Add a New Person in Sunapsis

Only add a new person to Sunapsis if the individual has never been at UMB or if OIS tells you to.

1. After logging in, click on “Add New Person”
2. Using the copy of the passport, enter the required fields and **select no for university ID and network ID**

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
3. On the next screen you will obtain the ID of the individual and will be presented with a list of applications you may start.

**Work on an Application**

Name: Dreyer, Felix  
University ID: TEMP916560  
Date of Birth: 01/28/2000

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

--- New Applications ---

**J-1 Scholar Initial Request**

**J-1 Scholar Extension or Amendment**

**H-1B Employee Request**

**J-1 Student Intern Request**

**TN Employee Request**

**Active Employee/Scholar Reporting**

**E-3 Employee Request**

--- Continue an Application In Progress ---

There are no previously submitted applications.