# **Requesting Departmental Access using eOISS Online Services**

The following steps will give you departmental access to the online scholar eForms using eOISS Online Services. You will require a myUNH username and password to access these services. If you do not have a myUNH ID or you have forgotten your password, please visit <a href="https://www.unh.edu/it/loginhelp">https://www.unh.edu/it/loginhelp</a>.

# Step 1: Logging in to eOISS Online Services

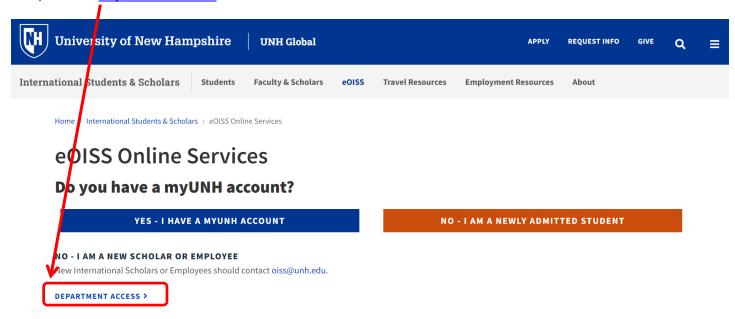
To login to eOISS Online Services, visit the UNH Global website (<a href="https://www.unh.edu/global/">https://www.unh.edu/global/</a>). Click "International Students & Scholars",



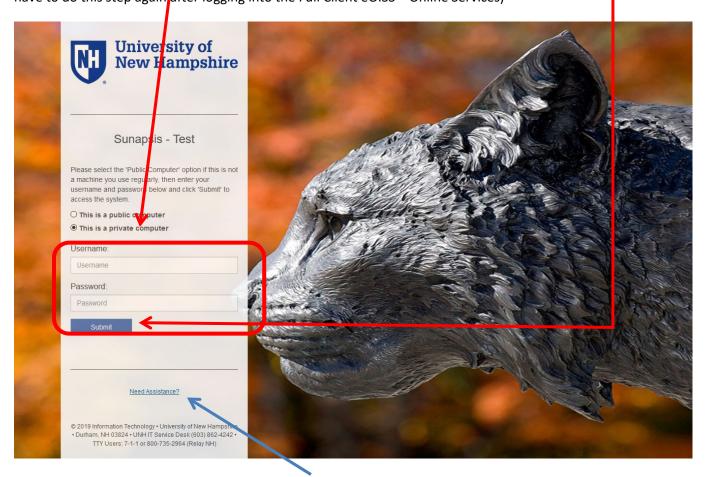
Next, click on the eOISS link.



Next, click the **Department Access** link.



Enter your **myUNH username** and password into the eOISS Services Authentication Page and click **Submit**. (\*\*You may have to do this step again after logging into the Full Client eOISS – Online Services)



\*\*\*If you are unable to login, click here or visit <a href="https://www.unh.edu/it/loginhelp">https://www.unh.edu/it/loginhelp</a>.

Click Login under Full Client Services for Current Students & Scholars

# eOISS - Online Services

The following are the types of online services available for international students, scholars, & staff.

### Ful Client Services for Current Students & Scholars

Sec<mark>u</mark>re services requiring login with your myUNH ID and password. These services include:

- 1. View and update information on file
- 2. Submit electronic form (e-form) requests for travel signatures, program extensions, CPT / OPT / AT.
- 3. Access alerts and notes on file that require action in order to maintain legal status



nd password are required.

### **Limited Services for New Students & Scholars**

 $Limited\ services\ requiring\ login\ with\ your\ UNH\ ID\ number\ and\ date\ of\ birth.\ These\ services\ include:$ 

- 1. Registration for orientation, request initial I-20, or SEVIS transfer-in, etc.
- 2. Limited initial intake forms for J-1 scholars or H-1B employees.

### New Student/Scholar Login

## **Step 2: Requesting Departmental Access**

To request departmental access, select **Admin**, then **Request Account**.

# Lookup New Account This is a service to perform a search for the currently logged in user. If you are a school staff member, please select Admin and you will be redirected to the Departmental Access Request form. If you are a student or scholar, please select Client below and enter your university ID and birth date and click on Submit. (\*) Information Required Please select the type of user to lourn as: \* © Client © Admin Please click the Request Account button to be forwarded to the Departmental Access Provider for staff account requests. Request Account

That's it! You will receive an email from OISS within 5 business days regarding your request for access.

### **Final Notes:**

- Logout of eOISS when you have finished.
- If you are having trouble accessing eOISS Online Services, please contact oiss@unh.edu.