

SEVIS Update Webinars on Study in the States Webinar Registration Job Aid

(Revised to reflect changed guidance on passwords)

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Overview

SEVP uses a webinar service to conduct its SEVIS Update Webinars, which requires participants to complete a one-time webinar account set-up, in tandem with the webinar registration process. It takes only a few minutes and is easy to complete.

The webinar account set-up is a one-time process. **Make note of the password you create, as you will need your e-mail address and password to log into the webinar, as well as to register for future webinars.**



CAUTION: The webinar service we use does not provide password recovery service; therefore, use the following password: **SEVIS**

You can complete your registration and log in even if the webinar has already started. There is no time limit for either of these processes.

Registration for First-Time Registrants (Beginning with April 11, 2014 Webinar)

To register for a webinar for the first time, complete the following steps:

1. Click the <http://studyinthestates.dhs.gov/webinars> link.

You are re-directed to the Study in the States website.

Click the **Register Now** button located directly to the right of the **Webinar** title.

Register Now

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The registration page displays.

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Welcome, please enter the following to continue.

If you have previously registered with us, [click here](#).

E-mail Address: *

Create a Password: *

Retype Password: *

Passwords must conform to the following rules:

- Passwords must be between 4 and 32 characters long.

First Name: *

Last Name: *

Company Name:

* - indicates required question

2. Fill in the required fields and click **Submit**:

The **Confirmation Page** displays.

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Thank you for your registration request. Your information has been submitted to the event host.

One or two e-mails, depending on your system, are received at the address identified on the registration page:

- The first e-mail, if received, informs you that your registration request has been submitted.
- The second e-mail confirms your webinar registration and contains the webinar URL.

Keep – and remember – your login credentials. You will need them, not only to access the webinar, but also to register for future SEVIS update webinars.

Registration for Returning Registrants (For Webinars after 4/11/2014)

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If you have registered for a previous webinar, complete the following steps:

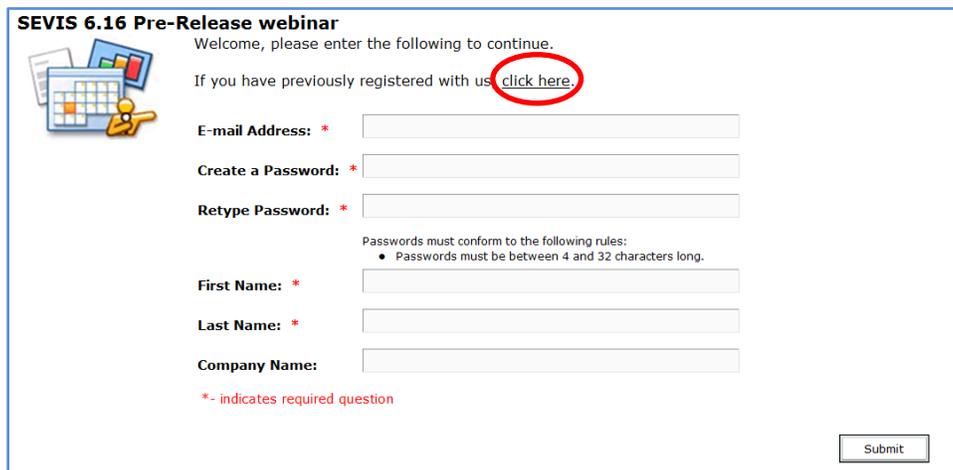
1. Click the <http://studyinthestates.dhs.gov/webinars> link.

You are re-directed to the Study in the States website.

Click the **Register Now** button located directly to the right of the **Webinar** title.



The registration page displays.

A screenshot of a registration form titled "SEVIS 6.16 Pre-Release webinar". The form includes a welcome message, a "click here" link circled in red, and several input fields for E-mail Address, Create a Password, Retype Password, First Name, Last Name, and Company Name. A "Submit" button is located at the bottom right. A legend indicates that an asterisk (*) denotes a required question. A password rule is also listed: "Passwords must conform to the following rules: Passwords must be between 4 and 32 characters long." There is also an icon of a calendar and a person with a key.

2. Click the **Click here** hyperlink, which is for individuals who have previously registered for a webinar. The abbreviated registration page displays.

FORGOT YOUR PASSWORD?

Use a different e-mail address and register as a brand new user again. Use the following password: **SEVIS**

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Enter your e-mail address and password below if you have previously registered with us.

Login:

Password:

[Forgot your password?](#)

3. Enter your email address and password and click **Continue**.

Note: If you cannot remember your password, try using **SEVIS**, as we recommend using that with your initial registration.

4. The **Confirmation Page** appears.

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Thank you for your registration request. Your information has been submitted to the event host.

One or two e-mails, depending on your system, are received at the address identified on the registration page:

- The first email, if received, informs you that your registration request has been submitted.
- The second email confirms your webinar registration and contains the webinar URL.

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Webinar Login Process

To participate in the webinar on its scheduled date and time, complete the following steps:

1. Access your confirmation e-mail and click on the URL provided for the webinar.
2. The **Webinar Login** page displays.



The screenshot shows the HSIN Connect interface. At the top left is the Department of Homeland Security logo. The main heading is "HSIN Connect". Below this is the title "SEVIS 6.16 Pre-Release webinar" next to an icon of a calendar and a person pointing. The text describes the webinar content: "SEVP will discuss and demonstrate the functionality included in SEVIS Release 6.16 scheduled to deploy on April 18, 2014. The discussion/demonstration will be followed by a question and answer period. Agenda • Discussion and demonstration of functionality included in SEVIS Release 6.16: • Search • Return to List • Form I-17 Accreditations/Recognitions conversion project • Question and Answer period". Below the text are two input fields: "Login:" with the email "robertson.helene@gmail.com" and "Password:". A "Login" button is positioned below the fields, and a link "[Forgot your password?](#)" is at the bottom right.

3. Enter your **Login** name and **Password**.
4. Click **Login**. This should navigate you to the Webinar room.

If it is more than 15 minutes before the scheduled start of the webinar, you will see a message similar to this:

Entry to the SEVIS Names and Addresses Webinar will open at 1:45 PM on Friday, May 16, 2014.

The webinar room will officially open 15 minutes prior to the advertised webinar start time.