

Northwestern

OFFICE OF INTERNATIONAL STUDENT
AND SCHOLAR SERVICES

Portal Login Guide for New Students

FIRST TIME PORTAL LOGIN

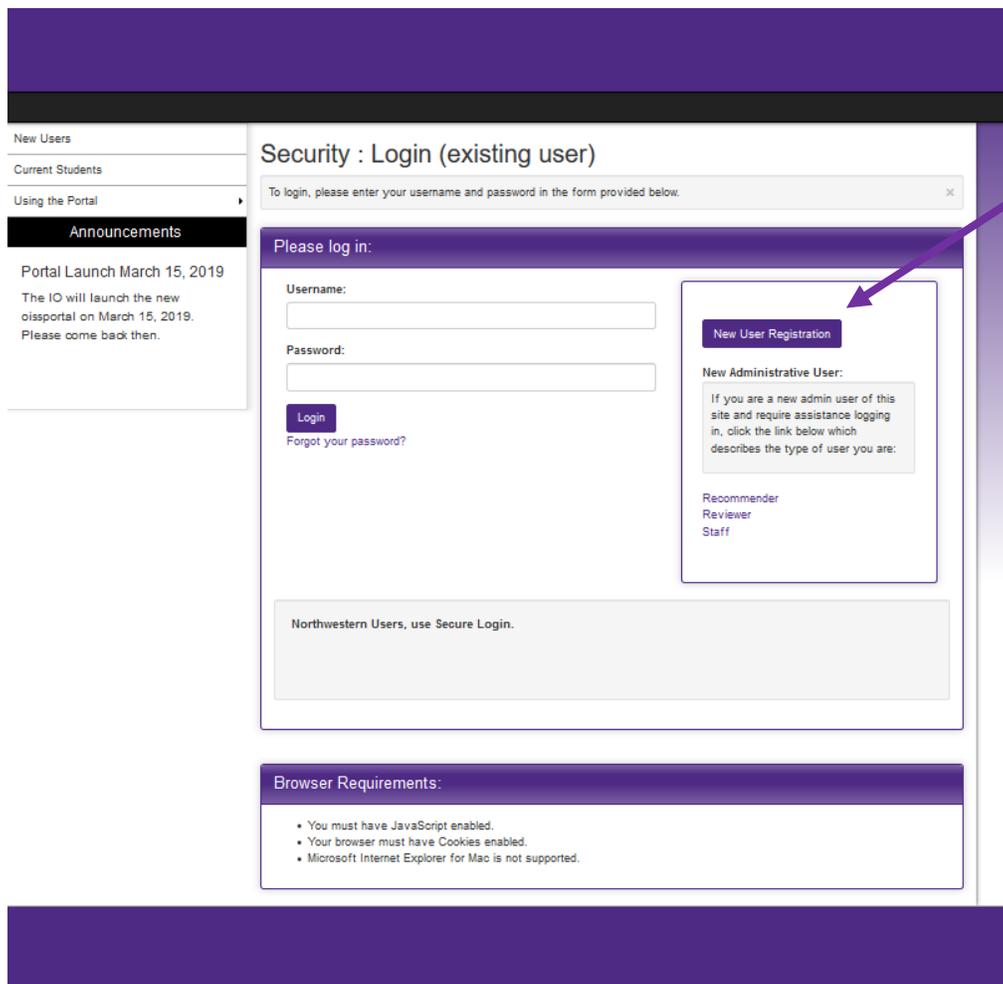
How to create your OISS portal profile and request your I-20 or DS-2019

Welcome to Northwestern University. You are receiving this guide because you have been admitted to Northwestern University and have may need a visa to attend. In order to travel to the United States for study, you must have the appropriate documents. For your program, that is the I-20 or the DS-2019. This document is created by our office. You will need it to get your visa at the United States Embassy.

You will need a copy of your passport and financial documentation to apply for an I-20. You can follow this guide to create your profile and request your I-20.

You will begin on the OISS portal page: oissportal.northwestern.edu. Choose the new student tab on the left. Choose the appropriate school/program.

You will land on the registration page. Choose New User registration.



The screenshot shows the OISS portal login interface. On the left, there is a navigation menu with options: 'New Users', 'Current Students', 'Using the Portal', and 'Announcements'. The 'Announcements' section is active, displaying a message about the portal launch on March 15, 2019. The main content area is titled 'Security : Login (existing user)'. It contains a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot your password?'. A 'New User Registration' button is highlighted with a purple arrow. Below the login form, there is a section for 'New Administrative User:' with instructions and a list of roles: 'Recommender', 'Reviewer', and 'Staff'. At the bottom, there is a 'Browser Requirements:' section with a list of requirements: 'You must have JavaScript enabled.', 'Your browser must have Cookies enabled.', and 'Microsoft Internet Explorer for Mac is not supported.'

In Step 1, choose the “I do not have login credentials to this site”.

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ×

Please indicate how you will be logging in:

- I have a username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit

In Step 2: Choose “I am not currently registered at an institution”.

Security : User Identification Wizard: Step 2

In order to request login credentials, we will need to know what type of user you will be on the site. Select one of the following options and click the 'Submit' button. ×

Please indicate which type of user you are:

- I am not currently registered at an institution.
- I am registered at a US institution.

Submit

At the next step, you will create your profile. All of the information is required, except Middle Name.

Security : Login (new user)

To create an account, please fill in the form provided below. ✕

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:

Gender: Male Female Other

I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients.

In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the site administrator.

Create Account

NOTE: An email will be sent to you with your login and password information.

You will receive an email from Northwestern with a temporary password. Click on General non-login.

Northwestern Office of International Student and Scholar Services Website: Login Information ▶ Inbox x



jenzabel@northwestern.edu

to [redacted]

Office of International Student and Scholar Services - Account Created

Welcome to Northwestern University's Office of International Student and Scholar Services!

Following is your temporary login information that will enable you to apply to programs:

User ID: [redacted]
Temp Password: [redacted]

Please keep this information in a safe place.

users, login here: <https://oisportal.northwestern.edu/secure/>

General non- login: <https://oisportal.northwestern.edu/index.cfm?FuseAction=Security.Login&urc=10&sig=BE76265F175439D83B4B771B37055514C2702A4A437FEDF706CC272E3A24DB8B>

Temporary login information is only valid for 1day(s). If you do not login within 1day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

Office of International Student and Scholar Services User Support

This message was generated automatically

You will be directed to the login site. Choose "I have login credentials to this site that I received by email".

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ×

Please indicate how you will be logging in:

- I have a username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

[Submit](#)

Your Username is your email. The Password is the one from your login email.

Security : Login (existing user)

To login, please enter your username and password in the form provided below. ×

Please log in:

Username:

Password:

[Login](#)
Forgot your password?

[New User Registration](#)

New Administrative User:
If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

- [Recommender](#)
- [Reviewer](#)
- [Staff](#)

At the next screen you will choose and answer three security questions.

Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.

Select Password Reset Security Questions

Question #1: What was your childhood nickname?

Correct Response:

Question #2: What school did you attend for sixth grade?

Correct Response:

Question #3: In what city or town was your first job?

Correct Response:

Then change your password.

Security : Change Temporary Password

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password:
(this is the password you would like to use for all future login attempts)

Re-enter New Password:

You must click back on the same link from which you started. If you have been out of the system for a while, you might be asked to login again. The next page will ask you to identify the term.

User Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Terms Summer, 2019

You will be at the request screen. You must complete all questionnaires, the Learning Content must be marked as read, and the Signature document must be completed. When you finish, click the submit button at the top. **Note: This is a SAMPLE and your page will not look exactly like this.**

: Request (Not Reviewed)

This page shows current and required elements of your request.

Instructions

Congratulations! We are excited to see you at Northwestern.

All international students are required to have the appropriate visa to study while in the United States. You will need an F-1 visa to participate in the Sasin Global EMBA program.

Completing this request will submit your documents to the International Admissions team at the Office of International Student and Scholar Services. You will not be able to submit your request until all documents are completed. Please see our Learning Content to learn more. You will be able to save your work while you complete this, but please note that we will not be able to see any of your documents and requests until you have completed and submitted ALL of the required items.

We will need a copy of your invitation letter, a copy of your passport biographical page and your financial documents. Once you have submitted your documents, it will take 5 business days to process your request.

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Passport Biographical Page	<input type="checkbox"/>
Sasin EMBA Financial Documentation	<input type="checkbox"/>
Sasin EMBA Invitation Letter	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
I-20 Request Statement of Understanding	<input type="checkbox"/>

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Completed
Arriving in the United States	<input type="checkbox"/>
Financial Documentation Requirements F1	<input type="checkbox"/>
Paying the I-901 fee	<input type="checkbox"/>
Steps to Get a Student Visa	<input type="checkbox"/>

Request: Sasin EMBA I-20 Request

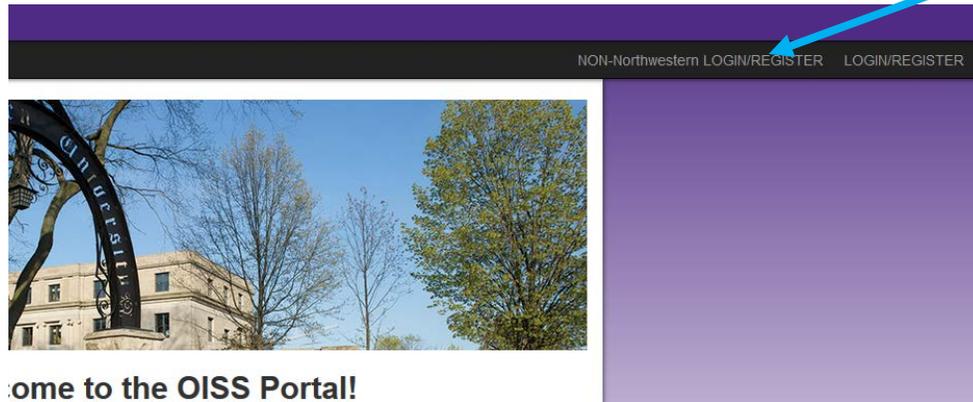
Term/Year: Summer, 2019

Dates: TBA

You will receive an email if there are questions or when your document is created. You will use the I-20 SEVIS ID to pay your I-901 fee and make your Visa appointment.

If there are any questions, we will communicate with you through the email you used to create your account.

If you need to log out and log back in, you will log in through the portal homepage, upper right corner Non-Northwestern Login, NOT the request link. This will allow you to work in the same request until it is completed and submitted. You will also be able to see any correspondence we may have sent you regarding the request.



Security : Login (existing user)

To login, please enter your username and password in the form provided below. ×

Please log in:

Username:

Password:

Login

[Forgot your password?](#)

[New User Registration](#)

New Administrative User:

If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

[Recommender](#)
[Reviewer](#)
[Staff](#)

Your username is the email you used to set up the account and the password you set up earlier.