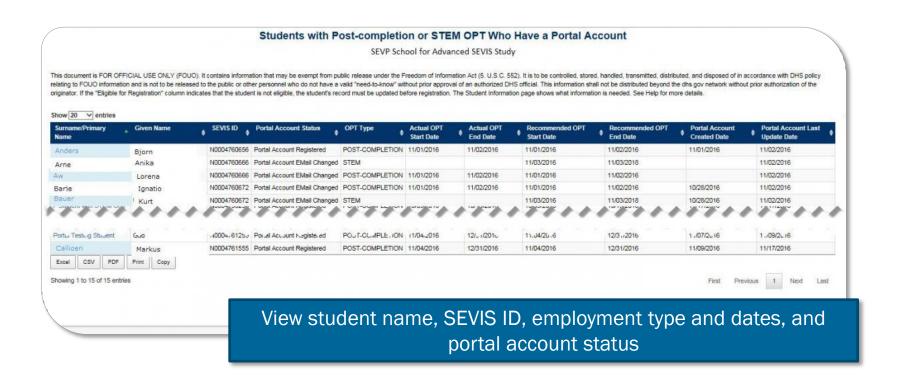


Are DSOs held to the 21-day reporting requirement to update a student's SEVIS record if the student fails to report information through the SEVP Portal?





Identify Students with Portal Accounts SEVIS Alert List

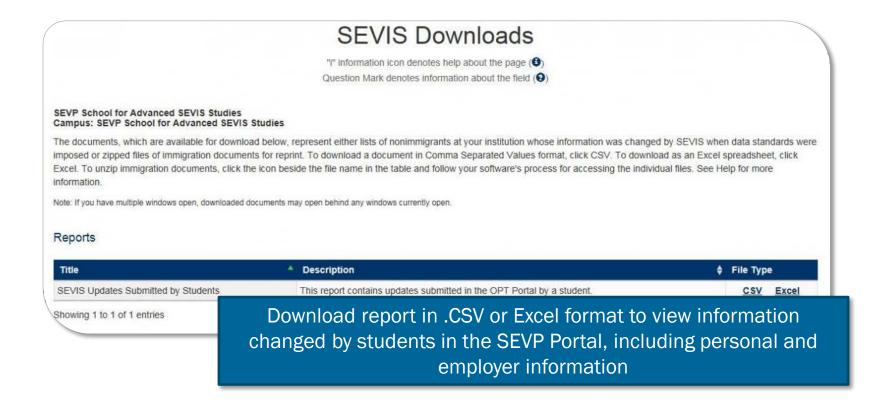






View Information Updated by Students

SEVIS Downloadable List







Ask the Audience

?

SEVIS

Downloadable

List

DSOs: Do you regularly use either of these alerts or lists:

- Students with Post-completion OPT
 Who Have a Portal Account alert list?
- SEVIS Updates Submitted by Students downloadable list?





Troubleshooting the Portal

Tips for DSOs

- To avoid lost portal emails, ensure that students:
 - Have an accurate email address listed in SEVIS
 - Add Do-Not-Reply.SEVP@ice.dhs.gov to their approved contacts
 - Check their junk email for portal-related emails
- Check the accuracy of student
 email addresses before submitting reset account requests



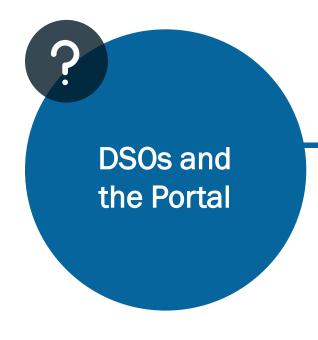
REMEMBER:

Students can now unlock their own portal account with DSO assistance





Pre-Submitted Question



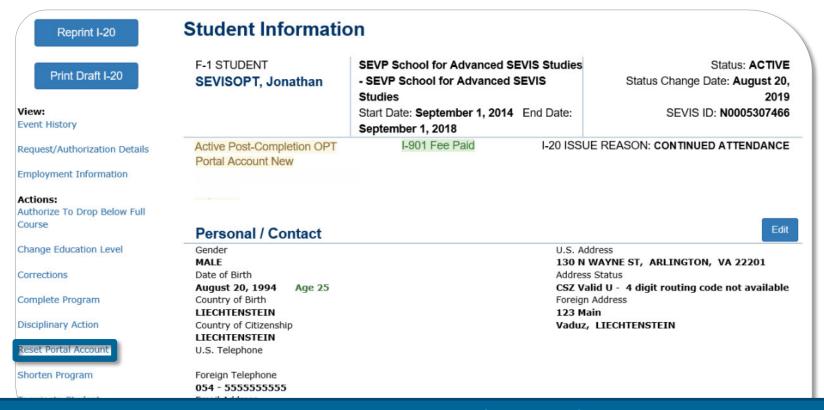
To what extent are DSOs required to support students with addressing portal technical issues?





Troubleshooting the Portal

Reset Portal Account



Use the Reset Portal Account option on the Student Information page to:
-Resend initial account creation email
-Unlock student's portal account





Pre-Submitted Question



How should DSOs troubleshoot a situation where a student's portal account is locked, but the Reset Portal link does not appear in SEVIS?





Troubleshooting the SEVP Portal

Who to Contact

CONTACT SRC WITH PORTAL-RELATED INQUIRIES OR ISSUES



PHONE

703-603-3400

800-892-4829



EMAIL

Case-specific questions SEVP@ice.dhs.gov

To help resolve your issue, include:

Student name(s)
SEVIS ID(s)
Screenshots of the issue





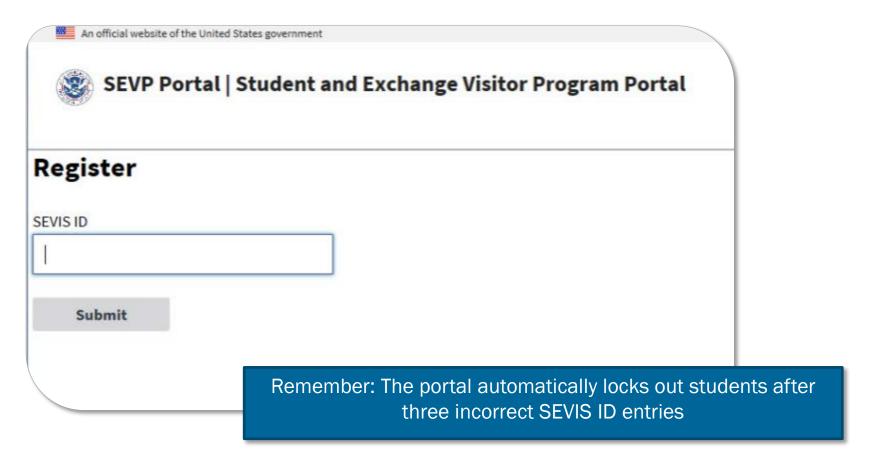
SEVP PORTAL: STUDENT VIEW





Create Account

Register







Create Account

Create Password

8	SEVP Portal Student and Exchange Visitor Program Portal			
Register				
Info				
• Pass	words must be a minimum of 12 characters in length.			
Passwords must be updated every 90 days.				
Users may not re-use the previous eight passwords.				
Passwords must contain at least one alpha, one numeric and one ([`~!@#\$%^&*()+=,.;?:'/{}⇔]) characte				
• Pass	words may not be the same as, or contain, the SEVIS ID.			
• Pass	words are case sensitive.			
Welc se Password Confirm Pa	assword			

Passwords must meet criteria on the page

Remember: Students must keep their portal account password secure and update their password every 90 days





Sign In

An official website of the United States government	OMB 1653-0054 (Expires					
SEVP Portal Student a	and Exchange Visitor Program Portal					
Sign In						
Announcements	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 <u>Portal Help</u> for more information.					
This announcements box displays only if there is a message for students; otherwise, it does not display.	Email					
	Password					
х	Login Reset Password					
This system supports the following bro	vsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above					
Department of Homeland Security Consent						
Government information and use. There is no expectatio expectation of privacy. By using this system, you conser Access to this system is restricted to authorized users or constitute a violation of section 1030 of title 18 of the t authority, or obtains, alters, damages, destroys, or disc imprisonment. This computer system and any related ec	ity computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. n of privacy when you use this computer system. The use of a password or any other security measure does not establish an t to the terms set forth in this notice. You may not process classified national security information on this computer system. Iy. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may s.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access oses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or uipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into immance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.					

Students can access the SEVP Portal at SEVP.ice.gov/OPT





Attestation and Privacy Statement

Privacy Statement

Authority: U.S. Immigration and Customs Enforcement (ICE) is authorized to collect information by Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996 (codified at 8 U.S.C. 1372), Public Law 104-208; Public Law 107-56, U.S.A. PATRIOT Act; 8 U.S.C. 1372; Homeland Security Presidential Directive-2 (HSPD 2, Combating Terrorism Through Immigration Policies), as amended by HSPD-5, Management of Domestic Incidents, Compilation of HSPDs); 8 CFR 214.2(f)(10)-(12) and 8 CFR 274a.12(b)(6)(iv).

Purpose: Your information collected through the ICE Student and Exchange Visitor Program (SEVP) is used to assist with the administration of practical training. The designated school officials (DSO) may use your information to review and manage practical training opportunities for you.

Agency Disclosure of Information: Your information may be shared internally within the U.S. Department of Homeland Security (DHS), as well as with federal, state, local, tribal, territorial, and foreign law enforcement; other government agencies; and other parties for audit, enrollment, enforcement, investigatory, litigation, or other purposes.

If you become a United States Citizen or Lawful Permanent Resident, your information may be shared internally within the DHS, as well as with federal, state, local, tribal, territorial, and foreign law enforcement; other government agencies; and other parties for audit, enforcement, investigatory, litigation, or other purposes. This disclosure is in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a(b), including pursuant to the routine uses published in the DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records, which can be viewed at https://www.dhs.gov/topic/privacy

Providing Information to DHS: The information requested may delay of to provide your information could a

CONTINUE

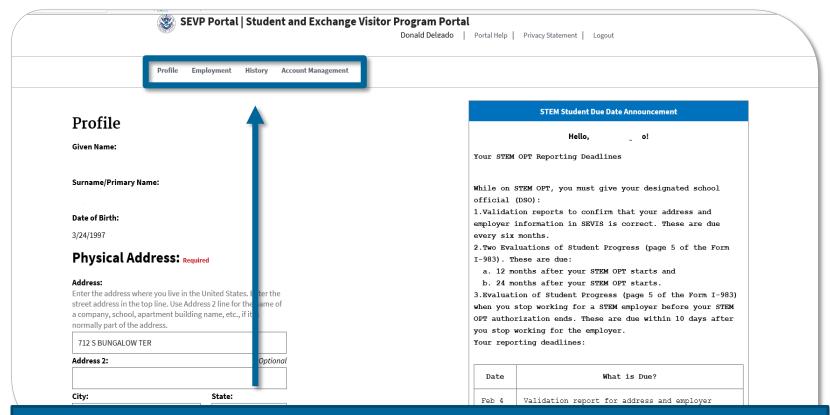
CANCEL







Student Profile Page



By default, the portal opens to the Student Profile page

Students can use the navigation header to access the Employment, History and Account Management pages





Student Profile Page

STEM OPT Notification

STEM Student Due Date Announcement

Hello, Gena!

Your STEM OPT Reporting Deadlines

While on STEM OPT, you must give your designated school official (DSO):

1. Validation reports to confirm that your address and employer information in SEVIS is correct. These are due every six months.

- 2.Two Evaluations of Student Progress (page 5 of the Form I-983). These are due:
- a. 12 months after your STEM OPT starts and
- b. 24 months after your STEM OPT starts.
- 3.Evaluation of Student Progress (page 5 of the Form I-983) when you stop working for a STEM employer before your STEM OPT authorization ends. These are due within 10 days after you stop working for the employer.

Your reporting deadlines:

Date	What is Due?	Current Status
Jan 25 2019	Validation report for address and employer information	Submitted
Jul 25 2019	Validation report for address and employer information	Past Due
Jul 25 2019	Evaluation of Student Progress (page 5 of Form I-983)	Past Due
Jan 25 2020	Validation report for address and employer information	
Jul 25 2020	Validation report for address and employer information	
Jul 25 2020	Evaluation of Student Progress (page 5 of Form I-983)	

Missing these deadlines may affect the state of your SEVIS record.

more information, go to the STEM OPT Hub (https://studyinthestates.dhs.gov/stem-opt-hub)
on the Study in the States website.

Dates in the STEM OPT announcement based on the student's STEM approval date





Student Profile Page

Update Student Information

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





Pre-Submitted Question

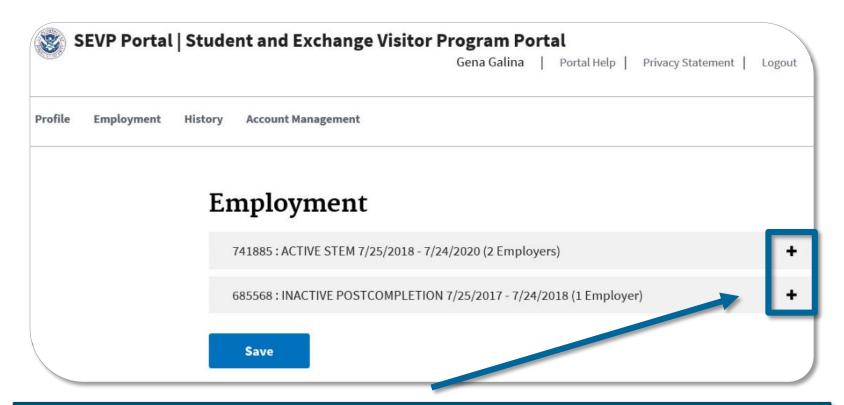
Information Available to Students

Can students view the following in the portal:

- Unemployment calculator?
- Confirmation when DSOs submit STEM OPT validation reports?







Students can expand each area to view employer information for current and past employment authorizations





What DSOs Need to Know

- Students can enter more than one employer into the portal
- When changing employers, students should:
 - Edit the end date for the existing employer, and
 - Add new employer to record
- Students cannot list volunteer opportunities not directly related to their program of study as OPT employment
 - Refer to May 2018 Broadcast Message "Reporting Volunteer Positions During OPT Employment"
 - Located at ICE.gov/SEVIS/Whats-New



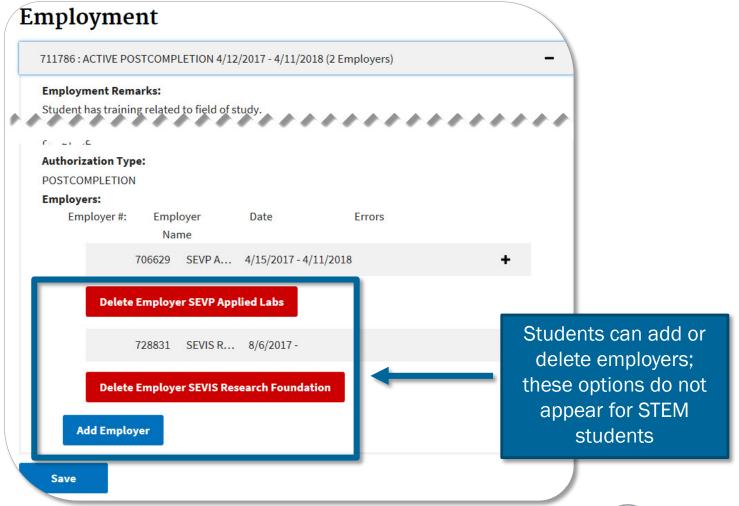


REMEMBER:

Students should not edit

employer information if

Add or Delete Employer







Add New Employer

- Students required to provide:
 - Employer address
 - Indicate full vs. part-time employment
 - Employment start date
 - Relation to field of study
- Students can also add:
 - Job title
 - Supervisor information







Update Employment 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

Student must confirm they have never worked for employer



REMEMBER:

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





Pre-Submitted Question

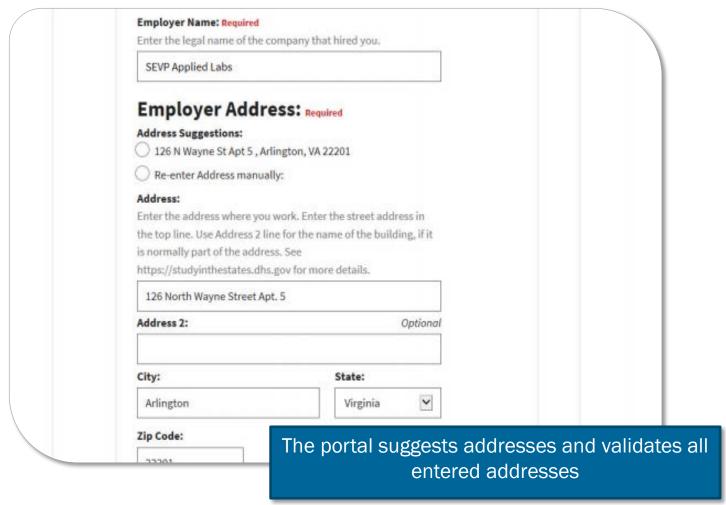


When should students delete employer information in the SEVP Portal?





Update Employer Address







Pre-Submitted Question

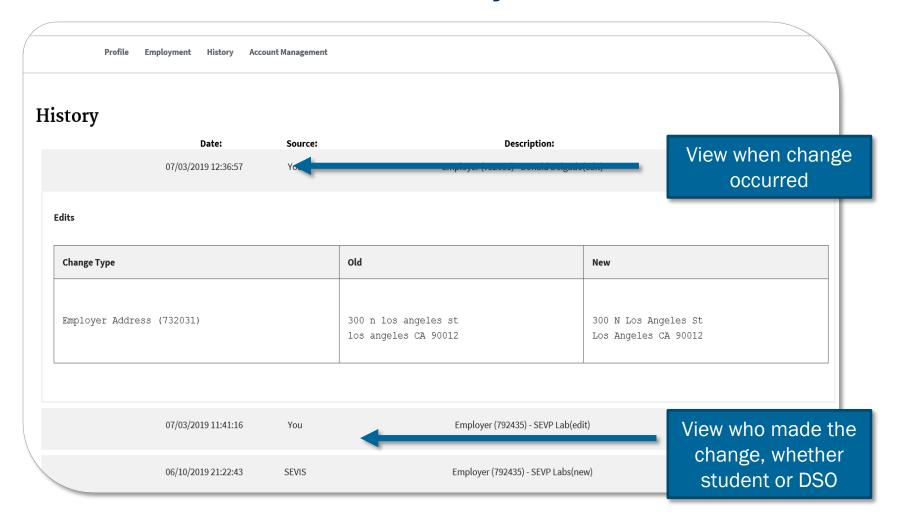


What address does SEVP prefer to be entered in the Employer Address field if a student works at a client/different site location than the employer's headquarters?





History

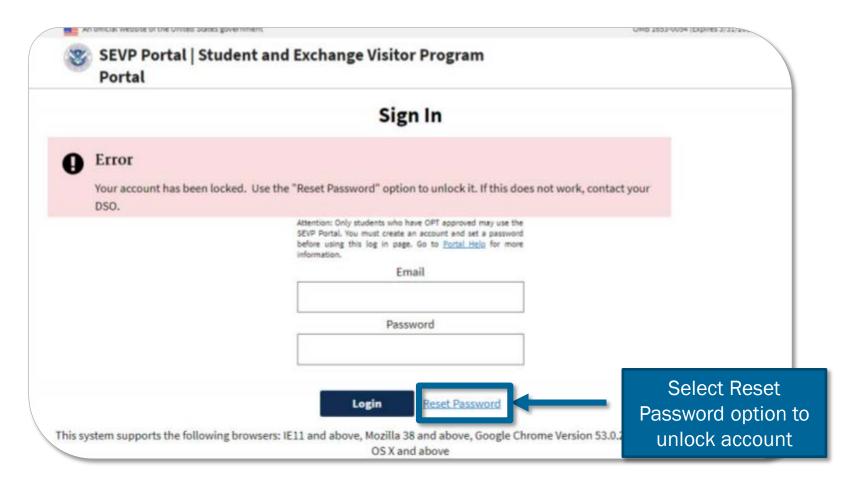






Troubleshooting

Unlock Account







SEVP PORTAL: STUDENT VIEW

Want to Learn More?

Access Additional Portal Screenshots

SEVIS Help Hub

- Step-by-step SEVIS instructions and screenshots
- View sample portal downloads and alert lists

SEVP Portal User Guide

- Step-by-step SEVP Portal instructions and screenshots
- View sample portal pages

DSOs: Contact your local SEVP field representative to schedule an SEVP Portal live demo!





PAST AND UPCOMING PORTAL RELEASES





- SEVP Portal Release 1.5 launched in February 2019
- Includes SEVP Portal enhancements:
 - Password reset option for locked accounts
 - STEM OPT students can view self-evaluation requirements
 - Changes to email notifications







- SEVP Portal Release 1.6 launched in March 2019
- Introduced three new email notifications for students
 - Email address change confirmation
 - Confirmation email sent to both old and new email addresses
 - STEM OPT reminder notifications
 - Email sent 30 days before six-month validation due date
 - Email sent 30 days before annual self-evaluation due date



REMEMBER:

Students should review their reporting and self-evaluation deadlines





- SEVP Portal Release 1.7 launched in April 2019
- Addresses system errors
 - Sends reminder emails:
 - Only to active STEM OPT students
 - To students with Requested or Pending STEM OPT applications in the first 180 days of their authorization period
 - Stops sending:
 - Reminders if report due dates are later than the authorization end date
 - Duplicate emails
 - Announce outages on the login page
 - Address issues with unavailable user history





- SEVP Portal Release 1.9 launched in September 2019
- Introduces functionality changes:
 - Employer deletion confirmation
 - Students must confirm they never worked for employer prior to deletion
 - Modified STEM Student Due Date Announcement box
 - Reflects status of student's periodic and self-evaluation reports







Recent SEVP Portal Release

Portal Release 1.10

- Release scheduled to go live in early October
- Students will only be able to access their portal account six months after OPT end date
- Automated email notifications:
 - Six months before closure date
 - 30 days before closure date
 - Day of closure

REMEMBER:

Students should print or save a copy of their portal record and event history



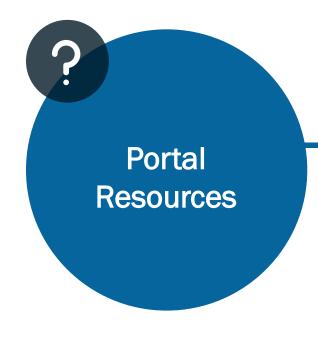


HELPFUL RESOURCES





Ask the Audience



What resources do you recommend to students to assist with the SEVP Portal? Select all that apply





SEVP Portal Links

Login Page and Resources



Direct link SEVP.ice.gov/OPT

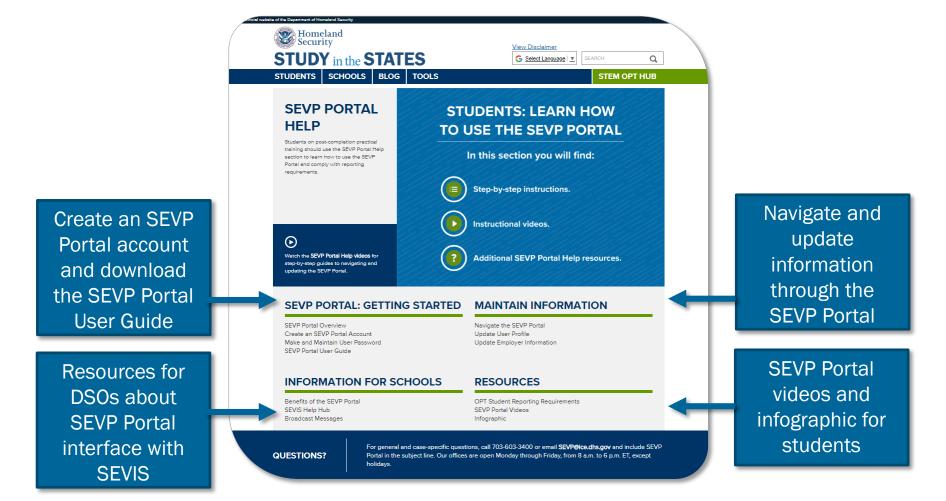
ICE.gov/SEVP
Students page
ICE.gov/SEVIS/Students

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





SEVP Portal Help



StudyintheStates.dhs.gov/SEVP-Portal-Help





SEVIS Help Hub

Portal Resources for DSOs

- SEVIS and the SEVP Portal
 - SEVIS and portal interface
 - Reset and unlock student portal accounts
 - Downloadable lists and alerts
- SEVP Portal Email Notices to Students
 - When the portal emails students
 - Sample portal emails to students

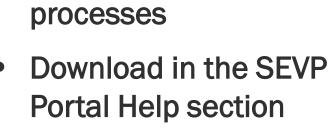
Learn more in the SEVIS Help Hub StudyintheStates.dhs.gov/SEVIS-Help-Hub





SEVP Portal User Guide

- Resource to help students navigate:
 - Using the SEVP Portal
 - Updating profile information
 - Managing employment information
- Contains portal screen shots to assist students with portal navigation and processes





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	SEVP Portal Account
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	Emails from the SEV
	System Security
	Using the SEVP Porta
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