## How to Log-In to Sunapsis 4.0

**1**. Open your preferred internet browser and go to:

https://sunapsis.umaryland.edu

OR

https://sunapsis.umaryland.edu/istart/controllers/start/StartEngine.cfm

2. Click the Login button:

## Welcome to the SUNAPTEST Login Page

Technology is key to our proactive approach. Our information services and experienced staff enable efficient management of student and scholar data, and our portal provides individualized, web-based services. The following are the types of online services available for international students, scholars, & staff.



- **3.** Login with your UMID and password, and Duo multi-factor authentication
- **4.** On the left side, click on Departmental Services to review your options

iStart



5. Review your Lists or Select from the available Tasks

## **Departmental Services**

Lists					
≣	My Current Cases	=	My Closed Cases		My Department's Current Cases
i	My Department's Employees & Scholars				
Tasks					
+•	Add New Person	27	Update Your Information		Active Employee/Scholar Reporting
	E-3 Employee Request		H-1B Employee Request		TN Employee Request
	J-1 Scholar Initial Request		J-1 Student Intern Request		J-1 Scholar Extension or Amendment

Proceed to instructions on:

- o <u>Submitting a J-1 Scholar Initial Request</u>
- o Submitting a J-1 Scholar Extension/Amendment Request
- o <u>Submitting a J-1 Student Intern Request</u>
- o <u>Submitting an H-1B Employee Request</u>
- o <u>Submitting a TN Employee Request</u>
- o Adding a New Person in Sunapsis