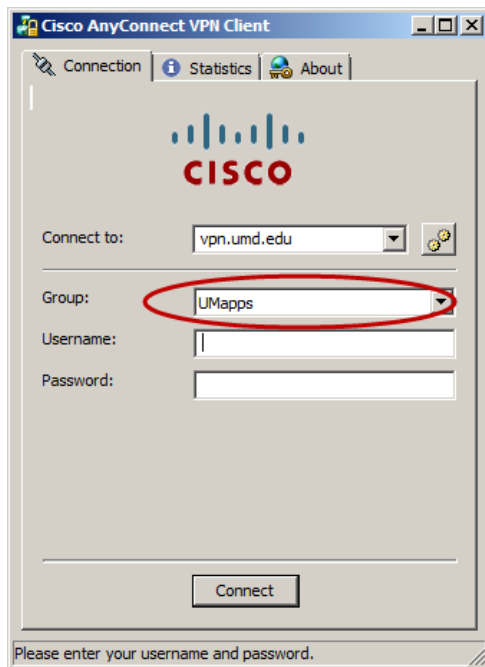
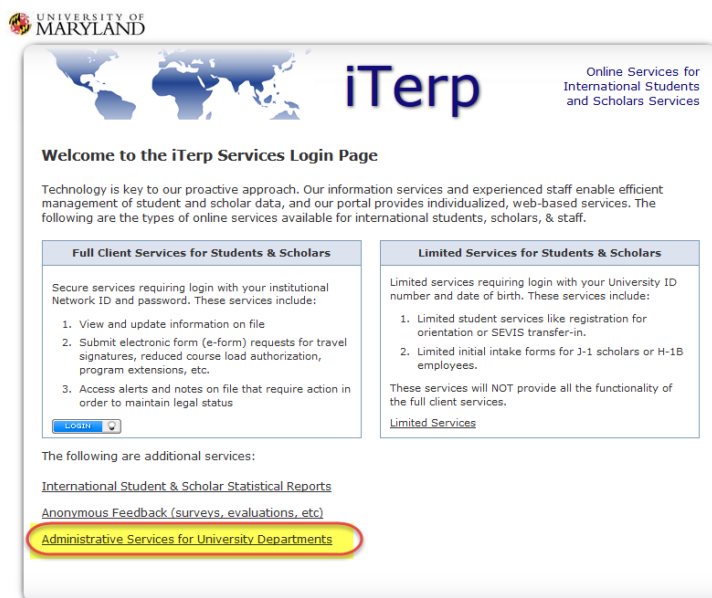


All departmental users must request and be approved for access to the Sunapsis system. You will receive an email notifying you when your access has been granted after which you will be able to submit and access immigration e-forms.

1. Connect to VPN-UMApps



2. Go to <https://staff.iterp.umd.edu> (Recommended Browsers: Firefox or Chrome)
3. CLICK **Administrative Services for University Departments**



UNIVERSITY OF MARYLAND

Online Services for International Students and Scholars Services

## Welcome to the iTerp Services Login Page

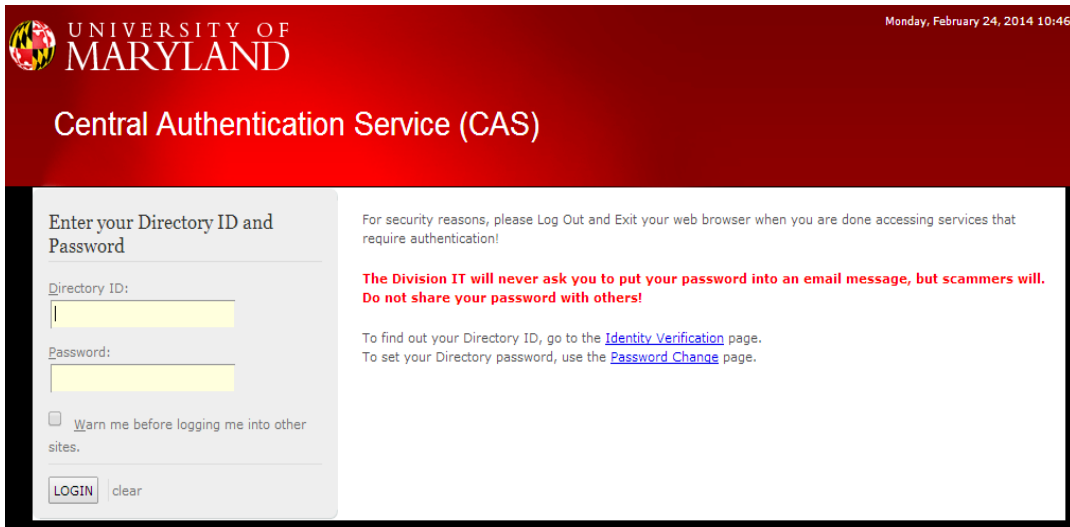
Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.

Full Client Services for Students & Scholars	Limited Services for Students & Scholars
Secure services requiring login with your institutional Network ID and password. These services include: <ol style="list-style-type: none"><li>1. View and update information on file</li><li>2. Submit electronic form (e-form) requests for travel signatures, reduced course load authorization, program extensions, etc.</li><li>3. Access alerts and notes on file that require action in order to maintain legal status</li></ol>	Limited services requiring login with your University ID number and date of birth. These services include: <ol style="list-style-type: none"><li>1. Limited student services like registration for orientation or SEVIS transfer-in.</li><li>2. Limited initial intake forms for J-1 scholars or H-1B employees.</li></ol>

The following are additional services:

- [International Student & Scholar Statistical Reports](#)
- [Anonymous Feedback \(surveys, evaluations, etc\)](#)
- [Administrative Services for University Departments](#)**

4. Authenticate your identity for the UMD network if you have not done so already.



Monday, February 24, 2014 10:46

UNIVERSITY OF MARYLAND

## Central Authentication Service (CAS)

Enter your Directory ID and Password

Directory ID:  
|

Password:  
|

Warn me before logging me into other sites.

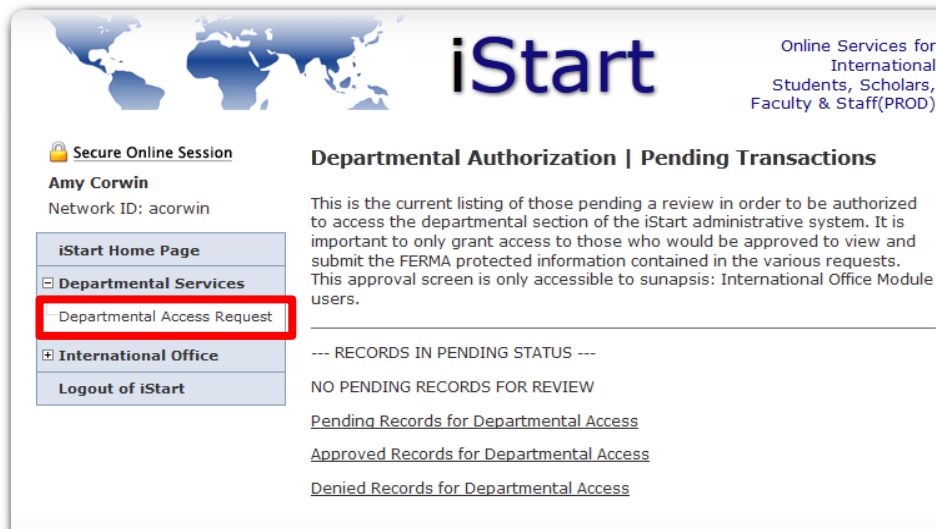
LOGIN clear

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

**The Division IT will never ask you to put your password into an email message, but scammers will. Do not share your password with others!**

To find out your Directory ID, go to the [Identity Verification](#) page.  
To set your Directory password, use the [Password Change](#) page.

5. Click on **Departmental Services** and then **Departmental Access Request**



Online Services for International Students, Scholars, Faculty & Staff(PROD)

Secure Online Session  
Amy Corwin  
Network ID: acorwin

- iStart Home Page
- Departmental Services
- Departmental Access Request**
- International Office
- Logout of iStart

### Departmental Authorization | Pending Transactions

This is the current listing of those pending a review in order to be authorized to access the departmental section of the iStart administrative system. It is important to only grant access to those who would be approved to view and submit the FERMA protected information contained in the various requests. This approval screen is only accessible to sunapsis: International Office Module users.

--- RECORDS IN PENDING STATUS ---

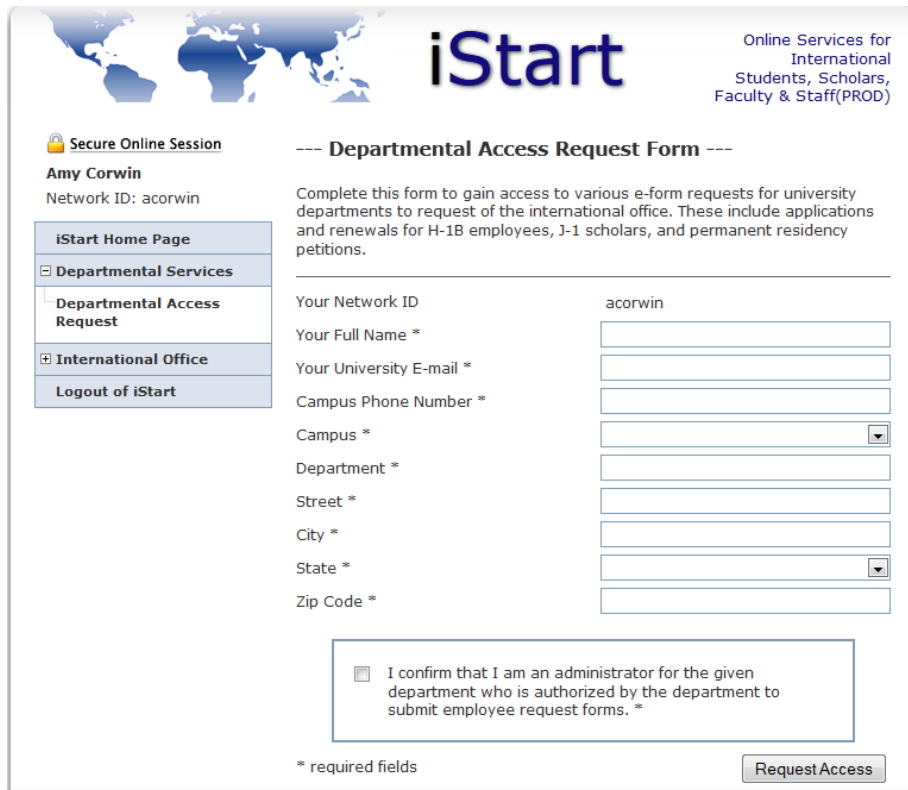
NO PENDING RECORDS FOR REVIEW

[Pending Records for Departmental Access](#)

[Approved Records for Departmental Access](#)

[Denied Records for Departmental Access](#)

6. Complete Departmental Access Request Form



The screenshot shows the iStart web interface. At the top left is a world map. The 'iStart' logo is in the top center, and 'Online Services for International Students, Scholars, Faculty & Staff (PROD)' is on the top right. A sidebar on the left contains a 'Secure Online Session' icon, the user's name 'Amy Corwin', and their Network ID 'acorwin'. Below this is a menu with 'iStart Home Page', 'Departmental Services' (expanded), 'Departmental Access Request' (selected), 'International Office', and 'Logout of iStart'. The main content area is titled '--- Departmental Access Request Form ---'. It contains a paragraph explaining the form's purpose: 'Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.' Below this is a form with the following fields: 'Your Network ID' (pre-filled with 'acorwin'), 'Your Full Name \*', 'Your University E-mail \*', 'Campus Phone Number \*', 'Campus \*' (dropdown), 'Department \*', 'Street \*', 'City \*', 'State \*' (dropdown), and 'Zip Code \*'. A confirmation box contains the text: ' I confirm that I am an administrator for the given department who is authorized by the department to submit employee request forms. \*'. At the bottom left is the text '\* required fields' and at the bottom right is a 'Request Access' button.

7. When received by the ISSS office your access will be approved and notification sent to you via email. If you do not receive access within 2 business days contact the ISSS Scholar staff.