LUNCH & LEARN:
ISSS LINK/SUNAPSIS UPGRADE

December 7, 2020 and December 10, 2020

AGENDA

- What is ISSS Link?
- Requesting Access
- ISSS Link/Sunapsis 4.0

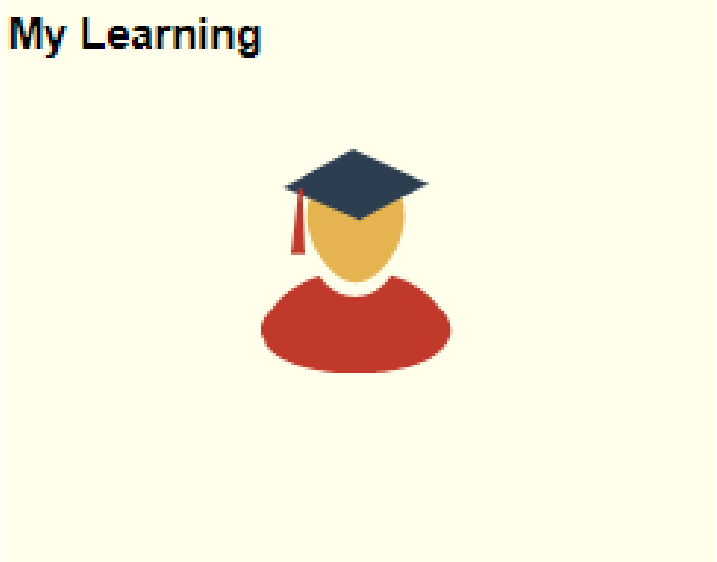
ISSS Link and Sunapsis

- ISSS Link serves as the front end to Emory University's international case management system, **Sunapsis**.
- Departmental requests are submitted electronically to ISSS through the submission of e-forms completed by the supervisor, department administrator, and the scholar.
- These requests include: J-1 (Scholar & Student), H-1B, E-3, and TN
- Features: Electronic submission of all supporting documentation, case tracking/management, and automatic routing of appropriate e-forms to clients, supervisors and ISSS advisors

Requesting Access

- Attend the mandatory "Bringing the World to Emory" training
  - Registration through ELMS

- Complete the Departmental Access Authorization form and submit the completed form to ISSS



SUNAPSIS/ISSS LINK UPGRADE

Why Now: Wasn't 2020 Bad Enough?

LOGIN: ONE LOGIN FOR ALL USERS

Current Version

ISSS Link

Welcome to ISSS Link

The ISSS Link portal provides individualized, web-based services to Emory University's international student and scholar population and our department administrators.

How to log into ISSS Link:

Emory Department Administrators: Click on the "Administrative Services for University Departments" link under additional services.

Students and Scholars with a valid Emory NetID and Password: Click on the blue "Login" button under Full ISSS Link Services

Students and Scholars without a valid Emory NetID and Password:

- Emory graduates, students on a leave of absence, or other students without a valid Emory NetID and password can access ISSS Link using Limited Services. For student instructions on accessing ISSS Link using Limited Services>>>
- New International Scholars who have not yet received an Emory NetID or password, can access ISSS Link using Limited Services. For scholar instructions accessing ISSS Link using Limited Services>>>

Full ISSS Link Services for International Students and Scholars

Secure services requiring login with your Emory NETID and password.

LOGIN

Limited Services for International Students and Scholars

Services available with a PIN for students and scholars without current Emory NETIDs.

To receive your PIN, click the "Limited Services" link below this section and choose "E-mail me my Limited Access PIN". Enter your Emory ID number and your PIN will be sent to the email address you have on file.

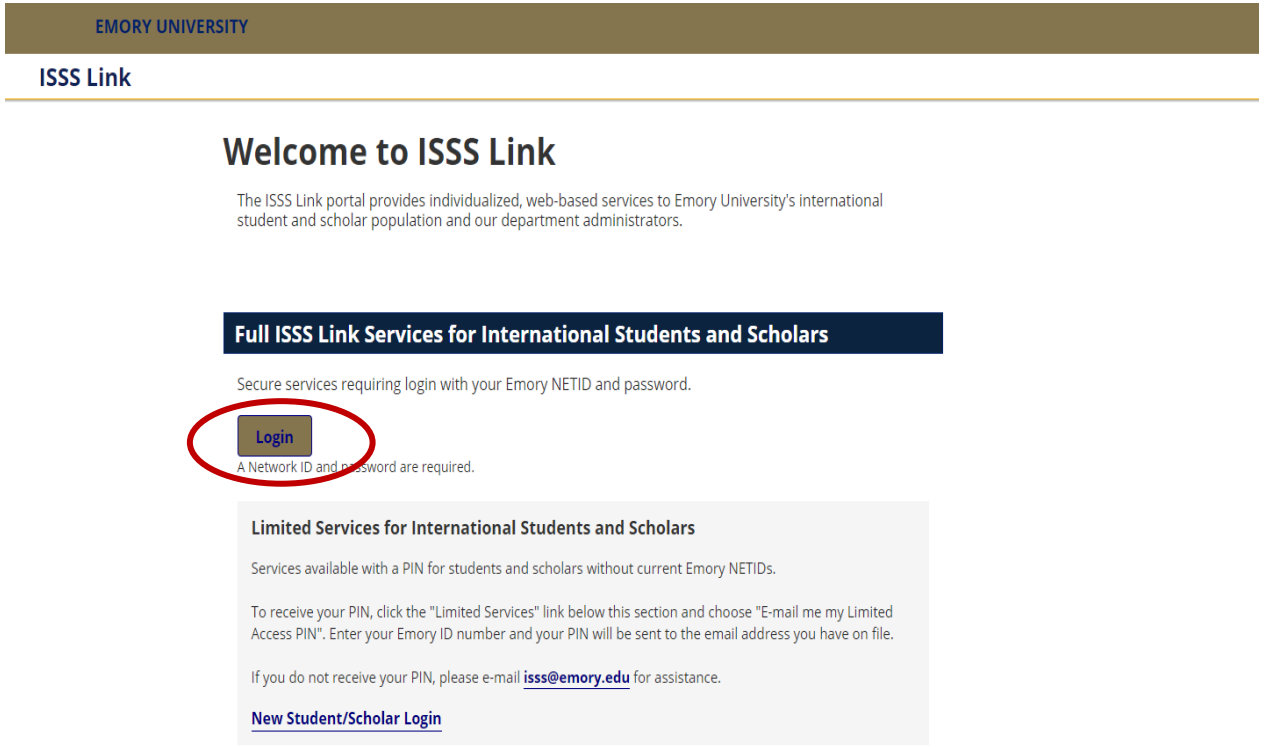
If you do not receive your PIN, please e-mail isss@emory.edu for assistance.

Limited Services

The following are additional services:

Administrative Services for University Departments

New Version



EMORY UNIVERSITY

ISSS Link

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Full ISSS Link Services for International Students and Scholars

Secure services requiring login with your Emory NETID and password.

Login

A Network ID and password are required.

Limited Services for International Students and Scholars

Services available with a PIN for students and scholars without current Emory NETIDs.

To receive your PIN, click the "Limited Services" link below this section and choose "E-mail me my Limited Access PIN". Enter your Emory ID number and your PIN will be sent to the email address you have on file.

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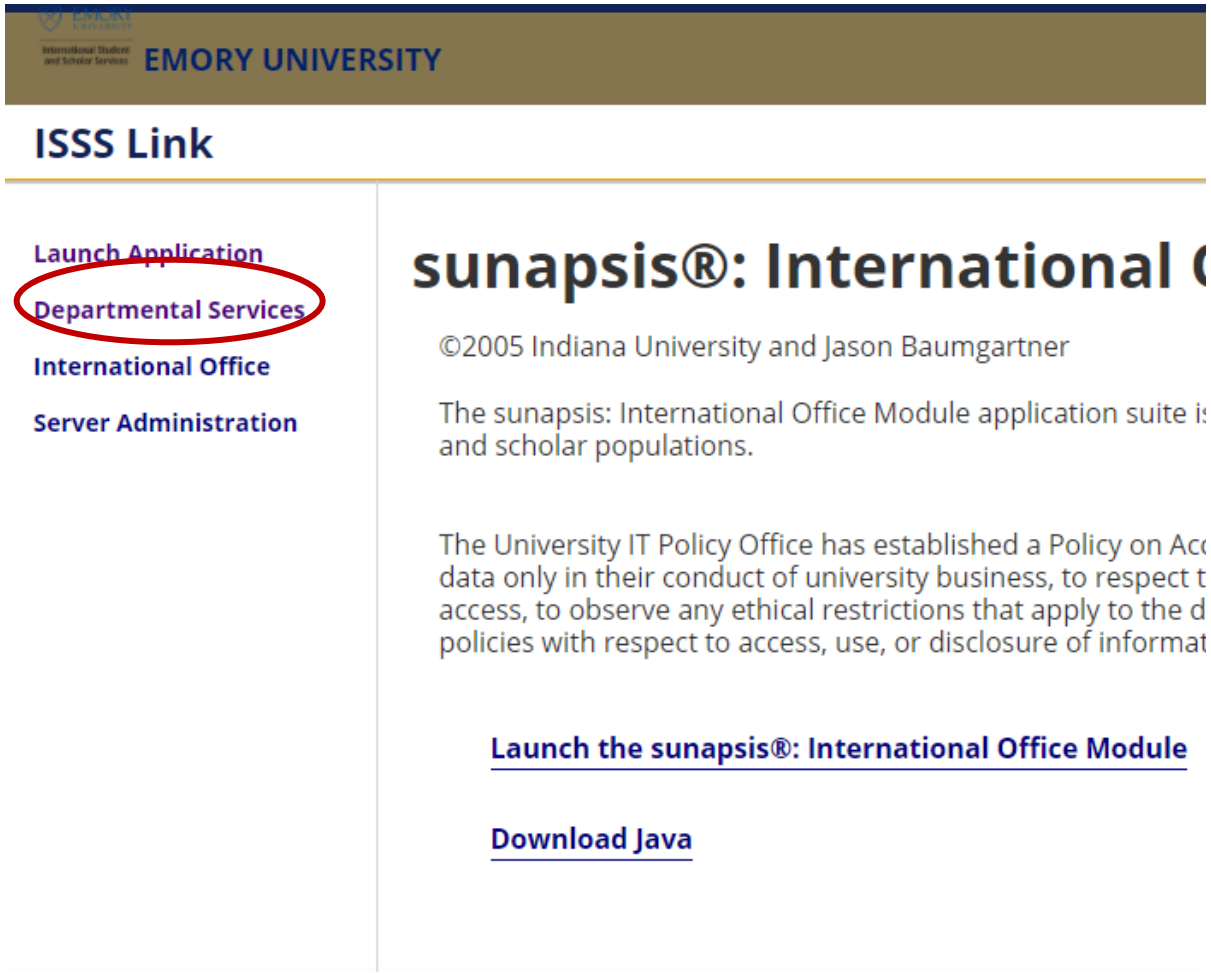
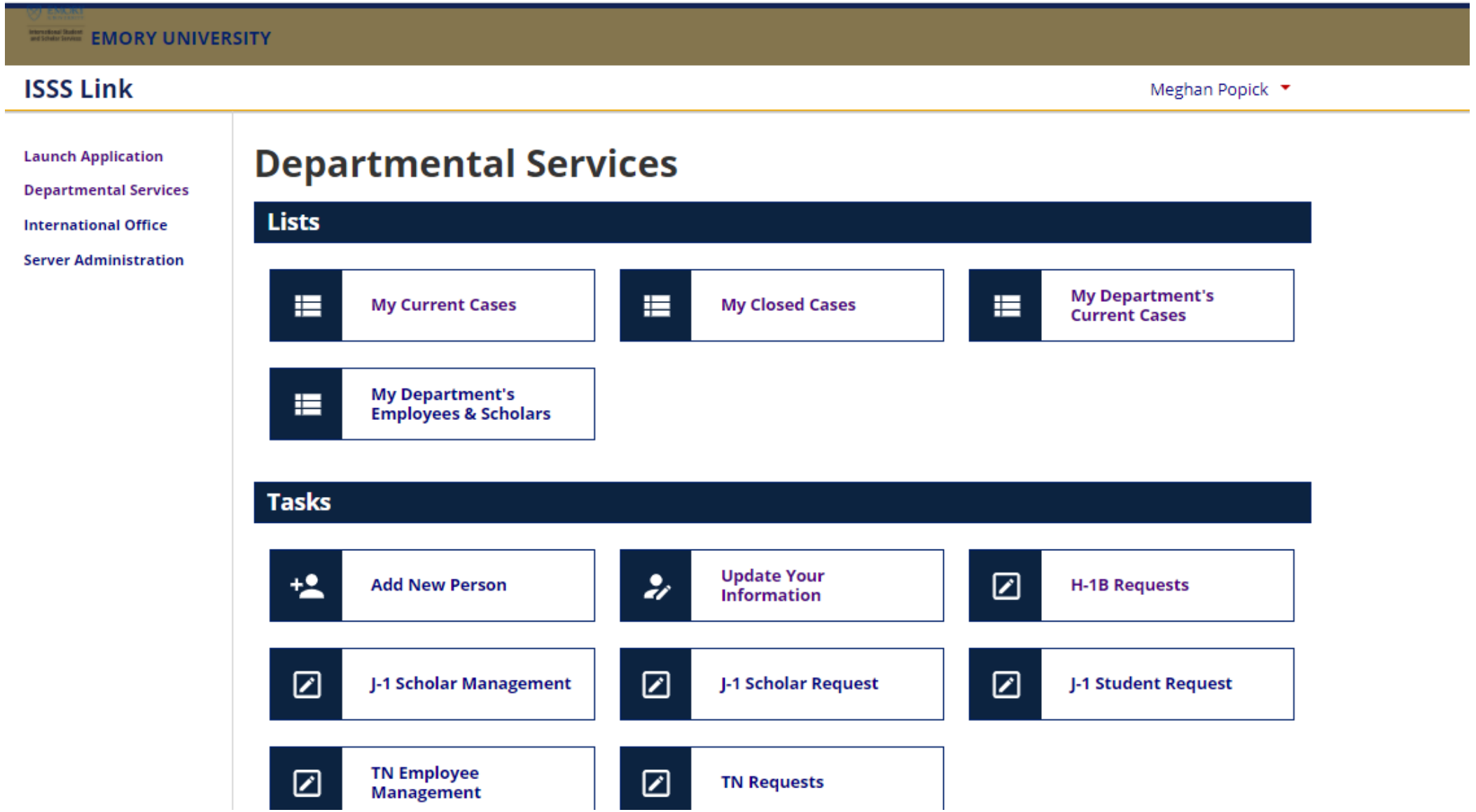
New Student/Scholar Login

Departmental Services

Current Version

New Version



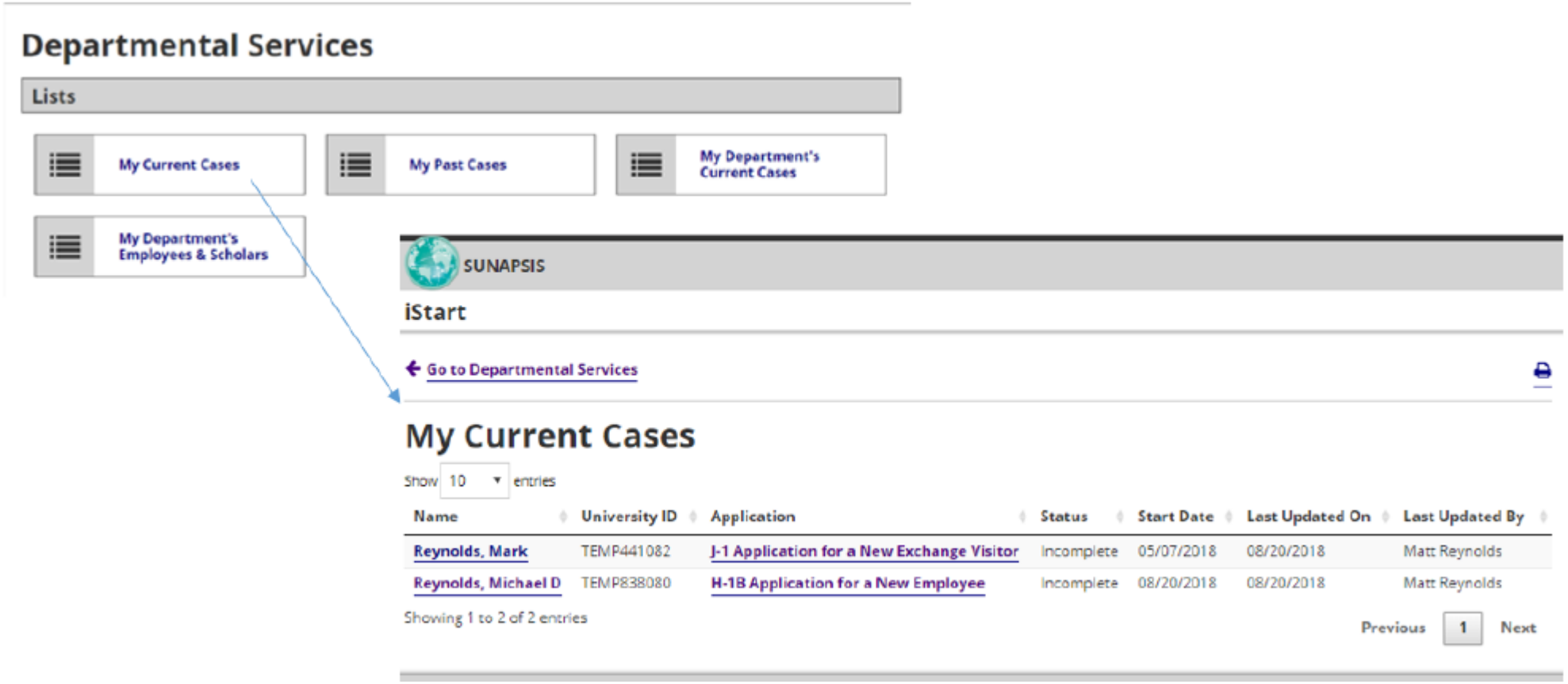

EMORY UNIVERSITY
ISSS Link
Meghan Popick
Launch Application
Departmental Services
International Office
Server Administration
Departmental Services
Lists
My Current Cases
My Closed Cases
My Department's Current Cases
My Department's Employees & Scholars
Tasks
Add New Person
Update Your Information
H-1B Requests
J-1 Scholar Management
J-1 Scholar Request
J-1 Student Request
TN Employee Management
TN Requests

Lists: See Your Cases and Department Scholars/Employees

Current Version

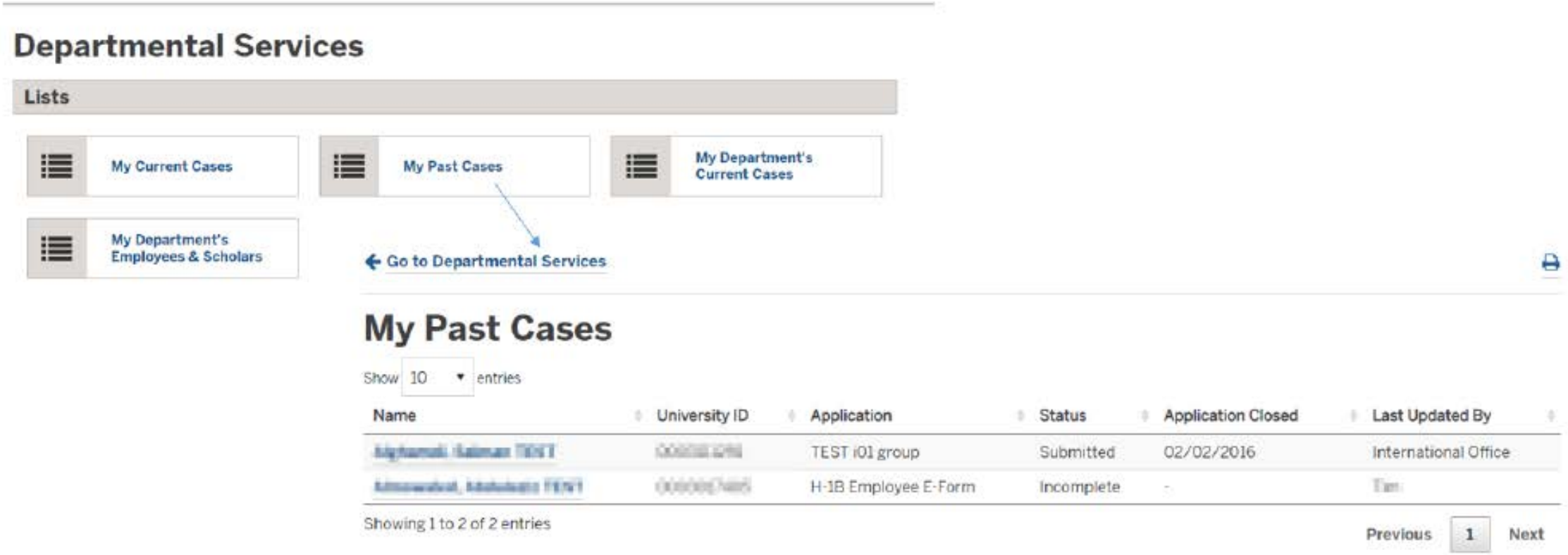
New Version

Lists: See Your Cases and Department Scholars/Employees



*Example from Indiana University

LISTS: SEE YOUR CASES AND DEPARTMENT SCHOLARS/EMPLOYEES



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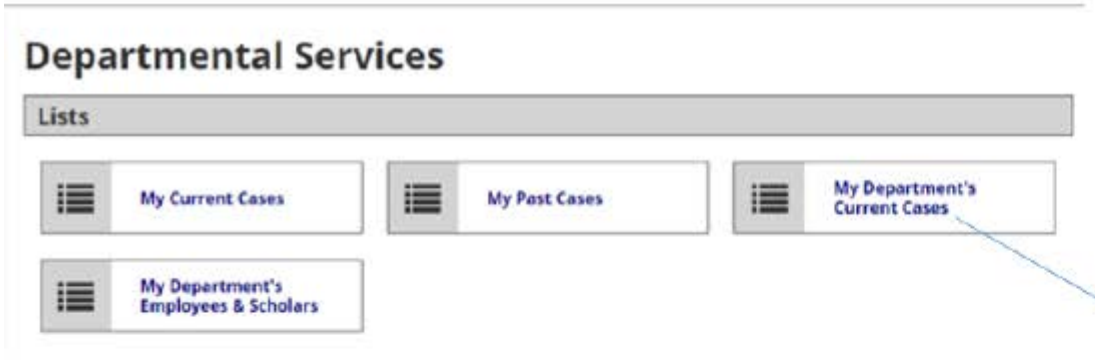
LISTS: SEE YOUR CASES AND DEPARTMENT SCHOLARS/EMPLOYEES



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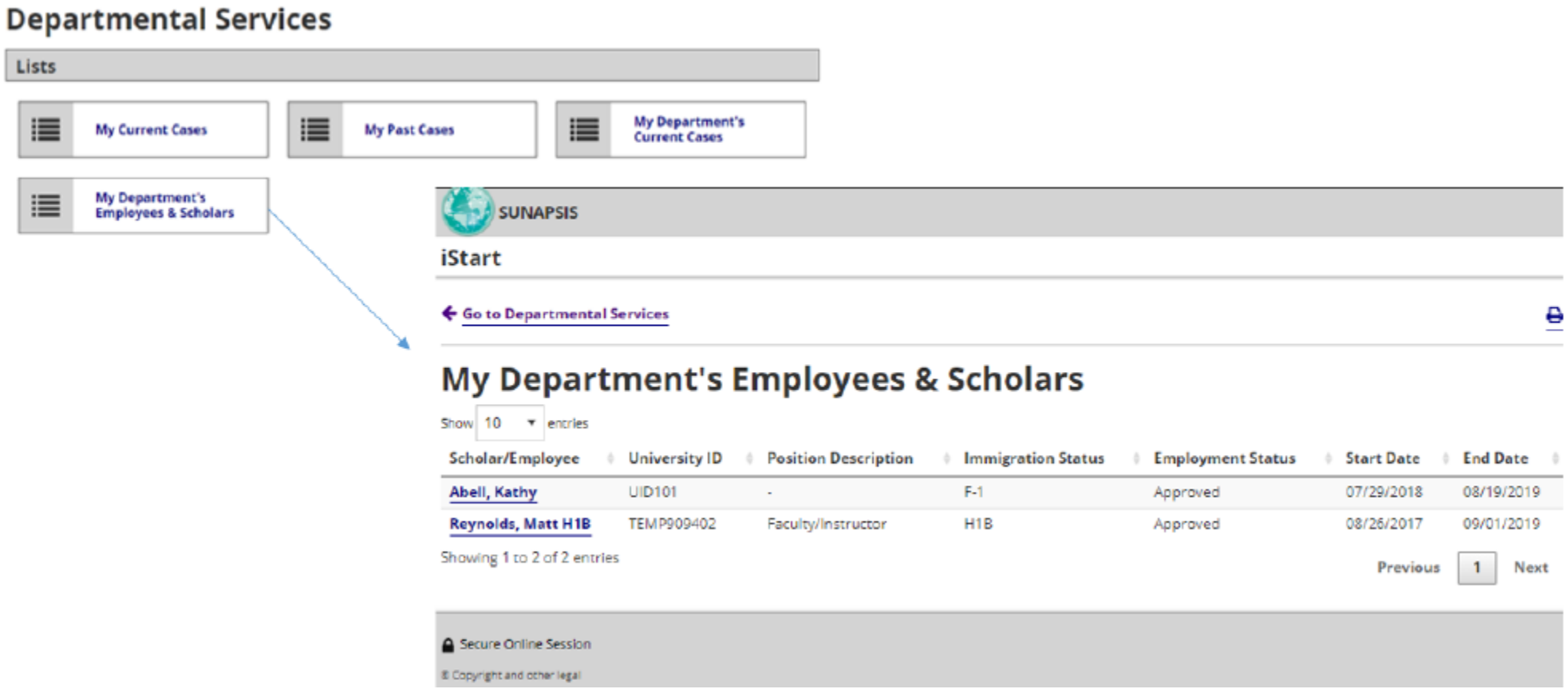
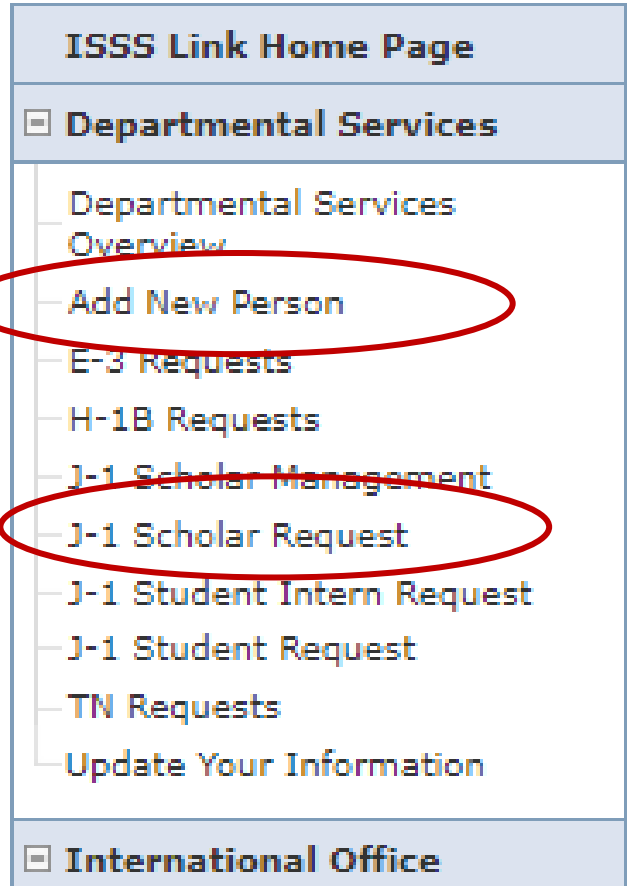
Lists: See Your Cases and Department Scholars/Employees



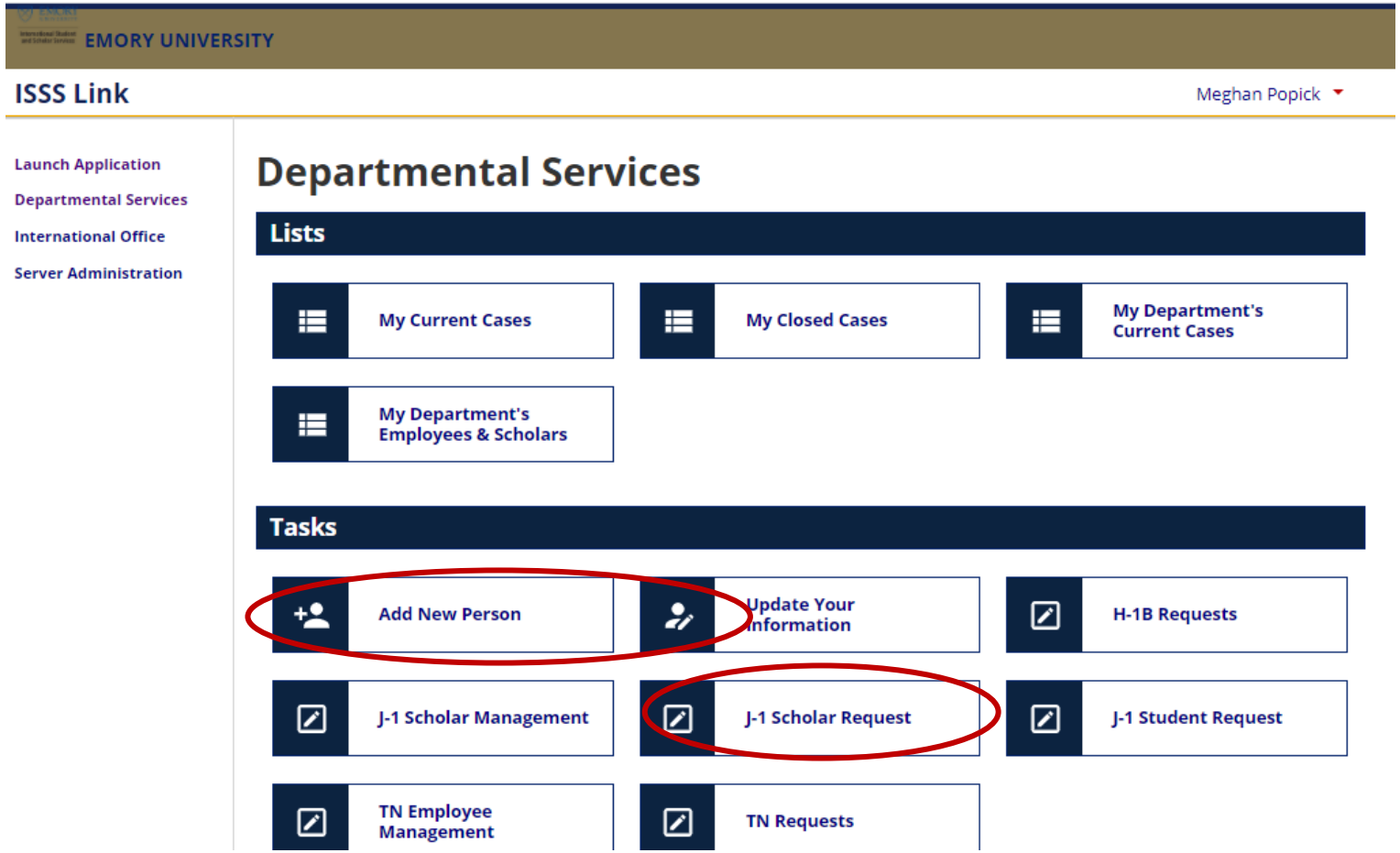
*Example from Indiana University

Tasks: To Initiate a Request (New vs. Existing Scholar/Employee)

Current Version

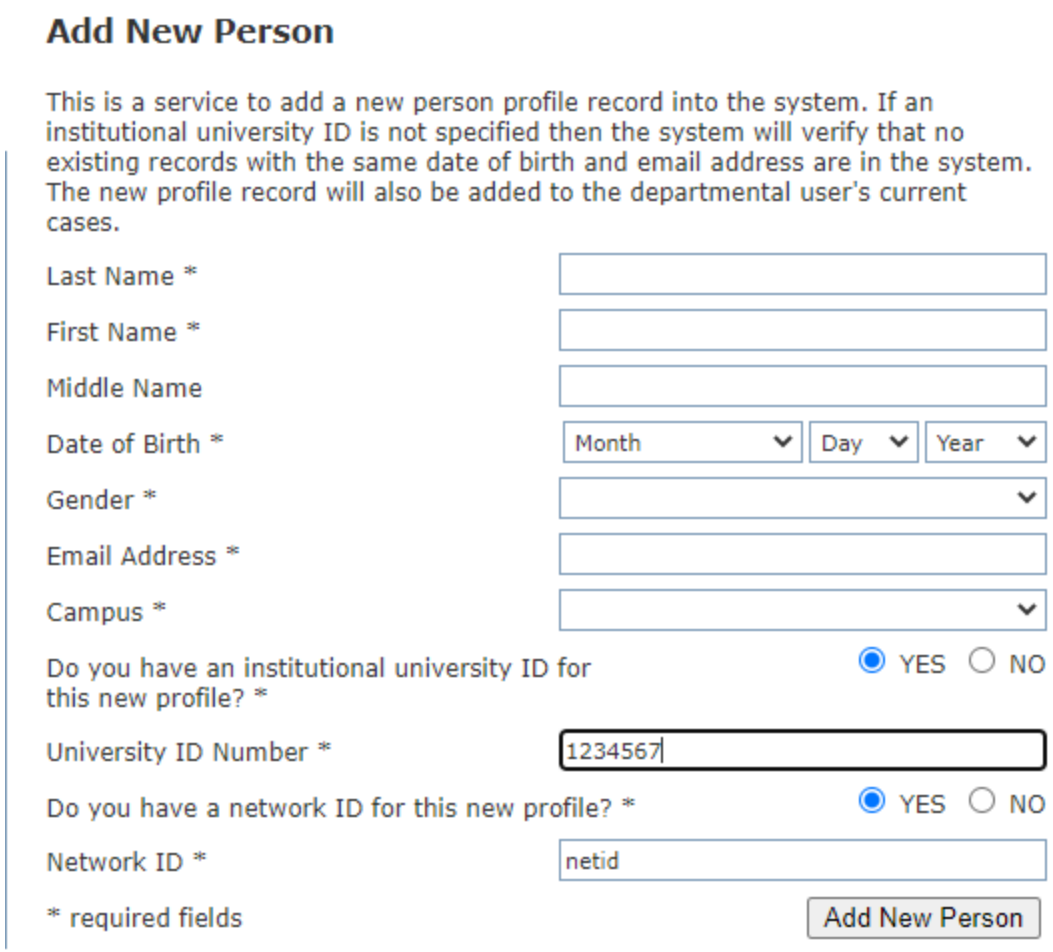


New Version

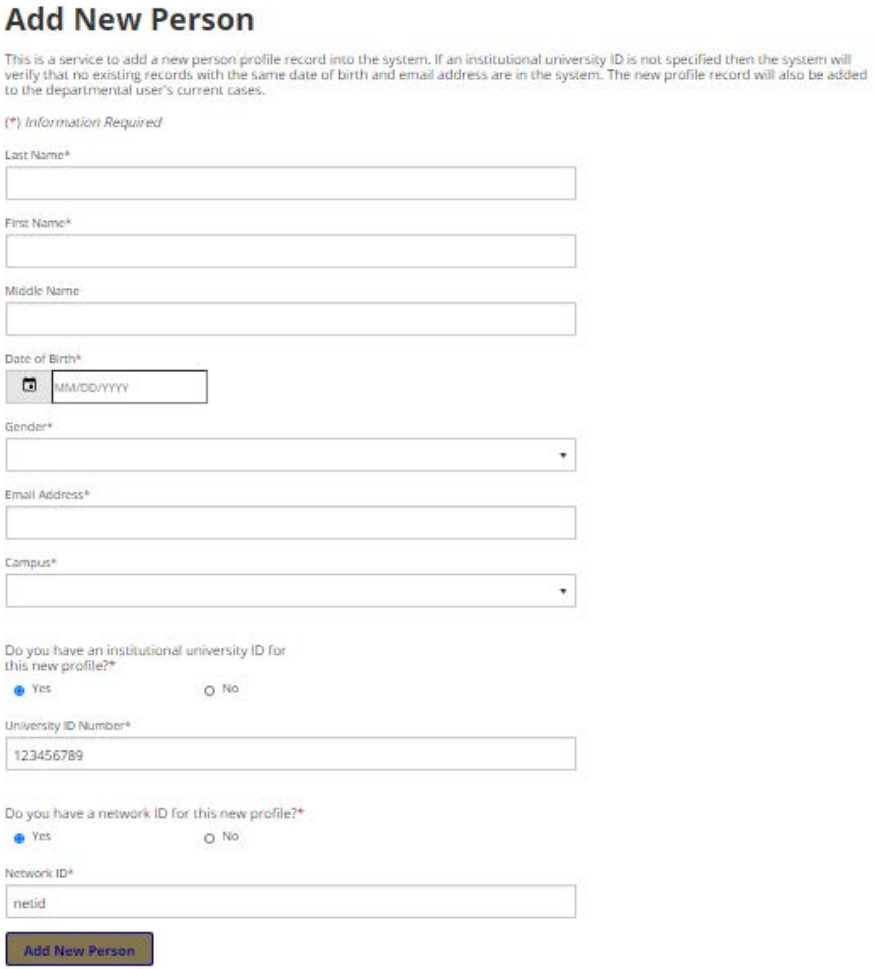


TASKS: TO INITIATE A REQUEST (NEW)→ADD NEW PERSON

Current Version

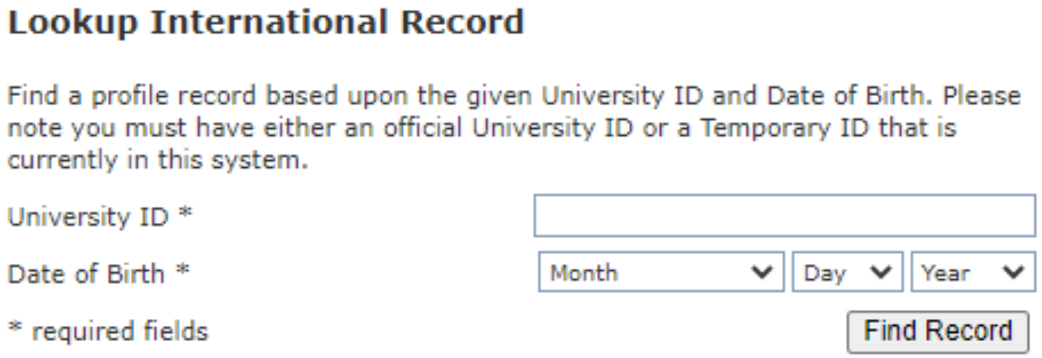


New Version

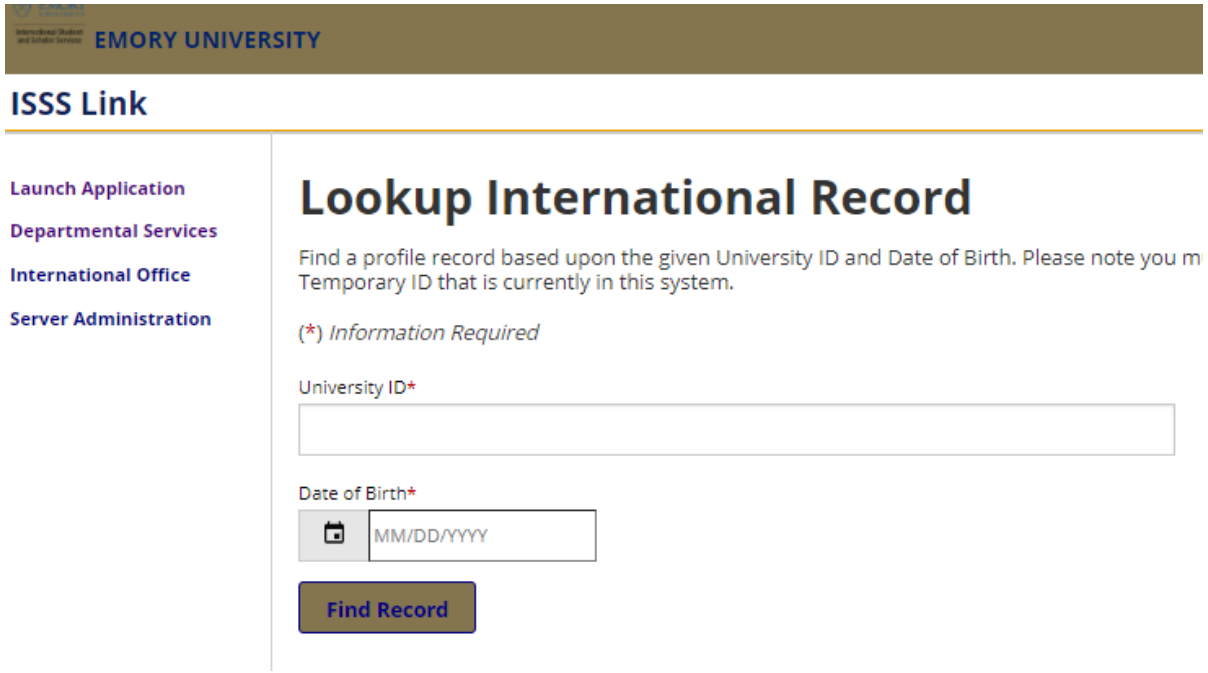


TASKS: TO INITIATE A REQUEST (EXISTING) → LOOK UP INTERNATIONAL RECORD

Current Version

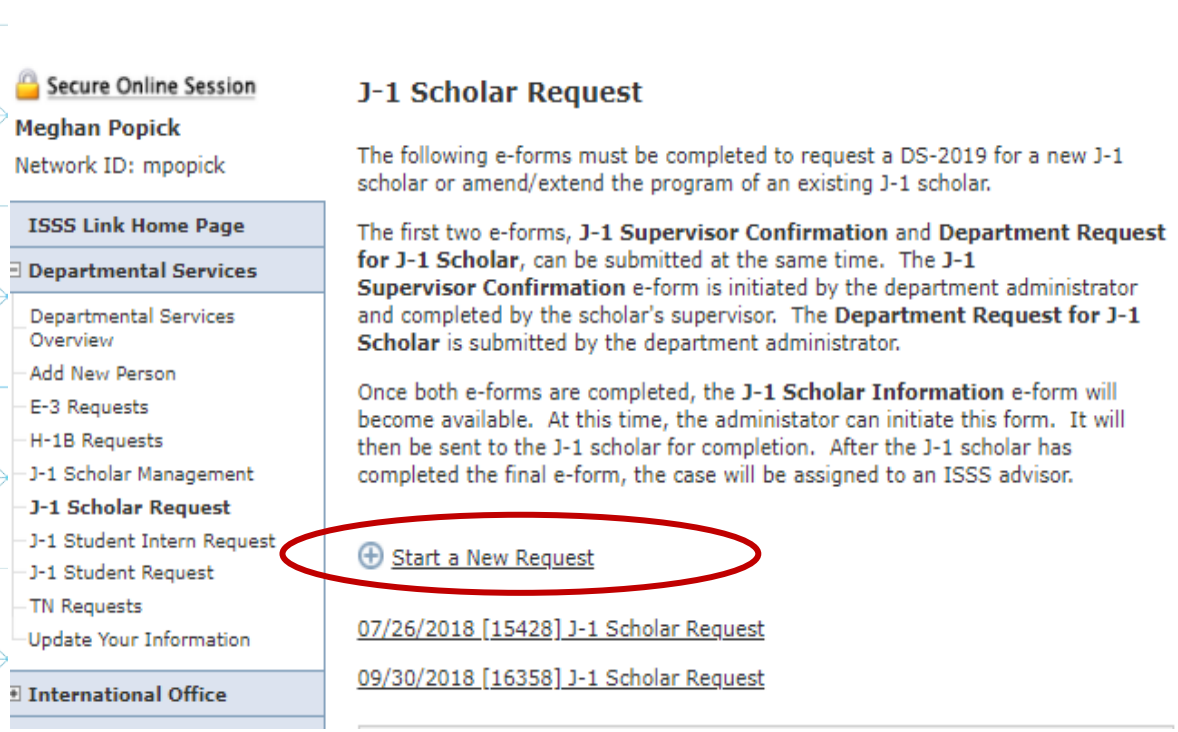


New Version



START A NEW REQUEST AND SEE OLDER REQUESTS

Current Version



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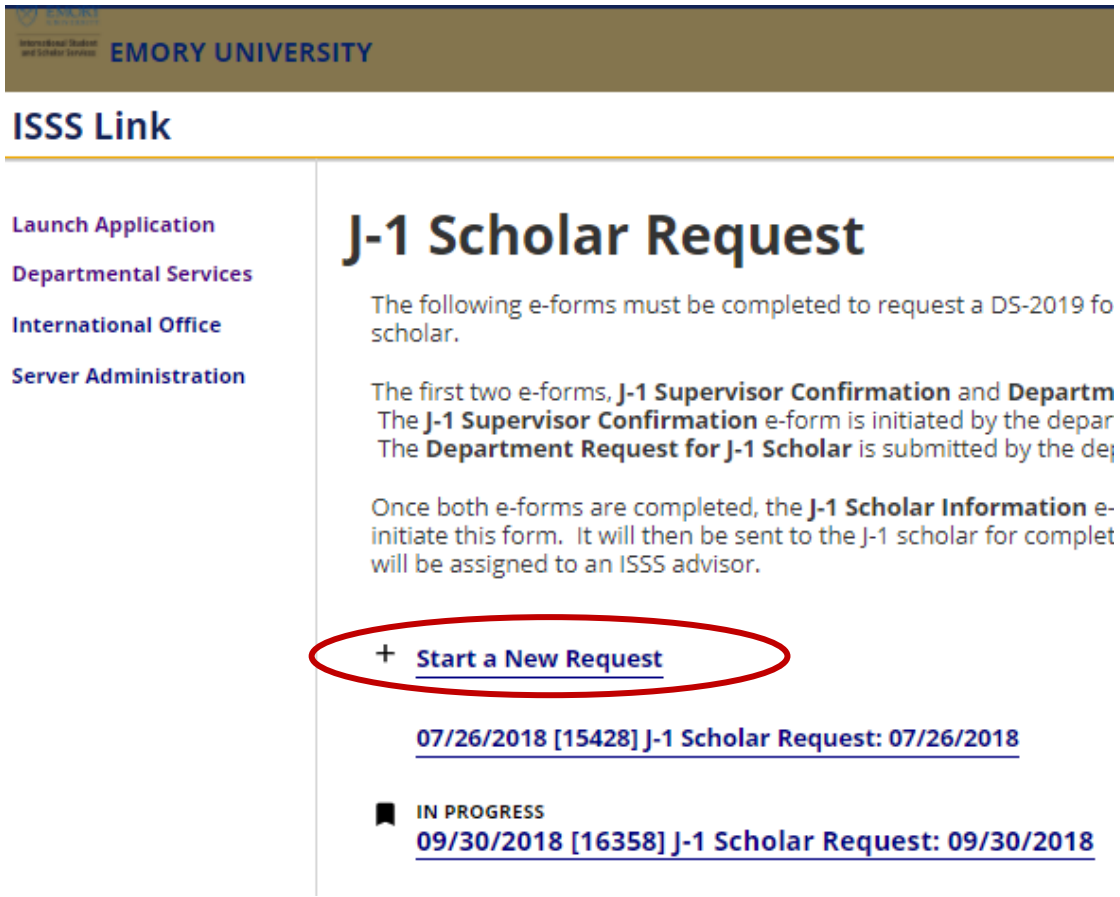

START A NEW REQUEST AND SEE OLDER REQUESTS

Current Version

The following e-forms must be completed to request a DS-2019 for a new J-1 scholar or amend/extend the program of an existing J-1 scholar.

The first two e-forms, **J-1 Supervisor Confirmation** and **Department Request for J-1 Scholar**, can be submitted at the same time. The **J-1 Supervisor Confirmation** e-form is initiated by the department administrator and completed by the scholar's supervisor. The **Department Request for J-1 Scholar** is submitted by the department administrator.

Once both e-forms are completed, the **J-1 Scholar Information** e-form will become available. At this time, the administator can initiate this form. It will then be sent to the J-1 scholar for completion. After the J-1 scholar has completed the final e-form, the case will be assigned to an ISSS advisor.

000003 | SCHOLAR TEST RECORD

J-1 Supervisor Confirmation

Department Request for J-1 Scholar

J-1 Scholar Information

View/Save/Print E-Form Group

= Incomplete = Submit Another = Follow-Up Required
= Optional = Not Yet Available = Awaiting Answer
= Complete = Pending Review = Denied
= Draft

New Version

11/24/2020 [17557] J-1 Scholar Request

View/Save/Print E-Form Group

The following e-forms must be completed to request a DS-2019 for a new J-1 scholar or am scholar.

The first two e-forms, **J-1 Supervisor Confirmation** and **Department Request for J-1 Scho** The **J-1 Supervisor Confirmation** e-form is initiated by the department administrator and The **Department Request for J-1 Scholar** is submitted by the department administrator.

Once both e-forms are completed, the **J-1 Scholar Information** e-form will become availab initiate this form. It will then be sent to the J-1 scholar for completion. After the J-1 scholar will be assigned to an ISSS advisor.

E-Forms

REQUIRED
J-1 Supervisor Confirmation

REQUIRED
Department Request for J-1 Scholar

NOT YET AVAILABLE
J-1 Scholar Information

Questions?

- Find your Department's International Scholar Advisor: https://isss.emory.edu/scholars/find_your_advisor/index.html

- General Questions/Concerns:
  E-mail: isss@emory.edu
  Phone: 404.727.3300