





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”

Departmental Services

Lists

 My Current Cases	 My Closed Cases	 My Department's Current Cases
 My Department's Employees & Scholars		

Tasks

 Add New Person	 Update Your Information	 Active Employee/Scholar Reporting
 E-3 Employee Request	 H-1B Employee Request	 J-1 Scholar Initial Request
 TN Employee Request	 J-1 Student Intern Request	 J-1 Scholar Extension or Amendment

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.