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# Overview

All current and new SEVIS government users are required to create a user profile upon logging into SEVIS the first time. As their federal supervisor, you will need to finalize your subordinates' profiles by verifying:

- Your email address.
- Your role as the individual's supervisor.
- Your subordinates' need for continued SEVIS access in the role they have been assigned.



#### **SEVIS Profile Creation Process at a Glance**



**Important:** SEVIS users cannot create a profile in SEVIS until *AFTER* the SEVIS Account Management Team has granted the user SEVIS access.



### Supervisor's Verification Email

After the SEVIS user creates a SEVIS profile and confirms his/her own email address, you will receive an email that requires action within seven days.

From:	Sevis, SysAdmin	Sent:	Thu 11/5/2015 8:43 AM
To:	SEVIS Technical Feedback		
Co	DEADLINE Describes F. 2015 Comprised by Weifferbland Described Association Francisco Association	1- CD/00	
Subject:	DEADLINE December 5, 2015 Supervisor's Verification Requested for ISSLname Fname's Access	to SEVIS	-
*** DO	NOT RESPOND TO THIS E-MAIL ***		ti 
ISSLnam should h a federa IMMIGF	e Fname created a user profile in SEVIS and indicated that you have the authority have continued access to SEVIS. This means, for a federal employee that you are th I contractor, that you provide federal oversight for access to SEVIS. This person cur RATION SYSTEM SUPPORT, ISS ADMINISTRATOR role in SEVIS.	to determine ne first line su rrently has tl	e if he/she upervisor or for he
The Stur they ne and ema	dent and Exchange Visitor Program is required to do an annual verification of all use ad continued access to SEVIS in the designated role. The information the user prov ail address as the federal supervisor, will be used for this annual verification.	ers in SEVIS t rides, includi	to confirm that ng your name
THIS IS I	IOT THE ANNUAL VERIFICATION. This is to confirm the user's profile information.		
By clicki federal ADMINI	ng on the verify link you are confirming that this is your correct email address, that supervisor and that he/she requires access to SEVIS in the IMMIGRATION SYSTEM STRATOR role. No action is required if you cannot verify this information.	you are ISSL SUPPORT, IS	name Fname's SS
Click on type=20	the "Verify" link <u>http://10.168.1.193/infield/sevis/action/common/getSupervisorV</u> 0059 to start the verification process. You have until December 5, 2015 to complete	/erifyEmailPa e this proces	age? s.

The email indicates these main points:

- The name of the SEVIS government user and that you are the SEVIS government user's federal supervisor.
- That by clicking the link, you confirm your own email address, that you are the government user's federal supervisor, and that the government user needs the listed SEVIS role and access.
- That you have 30 days to complete the verification process.



The date in the verification link paragraph is 30 days from the date of the email.



## Finalize the SEVIS User Profile for Someone Who Reports to You

1. Click the email's Verify link. The Verification for Government User page opens.

Verification	ue Date: December 5, 2015 (30 days left)		
	<b>2010 (00 days for</b> )		
User Infor	ation		
User Role			
IMMIGRATIC	I SYSTEM SUPPORT, ISS ADMINISTRAT	OR	
Full Name			
ISSLname F	ame		
Email Addres			
100	@associates.ice.dhs.gov		
Government	gency		
DHS ICE - SI	/P		

- 2. Review the information. Click either Verify User or Cancel.
  - Verify User: Completes the verification process. A message indicates the verification was successful.

Verification for Government User	
E-Mail Confirmation Successful	

• **Cancel:** Cancels the verification process and closes the *Verification for Government User* window.



#### **Icon Guide**

See the <u>SEVIS Help Icons</u> on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

## **Document Revision History**

Date	Revision Summary
September 13, 2023	Updated icons and completed periodic review and update.
November 20, 2015	Initial Release