Federal Supervisor SEVIS Profile Completion Job Aid

General Information

This job aid assists federal supervisors to finalize their subordinates' SEVIS profiles.

With SEVIS Release 6.23 on December 4, 2015, all current and new SEVIS government users are required to create a user profile upon logging into SEVIS. As their federal supervisor, you will then need to finalize those 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

SEVIS Profile

- •The SEVIS user logs into SEVIS after December 4, 2015.
- •The SEVIS user creates his/ her SEVIS profile and identifies you as his/her federal supervisor.

User Verification Emails

- •SEVIS emails the SEVIS user to verify his/her email address.
- •SEVIS user verifies his/her email through email link within seven days.

Supervisor Verification Emails

- •SEVIS emails you, as the SEVIS user's federal supervisor, to verify his/her information.
- •You verify your email address, your role as the government user's federal supervisor, and their SEVIS role and need for SEVIS access through a link in that email. You must verify their profile within 30 days, or SEVIS will delete the profile, and then the SEVIS user will need to recreate the user profile.



Do not confuse the SEVIS profile creation process with the process for getting access to SEVIS. <u>SEVIS access is managed by the SEVIS Account Management Team.</u>
Detailed instructions are available on ice.gov to gain access to SEVIS.

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

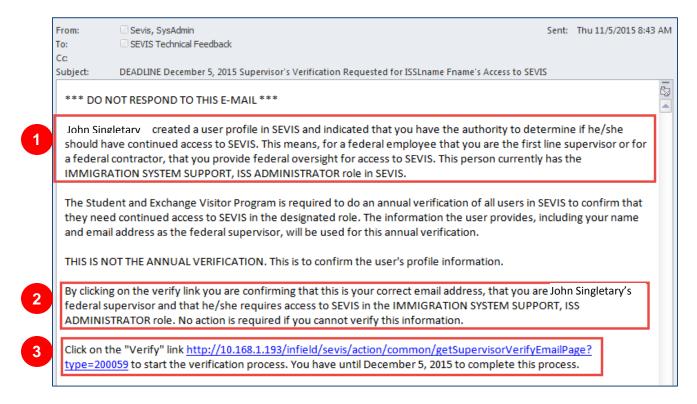
November 20, 2015

Federal Supervisor SEVIS Profile Completion Job Aid

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.

The email indicates these main points:



- 1. The name of the SEVIS government user and that you are the SEVIS government user's federal supervisor.
- 2. 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.
- 3. That you have 30 days to complete the verification process.

Note: The date in this section is 30 days from the current date.

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.

November 20, 2015 2

Federal Supervisor SEVIS Profile Completion Job Aid



- 2. Review the information. Click either **Verify User** or **Cancel**.
 - **Verify User:** Completes the verification process. A message indicates the verification was 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
November 20, 2015	Initial Release

November 20, 2015 3