



Creating a MyISSS Profile for a Prospective Exchange Visitor- Add New Person

Adding/Updating a Position or Person of Interest (POI) in HCM

It is recommended that departments:

1. Review the [DS-2019 Request Checklist-Scholar](#);
2. Obtain a completed [Scholar: Prospective J-1 Exchange Visitor Intake Form](#) and passport copy from the prospective exchange visitor; and
3. Complete the [Department: Prospective J-1 Exchange Visitor Program Worksheet](#).
 - Contact the [ISSS advisor assigned to your department](#) to discuss potential issues or to inquire whether a MyISSS record exists for a prospective exchange visitor.

Prior to submitting the *Add New Person* e-form or initiating a *DS-2019 Request* in the MyISSS Departmental Services portal, departments must create or update the HCM record for the prospective exchange visitor (directly or with the [assistance of the HR Service Center](#)).

If the prospective exchange visitor already has a record in HCM:

- Update the HCM record as necessary ([Entering Job Changes](#), [Maintaining a POI Relationship](#), [Extending the Exit Date for POI Records](#), [Rehiring an Employee](#)) to reflect the new exchange visitor program.
 - *Departments that are HRSC-supported:*
 - Submit a request to the [HRSC](#) to update the appointment.
 - Provide the scholar's first and last name, employee ID, POI confirmation, sponsoring department, sponsor's position number, and specific record update request.
 - *Departments that are not HRSC-supported:*
 - Update the HCM record.
 - Contact the [HRSC](#) with questions or for assistance.

If the prospective exchange visitor is already affiliated with the University of Colorado/CU system (previous student or scholar program) and did not previously have an HCM record/Employee ID:

- After the HCM record is created, email the prospective exchange visitor's name, University ID from the previous program, and Employee ID from the new HCM record to the [ISSS advisor assigned to your department](#) so ISSS can add it to the prospective exchange visitor's MyISSS profile.
 - The *DS-2019 Request* cannot be initiated until ISSS adds the Employee ID to the prospective exchange visitor's MyISSS profile.

Adding New Person in MyISSS

After an HCM record is created/updated, you can begin submitting DS-2019 request-related e-forms in the [MyISSS Departmental Services portal](#).

To initiate a *DS-2019 Request* for a new exchange visitor, the prospective exchange visitor must *first* have a MyISSS profile; the *DS-2019 Request* can then be associated with the profile and accessible on the relevant list in your MyISSS Departmental Services portal.

- If you are requesting a DS-2019 for a prospective exchange visitor who is *already affiliated* with the CU system (e.g., a previous student or scholar at Anschutz Medical Campus, Boulder IEC, CU Boulder, Colorado Springs Intensive English, UC Colorado Springs, Denver ESL Academy, or CU Denver), you do not need to submit the *Add New Person* e-form in the MyISSS Departmental Services portal as there will already be a profile in the MyISSS system. Contact the [ISSS advisor assigned to your department](#) to confirm a MyISSS record exists for a prospective exchange visitor.

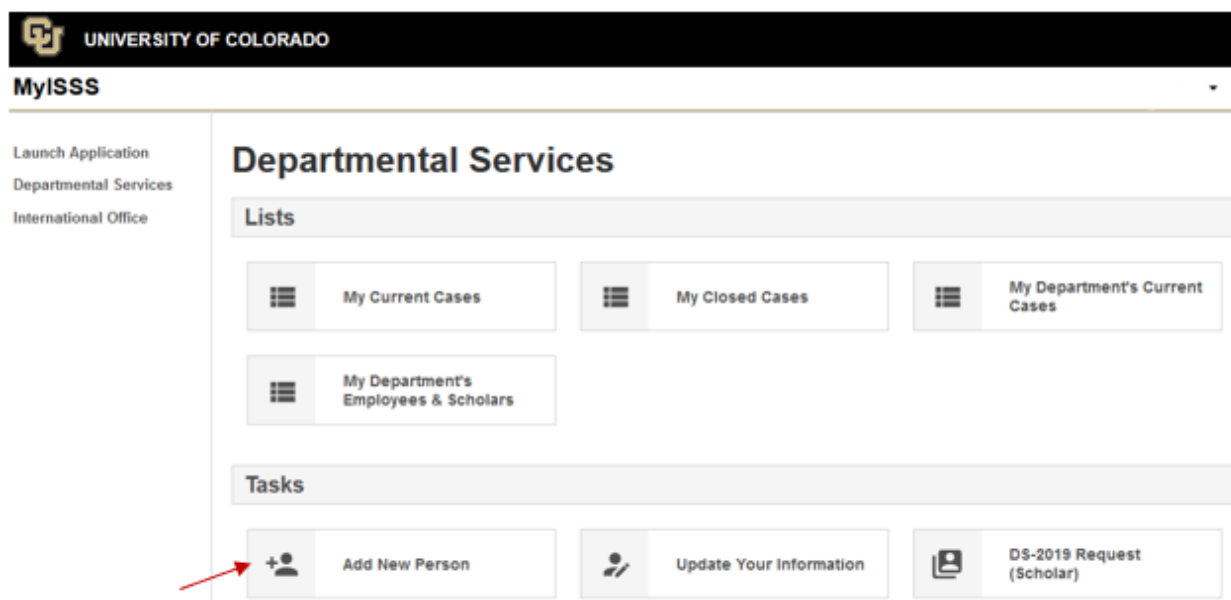
- You will need the prospective exchange visitor's Employee ID number and date of birth to link the *DS-2019 Request* to their MyISSS profile. You will need their current email address to give them access to the Prospective Exchange Visitor e-forms in the *DS-2019 Request*.
 - This information is collected on the [Scholar: Prospective J-1 Exchange Visitor Intake Form](#)
 - If the department or prospective exchange visitor do not have access to the Employee ID number from a previous CU program, [contact the ISSS advisor assigned to your department](#).
- If you are requesting a DS-2019 for a prospective exchange visitor who is *not* already affiliated with the CU system, you will need to submit the *Add New Person* e-form *before* initiating the *DS-2019 Request*.

It is recommended that you obtain a copy of the prospective exchange visitor's passport to reference when creating the profile to reduce the possibility that profile errors will delay the processing of the DS-2019 request.

- Required information includes: full name [as it appears in the machine readable zone of the passport](#), date of birth, gender, and email address.
 - Also request the following information for entry in the *DS-2019 Request* e-form: country of citizenship, country of permanent residence, whether the prospective exchange visitor has previously held J-1 or J-2 status in the U.S. (if yes, the J-1 category and DS-2019 end date), whether the prospective exchange visitor is currently in the U.S. (if yes, the current visa status)
 - This information is collected on the [Scholar: Prospective J-1 Exchange Visitor Intake Form](#).

From the Departmental Services home page, click on **Add New Person** (under Tasks on your MyISSS Departmental Services portal homepage)

- Completing the *Add New Person* e-form will create a profile for the prospective exchange visitor in the MyISSS system.



- ## Departmental Services

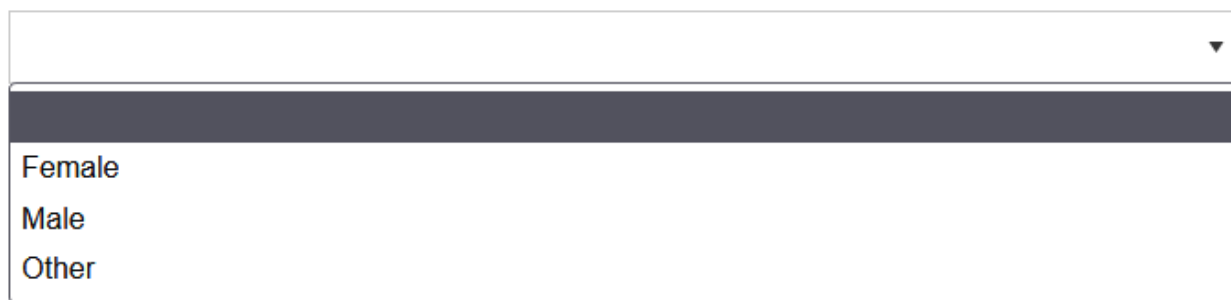
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- Click on the month to change the month and then click on the year to select the year
- Click on the top left corner of the calendar to move the calendar backwards.
- Click on the top right corner of the calendar to move the calendar forward.

Gender

Reference the Sex field on the passport. Select the corresponding option from the drop-down menu.

Gender*



Email Address

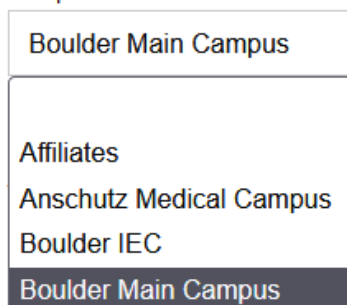
The email address entered in the *Add New Person* e-form will be used for all immigration-related emails sent by ISSS, including providing access to the DS-2019 request e-forms the prospective exchange visitor must complete.

- Be sure the email address entered is one that the prospective exchange visitor will continue to check and receive mail at until after arriving in the U.S. and completing Immigration Check-In with ISSS.

Campus

- Select Boulder Main Campus

Campus*



Institutional University ID

Since all prospective exchange visitors will have HCM records, they will also have an employee ID. Select “Yes” and enter the employee ID number from their HCM record.

- For exchange visitors with a previous affiliation with the CU system, this ID should be entered by the prospective exchange visitor on the [Scholar: Prospective J-1 Exchange Visitor Intake Form](#).

Do you have an institutional university ID for this new profile?*

☒ Yes

☐ No

University ID Number*

Network ID

For prospective exchange visitors with a previous affiliation with the CU system:

- They may have entered an Operator ID on the [Scholar: Prospective J-1 Exchange Visitor Intake Form](#). If so, select Yes and enter the Operator ID as the Network ID.
- If no Operator ID is entered on the [Scholar: Prospective J-1 Exchange Visitor Intake Form](#), select No.

For prospective exchange visitor with no previous affiliation with the CU system:

- Select No

Submitting the Add New Person E-Form

Once the data entry is complete, click on the **Add New Person** button.

Add New Person

This is a service to add a new person profile record into the system. If an institutional university ID is not specified then the system will verify that no existing records with the same date of birth and email address are in the system. The new profile record will also be added to the departmental user's current cases.

(*) Information Required

Last Name*

First Name*

Middle Name

Date of Birth*

Gender*

Email Address*

Campus*

Do you have an institutional university ID for this new profile?*

☐ Yes

☐ No

Do you have a network ID for this new profile?*

☐ Yes

☐ No

 Add New Person

After submitting the *Add New Person* e-form, you will be taken to a screen with the option to work on an e-form request/ application (it will list the ISSS requests/applications that can be initiated in the Departmental Services portal). You can initiate the *DS-2019 Request* from this screen.

- It is recommended that you make note of the prospective exchange visitor's MyISSS university ID (for the MyISSS system, not HCM) and date of birth as you will have to enter this information if you initiate the *DS-2019 Request* e-form later or lookup an international record.

Work on an Application

Name: Utonium, Drake Michael
University ID: TEMP617118
Date of Birth: 05/29/1978

You may click on an application e-form group to work on for this individual.

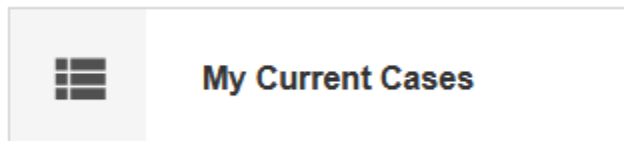
--- New Applications ---

DS-2019 Request (Scholar)

--- Continue an Application in Progress ---

There are no previously submitted applications.

The new person you added will appear in My Current Cases (under Lists on the Departmental Services homepage).



<u>Utonium, Drake Michael</u>	TEMP617118	<u>DS-2019 Request (Scholar)</u>	Started	01/10/2022	01/10/2022	Ad Min - ISSS
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To return to your MyISSS Departmental Services portal, click on **Go to Departmental Services** at the top of the page



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MyISSS

← [Go to Departmental Services](#)

