



## Creating a MyISSS Profile for an H-1B Scholar- Add New Person

It is recommended that departments:

1. Review the *H-1B Specialty Occupation Request Checklist* ([Boulder](#) / [UCCS](#) / [UIS](#)) and
2. Obtain a completed [H-1B Scholar Intake Form](#) and passport copy from the H-1B scholar.
3. Contact the [ISSS advisor assigned to your department](#) to discuss potential issues or to inquire whether a MyISSS record exists for an H-1B scholar.

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

Before submitting the *Add New Person* e-form or initiating an *H-1B Specialty Occupation Request* in the MyISSS Departmental Services portal:

- Departments must create or update the HCM record for the H-1B scholar (directly or with the [assistance of the HR Service Center](#)).

*If the scholar 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 position.
  - **CU Boulder 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.
  - **CU Boulder departments that are not HRSC-supported:**
    - Update the HCM record.
    - Contact the [HRSC](#) with questions or for assistance.

*If the scholar 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 scholar's name, University ID from the previous program, and Employee ID from the new HCM record to the [ISSS advisor assigned to your department](#). ISSS must add it to the H-1B scholar's MyISSS profile.
  - **The H-1B Specialty Occupation Request cannot be initiated until the Employee ID is in the scholar's MyISSS profile.**

### MyISSS Departmental Services Portal: Adding New Person

#### MyISSS Profile

All H-1B scholars must have a MyISSS profile before e-forms can be submitted. E-form submissions will be associated with the profile and viewable in your Departmental Services lists.

- If you have been in contact with ISSS about this H-1B scholar prior to beginning the H-1B Specialty Occupation request process, speak with the [ISSS advisor assigned to your department](#) to determine whether a MyISSS profile already exists.

If you are submitting an *H-1B Specialty Occupation Request* for a scholar who is **already affiliated with the University of Colorado** (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):

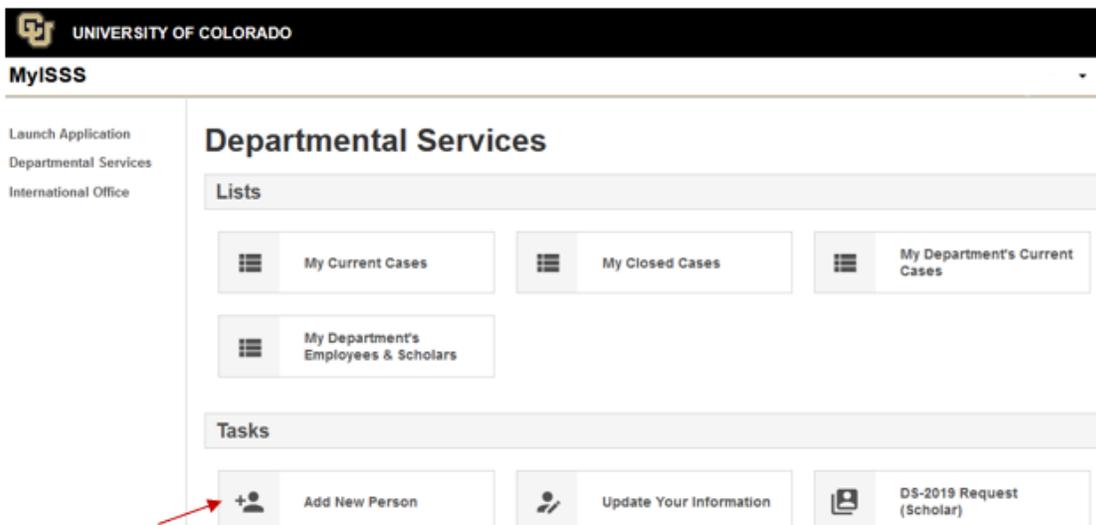
- Do NOT submit the *Add New Person* e-form in the MyISSS Departmental Services portal as there will already be a profile in the MyISSS system.
  - Contact the [ISSS advisor assigned to your department](#) to confirm a MyISSS record exists for scholar.
- You will need the H-1B scholar's:
  - Employee ID number and date of birth to link the *H-1B Specialty Occupation Request* to their MyISSS profile.
    - If the department or scholar do not have access to the Employee ID number from a previous CU program, [contact the ISSS advisor assigned to your department](#).
  - Current email address to give them access to the H-1B Scholar e-forms in the *H-1B Specialty Occupation Request*.
    - This information is collected on the (optional) [H-1B Scholar Intake Form](#).

If you are submitting a request for an *H-1B Specialty Occupation Request* for a scholar who is **not already affiliated with the University of Colorado and ISSS did not already create a profile for them**:

- You must submit the *Add New Person* e-form *before* initiating the *H-1B Specialty Occupation Request*.
  - It is recommended that you obtain a copy of the H-1B scholar's passport to reference when submitting the Add New Person e-form in the MyISSS Departmental Services Portal.
- Required information includes: full name [as it appears in the machine readable zone of the passport](#), date of birth, email address, campus, and employee ID.

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 H-1B scholar in the MyISSS system.



- Once you create the profile, the individual will be accessible on the relevant departmental services list (e.g., My Current Cases).

## Departmental Services



Enter the scholar's biographical information in the e-form fields.

### *Name*

Enter full name from machine readable zone of the scholar's passport.

The following rules apply to the Name field in the MRZ:

- Prefixes and suffixes are omitted
- Numeric characters cannot be used
- Punctuation cannot be used:
  - Apostrophes are omitted; O'CONNOR becomes OCONNOR
  - Hyphens are replaced by a filler character; MARIE-THERESE becomes MARIE<THERESE

Names in the MRZ are shown on the first line and limited to 39 characters. As a result, a name might be truncated to fit.



## 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 *H-1B Specialty Occupation Request* e-forms the scholar must complete.

- Be sure the email address entered is one that the scholar will continue to check and receive mail at until beginning their position.

## Campus

- Select applicable campus

Campus\*

Boulder Main Campus

Affiliates

Anschutz Medical Campus

Boulder IEC

Boulder Main Campus

## Institutional University ID

Since all H-1B scholars will have HCM records, they will also have an employee ID. Select “Yes” and enter the employee ID number from their HCM record.

- For scholars with a previous affiliation with the University of Colorado, this ID should be entered by scholar on the [H-1B Scholar Intake Form](#).

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

Yes  No

University ID Number\*

## Network ID

For scholars with a previous affiliation with the CU system:

- They may have entered an Operator ID on the [H-1B Scholar Intake Form](#). If so, select Yes and enter the Operator ID as the Network ID.
- If no Operator ID is entered on the [H-1B Scholar Intake Form](#), contact the [ISSS advisor assigned to your department](#) to inquire about the ID number or select No.

For scholars 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?\*

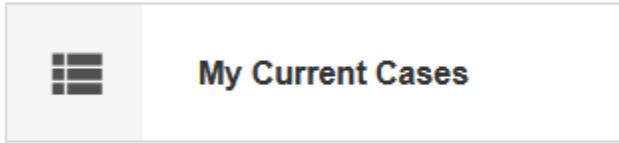
- Yes  No



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 *H-1B Specialty Occupation Request* from this screen.

- It is recommended that you make note of the scholar's employee ID and date of birth as you will have to enter this information if you initiate the *H-1B Specialty Occupation Request* e-form later or lookup an international record.

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



<u>Utonium, Drake</u> <u>Michael</u>	TEMP617118	<u>DS-2019 Request</u> <u>(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



**MyISSS**

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← [Go to Departmental Services](#) 