How to Log-In to Sunapsis

1. Open Internet Explorer (this application will not function well in other browsers)
2. Go to https://sunapsis.umaryland.edu
3. At the bottom, click on “Administrative Services for University Departments”

4. Login with your UMID and password
   a. If you have to use Duo to login to other systems, you will also have to use Duo to login here
5. On the left side, click on Departmental Services to review your options

Proceed to instructions on:

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