

To: All SEVIS Users
Date: August 8, 2011
Re: SEVIS Password Security for PDSOs and DSOs
Number: 1108-01

Background

The Student and Exchange Visitor Program (SEVP) is providing the following information to explain the Department of Homeland Security (DHS) password policy, required steps in designating a principal designated school official (PDSO) and the required documentation for assigning a designated school official (DSO). This broadcast provides general information on DHS password policy and outlines the requirements and documents to aid in the processing of PDSO or DSO updates.

DHS Password Policy

PDSO/DSOs receive access to the Student and Exchange Visitor Information System (SEVIS) to conduct official DHS business only. Sharing SEVIS user identification (ID)/password is a violation of DHS Sensitive Systems Policy Directive 4300A, dated March 14, 2011:

- DHS users shall not share identification or authentication materials of any kind, nor shall any DHS user allow any other person to operate any DHS system by employing the user's identity.
- DHS users shall not share personal passwords.
- Non-DHS Federal employees, contractors, or others working on behalf of DHS who fail to comply with Department security policies are subject to having their access to DHS systems and facilities terminated, whether or not the failure results in criminal prosecution.

PDSO Change Request

A PDSO who is vacating the position should designate, prior to leaving, an existing DSO as the PDSO. Only the current PDSO can reassign PDSO roles. This is not an adjudicated event. The PDSO will complete the following steps to leave the role and assign someone else to it:

1. Log in to SEVIS and select "Edit School."
2. Advance to Page 5 of the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student," petition in SEVIS on the "Campus Information" screen.
3. Select "Official" on Page 5 of the I-17 petition.
4. At the "Assigning Campus Official" screen, assign a "no role" to yourself and assign the PDSO role to one of the existing DSO profiles.
5. Select "Accept Changes."
6. After automatically returning to the Page 5 "Campus Information" screen, select "Next" and then select "Submit" from the Submit I-17 Confirmation page.

If the newly appointed PDSO is coming from another SEVP-certified school, please add the existing username to the petition. Do not create a new user profile. This is not an adjudicated event. The PDSO will complete the following steps:

1. Log in to SEVIS and select “Edit School.”
2. Advance to Page 4 of the Form I-17 petition in SEVIS “School Official Information” screen.
3. Select “Add Existing Official.”
4. At the “Add Existing Official screen, enter the user’s current SEVIS logon username in the username field.
5. Select “Search Official.”
6. On the Officials profile, select “Add Official.”
7. After automatically returning to Page 4 “School Official Information,” select “Next.”
8. From the “Campus Information” screen, select the “Official” link from the addition of the new official.
9. Assign a “No Role” to your role, and assign the PDSO role to the new official just added to the Form I-17.
10. Select “Accept Changes.”
11. After automatically returning to Page 5 “Campus Information” screen, select “Next” and select “Submit” from the Submit I-17 Confirmation page.

If adding a new official to the Form I-17 petition in SEVIS, the new official does not have an existing role in SEVIS. Please call the SEVIS Help Desk at 800-892-4829 to obtain a data fix ticket to add the new PDSO. Also, call the SEVIS Help Desk if the school’s Form I-17 petition is currently in recertification, and your PDSO is vacating the position. The PDSO will not have access after filing the recertification petition. That is why this is an emergency and why the SEVIS Help Desk can escalate it for immediate processing.

DSO Changes

When necessary, it is possible to add a DSO to the petition. The updates section of the School Certification branch (SCB) must adjudicate it, however. To assist SCB in processing the DSO change request, use the fax sheet included in this broadcast. This will help expedite the DSO change request.

The fax cover sheet has mandatory fields that must be complete for routing to the appropriate section. Please type the information in the following fields on the fax cover sheet:

- Date of notice
- State with the school’s location using a 2 letter state abbreviation
- School name- Include the entire school name including the beginning of the school title that uses “The”, “A”, etc.
- School code – Use the entire school code as listed in SEVIS.

Enter the information on the fax cover sheet in the spaces provided. Do not hand-write information on the fax cover sheet. A bar code will automatically generate at the bottom of the

form as you click on and then enter information in each field. This information is necessary to transmit your fax cover sheet and supporting documents to the appropriate section.

An SCB adjudicator will complete the Petition ID field when submitting a Request for Evidence. You do not need to complete this item.

To ensure the processing of a P/DSO request without delay, SEVP has included a checklist of required documentation. Please review before submitting an update request. The supporting documentation can be sent electronically to update.sevis@dhs.gov or via fax at 877-268-5563.

If you have any update questions, e-mail them to update.sevis@dhs.gov, or call the SCB at 703-603-3591.