

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

(Revised to reflect changed guidance on passwords)

Contents

Registration for First-Time Registrants (Beginning with April 11, 2014 Webinar)	1
Registration for Returning Registrants (For Webinars after 4/11/2014).....	3
Webinar Login Process	6

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.**

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.



The page containing the registration link displays.



SEVIS Update Webinars on Study in the States Webinar Registration Job Aid (Revised to reflect changed guidance on passwords)

2. Click the **X** located in the upper right-hand corner.

The registration page displays.

SEVIS 6.16 Pre-Release webinar

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

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



CAUTION: The webinar service we use does not provide password recovery service. Therefore, use the following password:
SEVIS

The **Confirmation Page** displays.

SEVIS 6.16 Pre-Release webinar

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.

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

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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)

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 page containing the registration link displays.



2. Click the **X** located in the upper right-hand corner.

The registration page displays.



SEVIS Update Webinars on Study in the States Webinar Registration Job Aid (Revised to reflect changed guidance on passwords)

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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

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

SEVIS 6.16 Pre-Release webinar

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

Login:

Password:

[Forgot your password?](#)

4. Enter your e-mail address and password and click **Continue**.
5. The **Confirmation Page** appears.

SEVIS 6.16 Pre-Release webinar

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

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

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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.

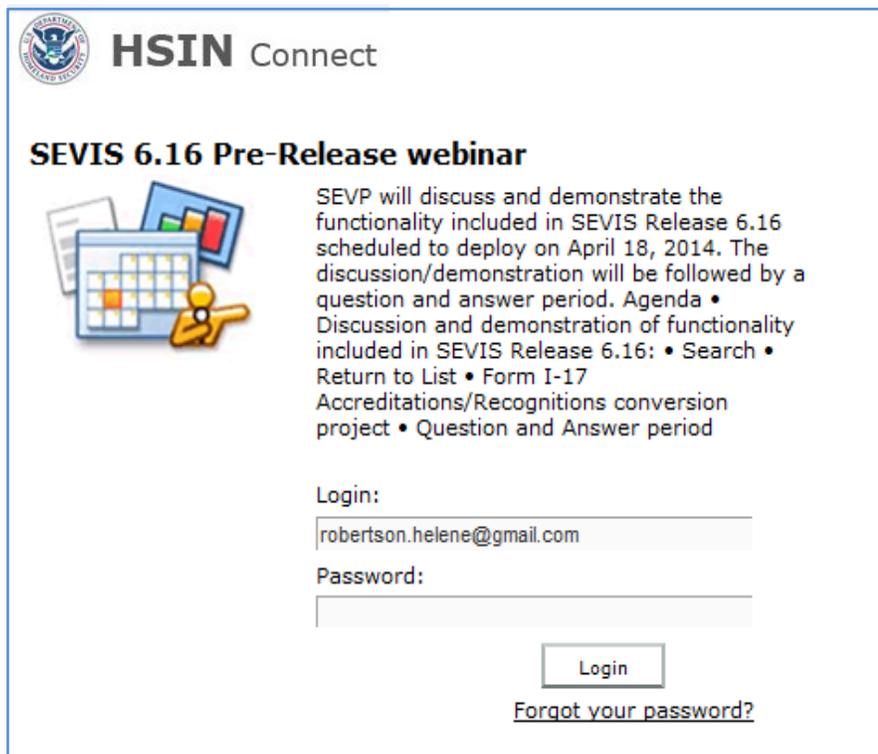
SEVIS Update Webinars on Study in the States Webinar Registration Job Aid

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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 "SEVIS 6.16 Pre-Release webinar". To the left of the text is an icon of a calendar with a person pointing to a date. 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 value "robertson.helene@gmail.com" and "Password:". A "Login" button is positioned below the password field, and a link for "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 SEVP Pre-Release Webinar for SEVIS Release 6.16 will open at 1:45 PM on Friday April 11, 2014.

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