

University of Denver – ISSS Portal

Scholar Instructions for Department Admins

1. Navigate to <https://issd.du.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:

Pioneer Login

J-1, H-1B and O-1 Scholars

Department Access to Visiting Scholars

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

Welcome to the Scholar Portal

LOGIN FOR DEPARTMENT ADMINS

4. Log in using your DU credentials.



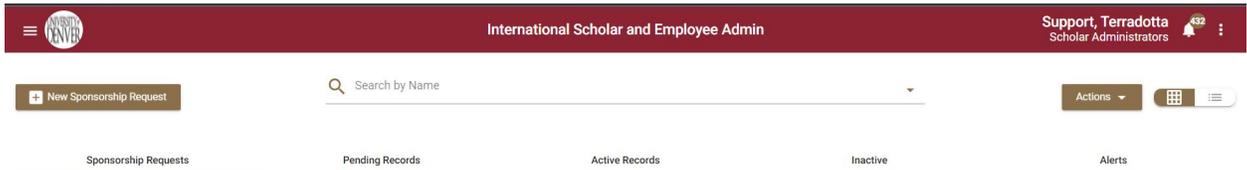
Login to Univ of Denver - ISSS
software powered by TerraDotta

DU email (first.lastname@du.edu)

Password

Login

5. 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.
6. To inform ISSS that you have hired a **new** 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.'



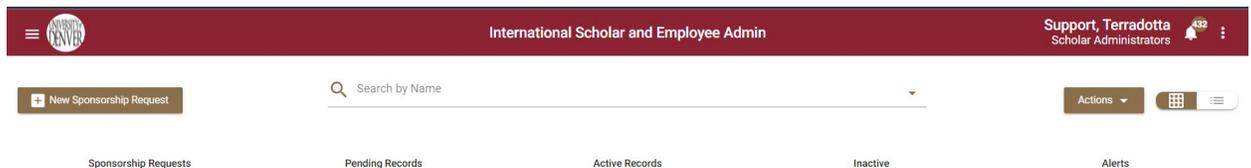
- d. Upon submission, an email will be sent to the Approver (Unit Level Supervisor)
 - i. As a Unit Level Supervisor, you are not required to login, you can simply click on the link in the email to be routed to the approval. However, if you need more information about the Scholar of the appointment, you can login:

1. After logging in, you will be routed to your Dashboard. On the 'Sponsorship Request' tab, you will see any Scholars that are awaiting approval.
2. Click on the Scholar's card to review all information provided by the Department Admin.
 - ii. To approve this request, navigate back to the approval request (link above) and click 'Approve' to notify ISSS of your decision.

Additional message for the user *

✖ Deny
✔ Approve

- e. After approval, ISSS will review the 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)
7. After you receive the 'Sponsorship Request Approved' email notification. You will need to login to submit remaining 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 'Save' at the bottom of the page



- 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 required 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. Upon receipt of the Approval Notification email, ORSP will login in a separate tab/window
 - ii. Navigate to the Scholar Admin > Dashboard > Scholar's Pending card
 - iii. Navigate to the Department tab and scroll to the bottom and review the 'Export Compliance Questionnaire'

- iv. Navigate to the H-1B Information tab and complete the 'Export Compliance Questionnaire'
- v. Return to the Approval Notification email, click on the link and approve the approval.

Additional message for the user *

- g. After submission/approval, ISSS will review the Scholar's information and move forward with H-1B/J-1 processing.