



U.S. Immigration
and Customs
Enforcement



Student and Exchange Visitor Program

SEVIS Release 6.1 F/M School User Training

October 30, 2009



Objectives

This presentation is an overview of the changes in the Student and Exchange Visitor Information System (SEVIS) Release 6.1 for F/M School Users, which include the following:

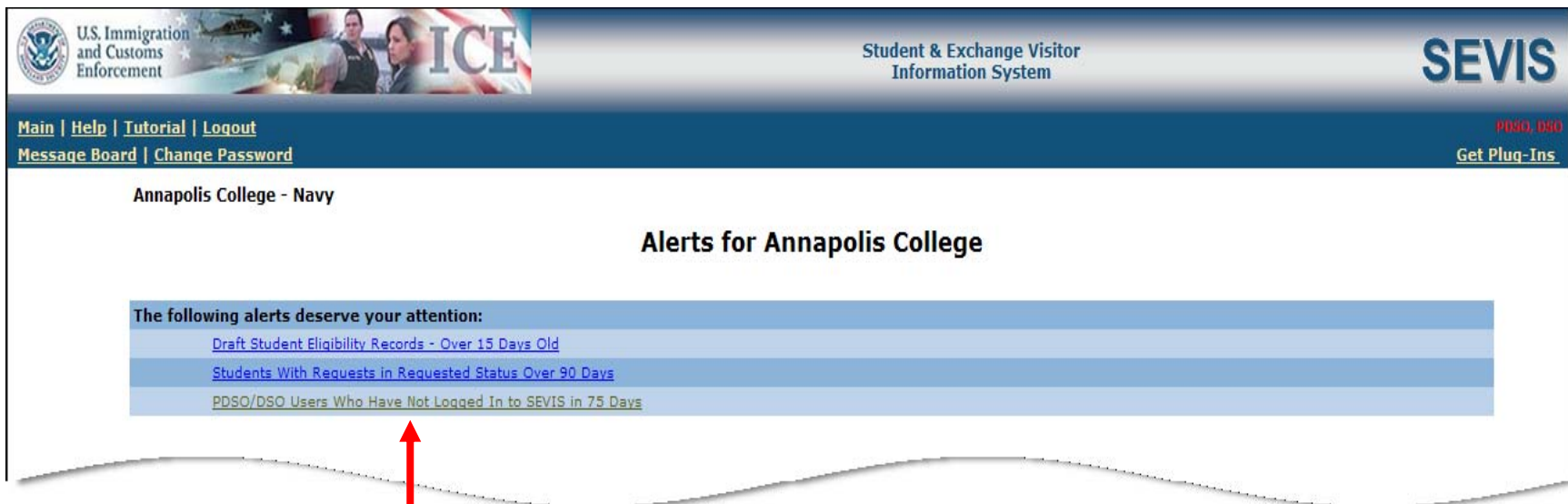
- **New Functionality for Real-Time Interactive (RTI):**
 - **Alert for PDSO/DSOs regarding Inactive status users**
 - **Email to all PDSO/DSOs regarding an Inactive status users**
 - **PDSO ability to request password reset on behalf of DSOs**

- **Updates to existing RTI Functionality:**
 - **Student Event History Display Corrections**
 - **System Timeout Alert**



Alert for PDSO/DSO regarding Inactive status Users

A new alert for PDSOs and DSOs has been added that will include all PDSO/DSO users assigned to their campus whose status will be changed to Inactive in 15 days. The users will display on the alert after 75 days of inactivity.



The screenshot shows the SEVIS (Student & Exchange Visitor Information System) interface. At the top left is the U.S. Immigration and Customs Enforcement (ICE) logo. The top right features the SEVIS logo and the text "Student & Exchange Visitor Information System". Below the header is a navigation bar with links for "Main", "Help", "Tutorial", "Logout", "Message Board", and "Change Password". On the right side of the navigation bar, there are links for "PDSO, DSO" and "Get Plug-Ins". The main content area is titled "Annapolis College - Navy" and "Alerts for Annapolis College". A blue box highlights the following alerts:

- [Draft Student Eligibility Records - Over 15 Days Old](#)
- [Students With Requests in Requested Status Over 90 Days](#)
- [PDSO/DSO Users Who Have Not Logged In to SEVIS in 75 Days](#)

A red arrow points to the third alert, "PDSO/DSO Users Who Have Not Logged In to SEVIS in 75 Days".



Alert for PDSO/DSOs Regarding Inactive Status Users

The new alert will include the following fields:



The screenshot displays the SEVIS (Student & Exchange Visitor Information System) interface. At the top left is the U.S. Immigration and Customs Enforcement (ICE) logo. The top right corner identifies the system as the Student & Exchange Visitor Information System. A navigation bar contains links for Main, Help, Tutorial, Logout, Message Board, and Change Password. The main content area is titled "Annapolis College - Navy" and "PDSO/DSO Users Who Have Not Logged In to SEVIS in 75 Days". A link for "Return to Alerts" is provided. Below this is a table with the following data:

User Last Name	User First Name	User Role	Date Status Will be Updated to Inactive
Rose	Apple	DSO	10/07/2009

Below the table, it indicates "1 Records".

Note: No action can be taken from this page. The users listed must be notified and asked to log into SEVIS; or, if the user is no longer using SEVIS, the PDSO should delete the user.



Email to All PDSOs/DSOs Regarding an Inactive Status User

If a PDSO/DSO has not logged into SEVIS in 75 days, the assigned users at the school/campus with which the user is associated will receive an email similar to the one below. It will be sent after 75 days of inactivity, providing the name of the user whose status will be changed to Inactive in 15 days.

-----Original Message-----

From: SEVIS [<mailto:sevismail@hp.com>]

Sent: Tuesday, September 08, 2009 4:00 AM

To: first.lastname@school.com

Subject: SEVIS Official Access Notification

*** DO NOT RESPOND TO THIS E-MAIL ***

Regarding the following SEVIS User:

SEVIS User

This is to advise you that the SEVIS access for SEVIS User will expire on 09/23/2009.

SEVIS User has 15 days to log into SEVIS. If SEVIS User does not log into SEVIS before the inactivity date, he/she will no longer be able to access any schools/programs to which he/she is associated.

If you are a PDSO or RO and this user is no longer associated with your school or program, you need to remove the user from your list of officials.

SEVIS Help Desk

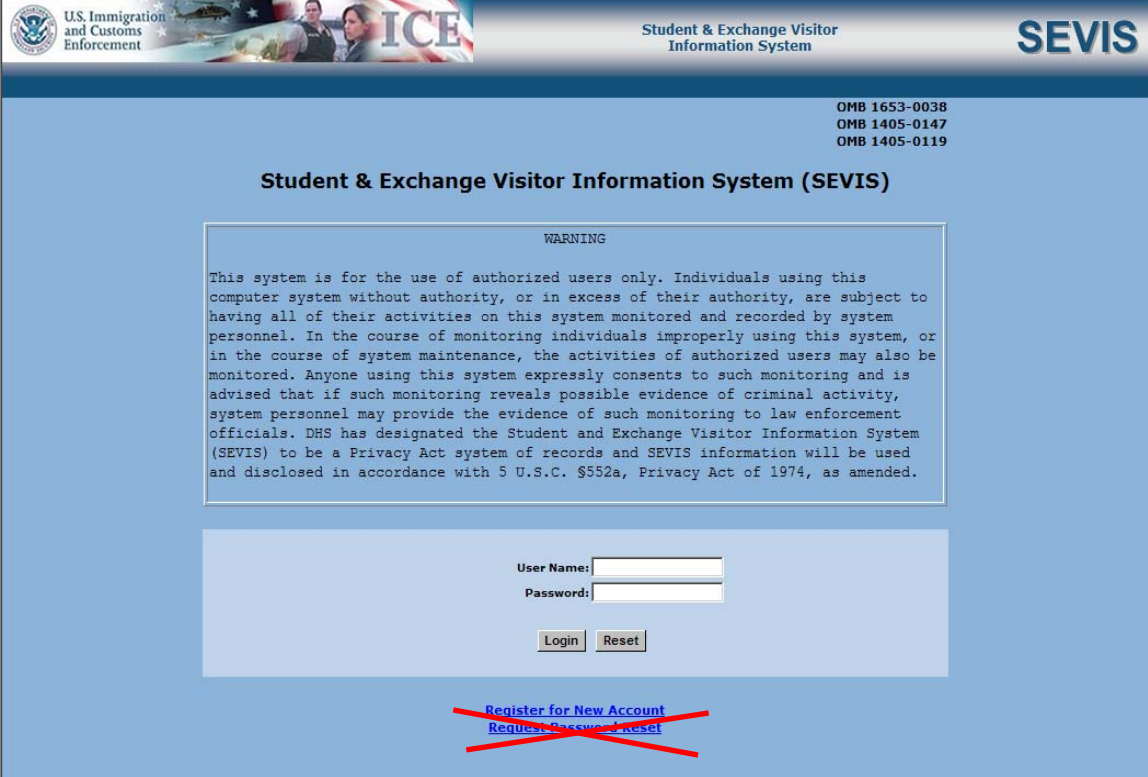
1-800-892-4829

Toolbox.SEVIS@dhs.gov



Request Password Reset for DSO

When a DSO has not logged into SEVIS for 90 days, his/her user ID is inactivated. An inactive DSO cannot use the Request Password Reset link on the *SEVIS Login* screen to request a password reset. However, he/she may contact the PDSO to request a password reset.

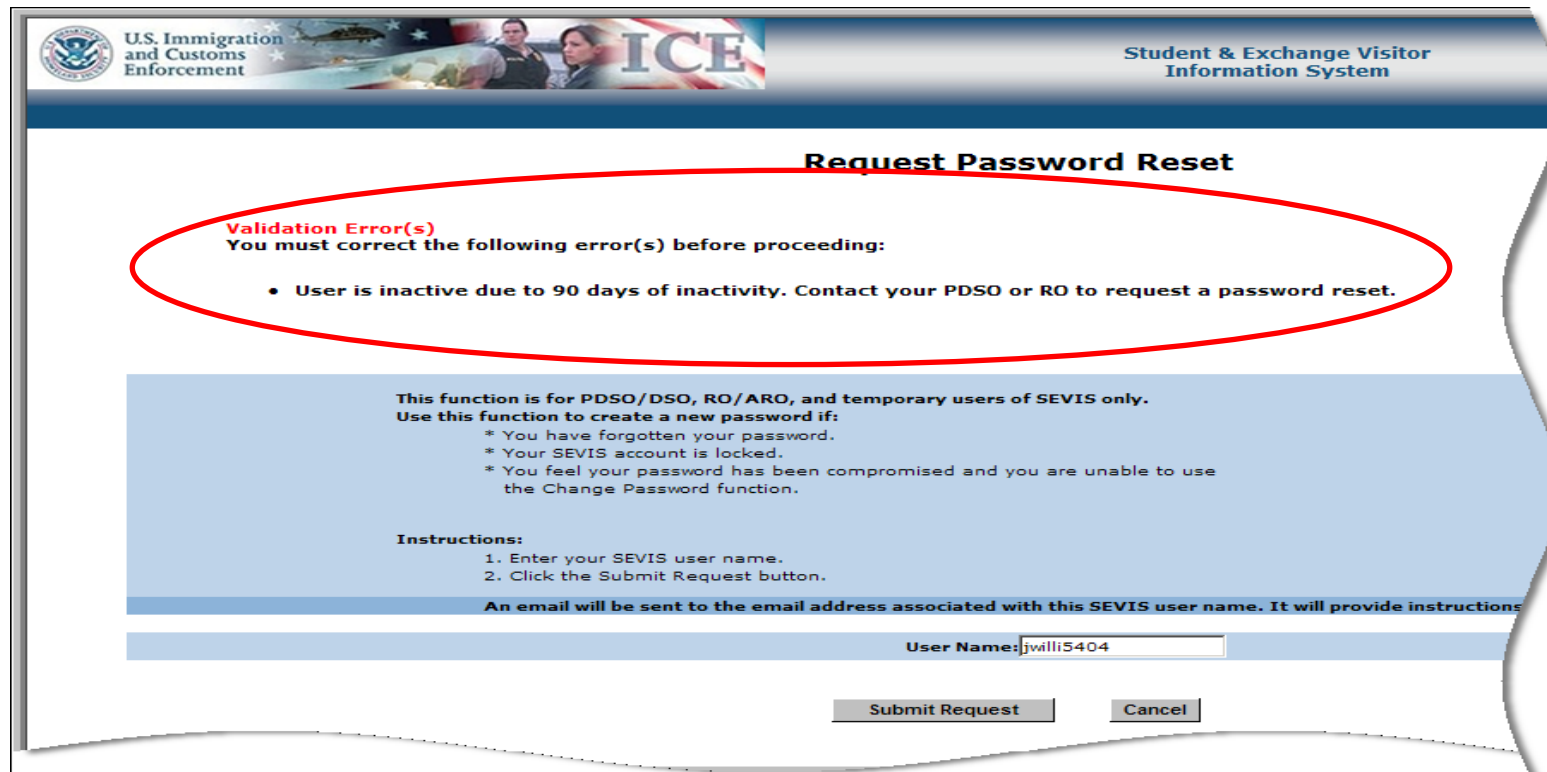


The screenshot shows the SEVIS login interface. At the top left is the U.S. Immigration and Customs Enforcement logo. To its right is the ICE logo. Further right is the text "Student & Exchange Visitor Information System" and the "SEVIS" logo. Below the header, on the right side, are the OMB numbers: OMB 1653-0038, OMB 1405-0147, and OMB 1405-0119. The main heading is "Student & Exchange Visitor Information System (SEVIS)". Below this is a "WARNING" box containing a detailed disclaimer about system monitoring and privacy. Underneath the warning is a login form with "User Name:" and "Password:" labels, each followed by a text input field. Below the input fields are "Login" and "Reset" buttons. At the bottom of the page, there are two links: "Register for New Account" and "Request Password Reset", both of which are crossed out with a red X.



Request Password Reset for DSO

When an Inactive DSO submits a request to reset his/her password, the following error message displays:



The screenshot shows the SEVIS 'Request Password Reset' page. At the top left is the U.S. Immigration and Customs Enforcement logo. At the top right is the 'Student & Exchange Visitor Information System' logo. The main heading is 'Request Password Reset'. A red oval highlights a 'Validation Error(s)' message: 'You must correct the following error(s) before proceeding:' followed by a bullet point: 'User is inactive due to 90 days of inactivity. Contact your PDSO or RO to request a password reset.' Below this is a blue box with instructions for PDSO/DSO, RO/ARO, and temporary users, including a list of reasons for password reset and a two-step instruction set. At the bottom, there is a 'User Name' field containing 'jwilli5404' and 'Submit Request' and 'Cancel' buttons.

U.S. Immigration and Customs Enforcement

Student & Exchange Visitor Information System

Request Password Reset

Validation Error(s)
You must correct the following error(s) before proceeding:

- User is inactive due to 90 days of inactivity. Contact your PDSO or RO to request a password reset.

This function is for PDSO/DSO, RO/ARO, and temporary users of SEVIS only.
Use this function to create a new password if:

- * You have forgotten your password.
- * Your SEVIS account is locked.
- * You feel your password has been compromised and you are unable to use the Change Password function.

Instructions:

1. Enter your SEVIS user name.
2. Click the Submit Request button.

An email will be sent to the email address associated with this SEVIS user name. It will provide instructions

User Name:



Request Password Reset for DSO

To request a password reset for a DSO, the PDSO must perform the following:

1. On the *Listing of Schools* screen, click the link in the Name of School column for the school/campus whose DSO is requesting a password reset.

Listing of Schools
* Indicates an alert for that school
@ Indicates that the PDSO of the main campus has to apply for recertification

Name of School	Name of Campus	Location (City, State)	Role	Commands
Annapolis College	Navy	Annapolis, MD	PDSO	Search New Student * Alerts Student Lists Reports
Northwestern School Program	Germantown Campus	Germantown, MD	DSO	Search New Student * Alerts Student Lists Reports
Southeast University	Northwest Campus	Washington, DC	DSO	Search New Student Student Lists Reports
Southeast University	Southeast New Campus	Washington, DC	DSO	Search New Student * Alerts Student Lists Reports



Request Password Reset for DSO

2. Click the Request Password Reset for DSOs link on the Actions menu.

U.S. Immigration and Customs Enforcement ICE

Student & Exchange Visitor Information System

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)
[Message Board](#) | [Change Password](#)

[Print I-17 Form](#)

Annapolis College

Actions:
[Edit School](#)
[View Draft Update](#)
[Register for Batch Processing](#)
[Request Password Reset for DSOs](#)

Certification Expiration Date: **03/16/2011**
School Status: **APPROVED**
Current School Code: **BAL214F85317000**
Previous School Code: **N/A**
Seeking Approval for: **Academic and Language students**
Mailing Address: **4 N Cherry Grove Ave
Annapolis, MD 21012**
Telephone Number:
Fax Number:
Location Address: **4 N Cherry Grove Ave
Annapolis, MD 21012**
Type of Institution: **Private**
Owner Name: **Chuch Weatherbee**
Owner Address: **1039 Stonington Drive
Annapolis, MD 21010**
This School is Engaged in: **...** (issuing one or more of the ... masters, Ph.D.)



Request Password Reset for DSO

- 3. The *School Official Information* screen displays. Click the Request Password Reset link in the Command column for the DSO who is requesting a password reset.

Official Name	Title	Telephone	Email Address	Command
Apple Rose	First Gardener	410-265-1236	tracy.seybert@eds.com	Request Password Reset
Tracy Seybert	President of the University	410-222-2222	tracy.seybert@eds.com	
Asha Sitapara	Developer	222-222-2222	asha.sitapara@eds.com	Request Password Reset

[Return](#)

Note: The Request Password Reset link will only display when a DSO has not logged into SEVIS for more than 90 days.



Request Password Reset for DSO

4. The *Request Password Reset* screen displays. Click the Request Password Reset button.

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#) POBO, DSO
[Message Board](#) | [Change Password](#) [Get Plug-Ins](#)

Request Password Reset

Last Name: Sitapara
First Name: Asha
Middle Name:
Suffix:
The Official is: UNITED STATES CITIZEN
Title: Developer
Contact Information:
Address 1: 800 K Street
Address 2:
City: Washington
State: DISTRICT OF COLUMBIA
Zip Code: 20001
Telephone Number: 222-222-2222
Email Address: asha.sitapara@eds.com

By clicking the Request Password Reset button, an email will be sent to the email address for the user listed above, with instructions for resetting his/her password.



Request Password Reset for DSO

After clicking the Request Password Reset button, the following will occur:

1. An email will be sent to the email address associated with this SEVIS user. It will provide instructions for creating a new SEVIS password. The email will be valid for 30 days; a password must be created within 30 days of the date on the email.

*** DO NOT RESPOND TO THIS E-MAIL ***

Recently, a request was submitted to reset the password on your account. Please click on the link below, which will take you to a secure site where you can create a new password for SEVIS.

The SEVIS password requirements are as follows:

- * Passwords must be 8 to 16 characters in length.
- * Passwords must contain at least:
 - One alphabetic character
 - One numeric character
 - One of the following special characters: @, #, \$
- * Passwords must contain a non-numeric in the first and last positions.
- * Passwords may not contain two consecutive identical characters.
- * When changing a password, the new password must not contain more than three consecutive characters from the previous password.
- * Passwords may not be the same as, or contain, the user ID.
- * Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way.

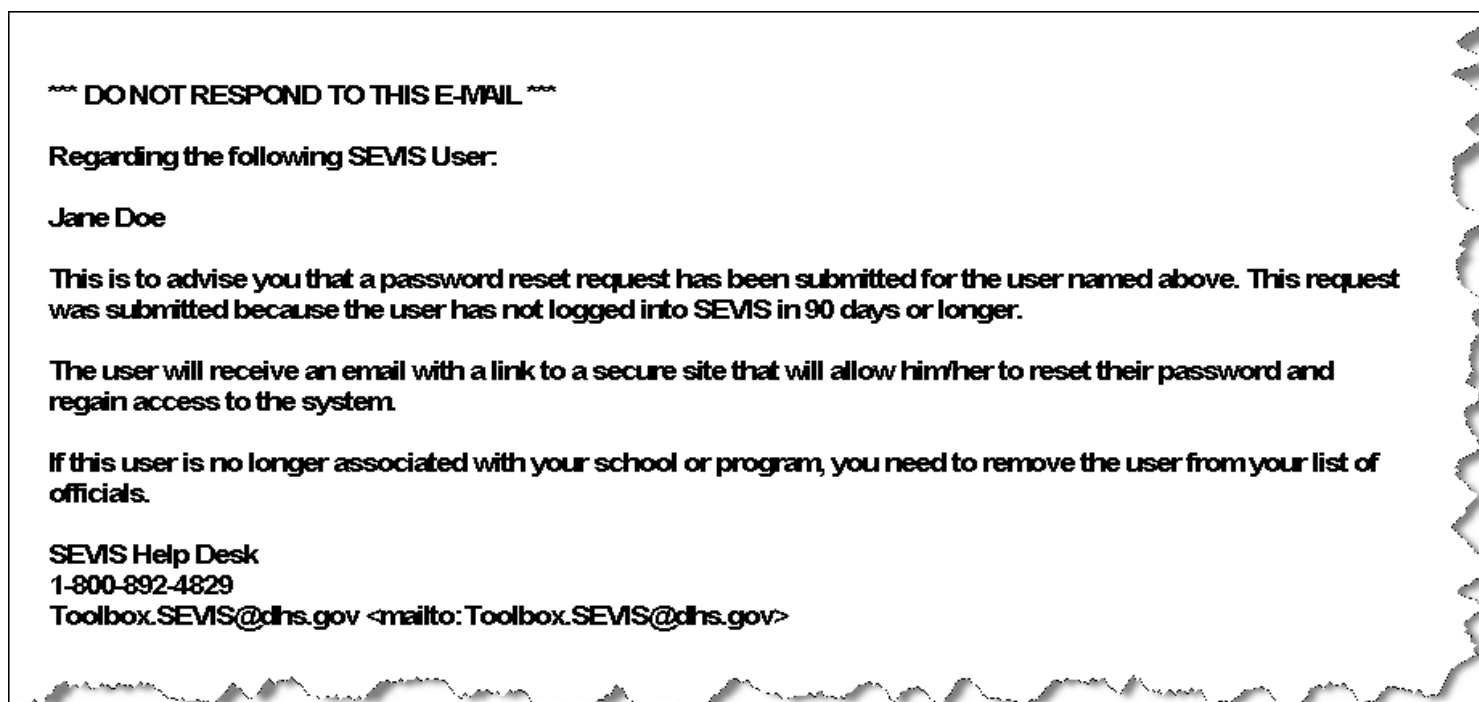
<https://fqt-web/ruby/sevis/action/ResetPassword?type=178518>

SEVIS Help Desk



Request Password Reset for DSO

2. An email informing users that a password reset has been requested for this DSO will be sent to each PDSO for the schools/campuses to which the DSO is associated. If the DSO is also an RO or ARO for an exchange visitor program, the email will be sent to the RO at the programs to which the user is associated, as well.



Student Event History Display Corrections

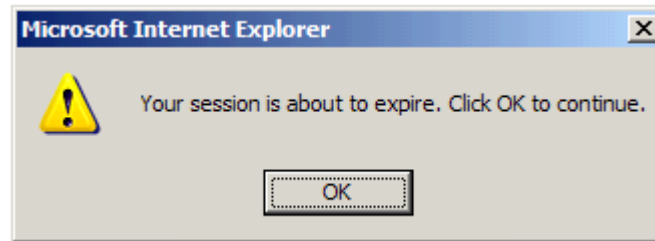
School officials are able to view the history of events for any student/dependent that is currently or was previously associated with the official's school/campus. This release will correct event history display issues associated with the events listed below.

EVENT DESCRIPTION
Change of Status Denied
Change of Status Pending
Change of Status Withdrawn
Change of Status Approved
CPT Employment
Off-Campus Employment
Off-Campus Employment Requested
OPT Employment
OPT Employment Requested
OPT Extension
OPT Extension Requested
System Completion
Completion
System Termination
Termination
Off-Campus Employment Updated



System Timeout Alert

After 18 minutes of inactivity within SEVIS, users will see a pop-up message indicating their session is about to expire. Users must click OK to continue working in SEVIS. If OK is clicked after 20 minutes of inactivity, a message will display indicating that the session has expired. Any unsaved data will be lost.



System Timeout Alert

If OK is clicked after 20 minutes of inactivity, a message will display indicating that the session has expired. Any unsaved data will be lost.

The screenshot shows the SEVIS 'Listing of Schools' page. The page header includes the U.S. Immigration and Customs Enforcement logo, the text 'ICE', and 'Student & Exchange Visitor Information System'. Navigation links include 'Main | Help | Tutorial | Logout' and 'Message Board | Change Password'. The page title is 'Listing of Schools'. Below the title, there are two legends: '* Indicates an alert for that school' and '@ Indicates that the PDSO of the main campus has to apply for recertification'. A table lists schools with columns for Name of School, Name of Campus, Location (City, State), Role, and Commands. The table contains four rows of data. A Microsoft Internet Explorer dialog box is overlaid on the page, displaying a warning icon and the message 'Your session has already expired.' with an 'OK' button. A red arrow points from the 'OK' button to a text box below.

Name of School	Name of Campus	Location (City, State)	Role	Commands
Annapolis College	Navy	Annapolis, MD	PDSO	Search New Student * Alerts Student Lists Reports
Northwestern School Program	Germantown Campus	Germantown, MD	DSO	Search New Student * Alerts Student Lists Reports
Southeast University	Northwest Campus	Washington, DC	DSO	Search New Student * Alerts Student Lists Reports
Southeast University	Southeast New Campus	Washington, DC	DSO	Search New Student * Alerts Student Lists Reports

Clicking OK will take the user back to the *SEVIS Login* screen.



Questions?

SEVIS Help Desk

1-800-892-4829

sevishelpdesk@hp.com

Monday – Friday, 8:00 AM – 8:00 PM EST

SEVIS Toolbox

toolbox.sevis@dhs.gov

User Manuals and Online Help

The user manuals and online help will be updated to reflect the changes addressed in this slide presentation.

The user manuals will be posted to the Student and Exchange Visitor Program web site at www.ice.gov/sevis when release 6.1 goes into production.

