

University of Denver – ISSS Portal

Scholar Instructions for Department Admins

1. Navigate to www.issd.edu
2. Select 'Department Access to Visiting Scholars' to begin the login process.

Welcome to the University of Denver - ISSS Portal!

Please choose the appropriate user type below to login:



3. Click 'LOGIN FOR DEPARTMENT ADMINS' to login.



Welcome to the Scholar Portal



4. After logging in, you will be routed to your Dashboard. From your Dashboard, you have the following options:
 - a. In the top left corner, select the hamburger menu to:
 - i. Update your 'Departmental Configurations'
 - ii. View any 'Approval Workflows' you are involved in
 - b. On the 'Sponsorship Request' tab, you will see any Scholars that are awaiting initial approval from ISSS.
 - c. On the 'Pending Records' tab, you will see any Scholars you are working with ISSS to bring to campus and have not arrived yet.
 - d. On the 'Active Records' tab, you will see any Scholars that are on campus working in your department.
 - e. On the 'Inactive Records' tab, you will see any Scholars that previously worked in your department.
5. To inform ISSS that you have hired an International Scholar to work in your department, you must complete the following steps:

- a. Submit a 'New Sponsorship Request'



- b. Please read the instructions carefully and complete all fields.
 - c. Upon completion, click 'Submit.'
 - d. Upon submission, an email will be sent to the Approver (Unit Level Supervisor)
 - i. As a Unit Level Supervisor, you are not required to login, you can simply click on the link in the email to be routed to the approval.
 - e. After approval, ISSS will review your Sponsorship Request and determine if the Scholar meets the criteria to move forward with H-1B/J-1 processing. (Note: At this time, the Scholar will also be granted access to the ISSS Portal)
6. To submit remaining scholar requirements, navigate to the 'Pending Records' tab and click on the Scholar's card.
 - a. On the 'Department Tab,' please read the instructions carefully and complete all fields.
 - i. Upon completion, click 'Update.'
 - b. On the 'Exchange Visitor/Beneficiary' tab, please ensure the Scholar has completed all fields.
 - c. On the 'DS-7002' tab (J-1 Student Interns only), please complete all fields.
 - d. On the 'Documents' tab, please read the instructions carefully and upload all indicated documents.
 - e. After confirming all tabs are complete and accurate, select the 'Submit to ISSS Admin' button in the top right-hand corner.
 - f. If you are sponsoring an H-1B, an email will be sent to the Approver (ORSP).
 - i. ORSP will login and complete the 'Export Compliance Questionnaire' on the Additional Information tab and submit the approval.
 - g. After submission/approval, ISSS will review the Scholar's information and move forward with H-1B/J-1 processing.