



USAID
FROM THE AMERICAN PEOPLE

THE COMPLETE GUIDE TO USAID VISA COMPLIANCE SYSTEMS

Version 1.06.02

April 2009

INTRODUCTION

BACKGROUND AND PURPOSE

Thousands of people each year are brought to the United States and enrolled in training, education, and invitational travel programs funded by the U.S. Agency for International Development (USAID). With few exceptions, every USAID-sponsored visitor to the U.S. must travel on a J-1 visa issued under USAID's program number.

The Student and Exchange Visitor Information System (SEVIS) is a Web-based system for maintaining information on international students and Exchange Visitors (EVs) staying in the U.S. SEVIS is administered by the Student and Exchange Visitor Program (SEVP), a division of U.S. Immigration and Customs Enforcement (ICE), the largest investigative arm of the Department of Homeland Security (DHS). The purpose of SEVIS is to monitor the issuance of F, M, and J visas, and to gather and monitor information about students and EVs in the U.S. from entry to exit. In accordance with Department of State and Department of Homeland Security regulations, all EV program sponsors, including USAID, are required to use SEVIS to electronically print the Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019), and they must update SEVIS with information on all EVs in the U.S. Only approved U.S. citizens, located in the U.S., are permitted access to SEVIS. Agency policies address this need for U.S.-based centralization.

This guide provides an overview of, and specific guidance regarding, procedures and systems required for J-1 visa processing for USAID-sponsored participants. Detailed instructions for using the supporting computer systems are provided in accompanying appendices.

The preparation of the DS-2019 form is a critical step in the process of obtaining a visa for USAID-sponsored EVs to the U.S. This form must be presented to the Consular Officer, along with supporting documents, to obtain a J-1 visa prior to travel to the U.S. After the EV is issued his or her J-1 visa and arrives in the U.S., the information required on this form must be kept up-to-date or the participant will fall out of status and could be subject to action by authorities.

Policies governing participant training are contained in ADS Chapter 253, and policies governing visas for entry into the U.S. are contained in ADS Chapter 252.

COMPUTER SYSTEMS

All USAID EVs traveling to the U.S. are subject to the policies contained in USAID's policy documents ADS 252 and 253. USAID Missions, Washington Offices, and implementing partners must use TraiNet to track and report participants to USAID/Washington (USAID/W). TraiNet is the sole source of information on all USAID-sponsored EVs. Because only U.S.-based staff may access SEVIS, the Visa Compliance System (VCS) provides an interface between TraiNet and SEVIS.

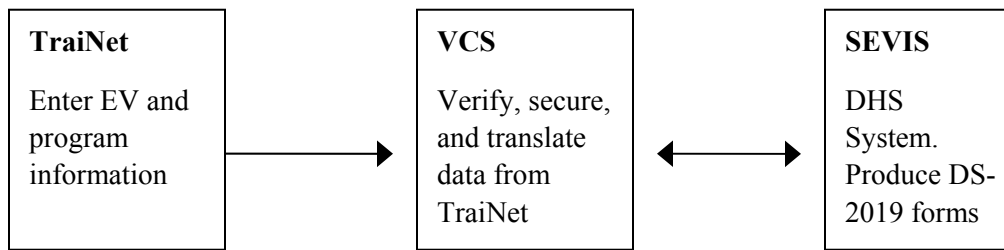


Figure 1: The TraiNet applications feed data into the VCS, which serves to verify, secure, and translate data from TraiNet into a format understood by SEVIS. VCS then exchanges data with SEVIS to produce and update DS-2019 forms and status.

TRAINET

Contractors and Missions use TraiNet to capture and update data on training and exchange programs. TraiNet is the point of entry for all required data for the J-1 visa application process. In addition, TraiNet is used to update the information required by DHS during the EV's visit.

USAID VISA COMPLIANCE SYSTEM (VCS)

VCS is a secure, Web-based system that facilitates the data interchange between TraiNet and SEVIS. VCS performs three functions. First, it implements a process to verify data from TraiNet. Second, it translates TraiNet data to the format required by SEVIS and manages its transmission. Lastly, it provides approval management of requests for and changes to DS-2019 information as it moves through the workflow process.

VCS users must be approved centrally and assigned a role with the appropriate security precautions. VCS adheres to all USAID password and login procedures, including password length, character sets, and password expiration.

STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

SEVIS, the computer system created by DHS to vet, approve, and monitor students and EVs in the U.S. creates a means for information collection and reporting via the Internet. VCS communicates DS-2019 information to SEVIS, which produces the actual forms. SEVIS reports errors and alerts related to EVs. All automated processes are handled through VCS; however, there are instances that require the USAID/W Responsible Officer (RO) or an Alternate Responsible Officer (ARO) to utilize the real-time interface (RTI) to handle particular situations.

ROLES AND RESPONSIBILITIES/WORKFLOW

Sponsoring Units are responsible for tracking the whereabouts of their participants in the U.S. and their return status at the conclusion of training. Current information must be provided to the USAID Washington RO or AROs at any time upon request.

There are four roles for stakeholders involved in USAID's J-1 visa process:

1. **Initiator:** Using TraiNet, is responsible for entering all required information for initiating visa applications and tracking participants. (See Appendix 1)

2. **Verifier:** Using VCS, verifies participant data transferred to VCS from TraiNet. (See Appendix 2)
3. **Approver:** Using VCS, provides Mission confirmation of the legitimacy of each participant and training intervention; approves participant data after being verified by R2. (See Appendix 3)
4. **Submitter:** Using VCS and SEVIS, USAID/W RO (or AROs) submits approved participant data to SEVIS for processing, manages user access to VCS, and monitors the workflow through the system.

Information about a prospective USAID-sponsored EV must be gathered, reviewed, and managed by individuals serving in each of these roles before a DS-2019 form can be produced. If a candidate is rejected by the Approver or Submitter at any time during the process, the candidate is sent back to the Verifier. If the Verifier rejects the candidate, he or she must communicate with the TraiNet operator to make the appropriate changes to the EV or program record, if desired.

INITIATOR

This role is performed by the employee responsible for data entry in TraiNet. All participants nominated for training in the U.S. must be entered into TraiNet.

The Initiator does not have to be a U.S. citizen. This role can be served by a USAID contractor, centrally funded organization, or USAID Mission. There is no limit to the number of individuals who may be assigned to the Initiator role.

At no time should the Initiator perform the role of the Verifier or use the username or password of the Verifier.

Responsibilities of the Initiator include:

- Entering data in TraiNet to create new EVs and programs.
- Transmitting TraiNet data to VCS.
- Updating data in TraiNet during the course of a program.
- Updating all status fields throughout the program, including indicating the EV's program completion, U.S. departure, and home-country return status.
- Correcting data in TraiNet to resolve data errors.

Initiators may receive the following e-mail notifications from the systems indicating that immediate action may be required:

- One time notification that an EV has been terminated.
- Daily notifications of EVs who have a return status in TraiNet of "Unknown" and are one to three days past the end date of their programs.

VERIFIER

The Verifier is responsible for ensuring that data entered into TraiNet is complete and correct when imported to VCS.

The Verifier does not have to be a U.S. citizen. The Verifier role can be served by a USAID contractor, centrally funded organization, or USAID Mission, but cannot be served by the same individual(s) in the Initiator role.

At no time should the Verifier share his or her username and password with anyone.

Responsibilities of the Verifier include:

- Verifying TraiNet data that is imported to VCS.
- Communicating data errors to the TraiNet Operator for correction in TraiNet.
- Determining disposition of participant by either removing nomination or moving to USAID Mission for approval through VCS.
- Communicating with the Approver and Submitter to determine status of questionable applications and to provide any information required for the Security Risk and Fraud Inquiry (SRFI) (see ADS 252.3.3).
- Uploading relevant documentation to VCS such as the EV's passport face page, DS-2019 form, and I-94 form.
- Ensuring that all EVs are properly validated within three calendar days of their program start date.
- Retaining a black and white copy of the stamped, endorsed DS-2019 after EV's arrival in the U.S.
- Providing the Submitter with information and documentation pertaining to an EV upon request.

Verifiers may receive the following e-mail notifications from the systems indicating that immediate action may be required:

- Daily notifications of EVs whose data in VCS has errors that prevent processing.
- Daily notifications of EVs to be reviewed and either verified or rejected in VCS.
- Daily notifications of EVs to be validated after arrival in the U.S.
- One time notification of EVs, whose programs are scheduled to begin, sent on the day the program is scheduled to begin.
- One time notification of EVs, whose programs are scheduled to end, sent on the day the program is scheduled to end.
- One time notification that an EV has been terminated.
- One time notification that an EV has been marked as "Not Returned" in TraiNet (that is, is a non-returnee at the end of his or her program).
- Daily notifications of EVs whose return status is "Unknown" and are four to six days past the end date of their program.

- One time notification of EVs whose return status is “Unknown” and are six days past the end of their program and therefore subject to being terminated in SEVIS for non-compliance, sent six days past the program end date.

APPROVER

This role must be performed by a U.S. citizen at a USAID Mission or at USAID/W to approve participant data or data updates for EVs.

The number of individuals assigned the Approver role is determined by the Mission Director or USAID representative.

Responsibilities of the Approver include:

- Providing Mission confirmation of the legitimacy of each EV who is a resident of the country, as well as confirmation of the training intervention, and certifies that a SRFI has been conducted.
- Approving data from field offices to send to USAID/W RO or AROs through VCS.
- Entering last four digits of the passport number and country of citizenship of EV.
- Sending disapproved applications back to the field office for correction or removal.
- Communicating potential problems to TraiNet supervisors in field offices.
- Nominating people to fill the role of Verifier.

Approvers may receive the following e-mails from the systems indicating that immediate action may be required:

- Daily notifications of EVs to be reviewed and either approved or rejected in VCS.
- One time notification that an EV has been terminated.
- One time notification that an EV has been marked as “Not Returned” in TraiNet (that is, is a non-returnee at the end of his or her program).
- One time notification of EVs whose return status is “Unknown” and are six days past the end of their program and therefore subject to being terminated in SEVIS for non-compliance, sent six days past the program end date.

SUBMITTER

This role is performed by the Responsible Officer (RO) or Alternate Responsible Officers (AROs) within the EGAT/ED office approved by DOS to access SEVIS.

Responsibilities of the Submitter include:

- Submitting approved VCS applications to SEVIS through the batch transfer function.
- Sending disapproved applications back to the Verifier for correction or removal.
- Receiving and processing alerts from SEVIS (Real Time Interface (RTI) and batch).
- Communicating potential problems to TraiNet supervisors in field offices and officers at USAID Missions.

- Managing signing, printing, and shipping of DS-2019 forms back to Missions and field offices.
- Managing VCS access of Verifiers, Approvers, and other Submitters.
- Managing all State Department and Department of Homeland Security reinstatements.

Submitters may receive the following e-mails from the systems indicating that immediate action may be required:

- Daily notifications of EVs who are not validated in SEVIS and are nearing the date when they will fall out of status and become “No-Show.”
- One time notification that an EV has been marked as “Not Returned” in TraiNet (that is, is a non-returnee at the end of his or her program).
- One time notification of EVs that have a return status in TraiNet of “Unknown” and are four days past their program end date, sent four days past the program end date.
- One time notification of EVs whose return status is “Unknown” and are six days past the end of their program and therefore are subject to being terminated in SEVIS for non-compliance, sent six days past the program end date.

It is fully expected that there will be communication among these different roles. Verifiers, for instance, are expected to communicate with their TraiNet Operator and Approver. **However, it is never appropriate to give an Exchange Visitor contact information for a Mission’s Approver without the Approver’s prior consent.**

VCS USER AUTHORIZATION

The Responsible Officer (RO) designates one or more Alternate Responsible Officers (AROs) to serve as VCS User Managers. VCS User Managers are responsible for assigning user access to the VCS. Because it is impossible for one person to physically know every potential world-wide user of the system, the authorization process requires that each VCS role authorize and verify the roles that report to him or her. The processes for authorizing VCS users are detailed below.

Submitter Authorization Process

1. Submitters are the State Department-approved USAID RO and AROs.
2. The RO is responsible for assigning access to other Submitters.
3. Submitters, as designated by the USAID RO, can be set up as a VCS User Manager. VCS User Managers assign access to other VCS users and handle all requests for resetting passwords.

Approver Authorization Process

1. The Mission Director must nominate a U.S. Citizen who is a Mission Employee as the Approver or Alternate Approver in an e-mail addressed the USAID RO. The e-mail must include the full name and e-mail address for the nominated individual. Washington Assistant Administrators or Deputy Assistant Administrators may nominate Washington Office Directors.
2. The VCS User Manager will provide the nominee, via e-mail, his or her user ID, instructions on roles and responsibilities, as well as a citizenship certificate which must be filled out by the nominee, NOTARIZED, and returned to the VCS User Manager.

3. Upon receipt of the nominee’s notarized citizenship certificate, the VCS User Manager creates a user profile. The R3 will then receive an e-mail including his or her VCS password.
4. Any requests for passwords or resetting of passwords must be sent directly to the VCS User Manager.
5. Requests to remove an Approver or Alternate Approver must be sent by the Mission or USAID/W office to the USAID RO.

Verifier Authorization Process

1. Approvers must nominate Verifiers by e-mail to the TraiNet/VCS helpdesk at trainet-vcs@sraproduct.com and the VCS User Manager.
2. A username and password are assigned and separately communicated to the new Verifier.
3. Any requests for passwords or resetting of passwords must be sent directly to the VCS User Manager.
4. Requests to remove a Verifier should be sent to the TraiNet/VCS Helpdesk and VCS User Manager.

Initiator Authorization Process

1. Initiator’s access to Trainet is set by each TraiNet site administrator (individual designated when TraiNet site ID is assigned).
2. Missions, offices, and partners who do not yet have TraiNet access should contact the TN/VCS Helpdesk at trainet-vcs@sraproduct.com.

WORKFLOW AND MAJOR EVENTS

Data originates in TraiNet and is transferred to the VCS. After verification and approval, the data is then submitted to SEVIS. Incorrect or erroneous data is corrected directly in TraiNet. When SEVIS completes data processing, it sends a file back to the VCS with the results. This linear workflow allows the following major events to be centrally managed as required by SEVIS guidelines:

- **Issuance of DS-2019:** In order to create a Form DS-2019, information about the prospective EV is entered in TraiNet and transferred to VCS for verification and approval. Authorized USAID personnel electronically submit data from VCS to SEVIS. The Form DS-2019 is generated by SEVIS, downloaded, printed, and signed in Washington before being sent to USAID Missions.
- **Participant Status Changes:** Throughout a participant’s stay in the U.S., USAID is required to transmit changes in the participant’s status to SEVIS. Among the most important of these status changes are “Validation”, “Program end”, and “Return to home country.” Key dates and timeframes are noted in the chart below.

Event	Initiator	Verifier	Approver	Submitter
DS-2019 Request	Enters all data. It is recommended that this step be done 4-6 weeks	Verifies that information is complete, correct, error	Manages Security Risk and Fraud Inquiry, approves	Submits request to SEVIS, prints and signs DS-2019 form, ships

Event	Initiator	Verifier	Approver	Submitter
	before the interview at the Consulate. This timeframe may vary by country.	free. Communicates errors to Initiator for correction.	request.	signed forms to the field.
U.S. Arrival Validation	Updates EV status to “In Training” within 3 business days of the arrival.	Verifies status within 3 business days of arrival.	n/a	Submits validation to SEVIS
U.S. Departure and Home-Country Return	Updates EV status to “achieved” or other relevant status. Updates EV return status to “Returned” or other relevant status; and enters U.S. departure date, once confirmed.	Receives notification if Initiator does not update TraiNet within 3 days.	Receives notification if EV will be terminated in SEVIS for non-compliance.	Terminates EV if he or she does not depart the U.S. and return to home country.

INITIATION PROCESS

A Sponsoring Unit intends to request a DS-2019 to allow a participant to apply for a J-1 visa. The organization provides full training intervention and participant biographical information to the TraiNet Operator who enters the request into TraiNet. When necessary, the organization must report changes in the participant’s data to the TraiNet Operator to update the system. Data from TraiNet is transferred to VCS, and VCS provides some automated data validation.

VERIFICATION PROCESS

The Verifier checks information transferred to VCS from TraiNet on a daily (or as needed) basis. The Verifier may either

1. Communicate any error to the Initiator for correction in TraiNet;
2. Reject the application outright; or
3. Verify that the information is correct, and send the application to the Mission for approval by the R3.

APPROVAL PROCESS

The USAID Mission receives the verified application data from the Verifier and can

1. Approve, indicating that the data is correct and that the participant and intervention are legitimate, or
2. Reject the application and send it back to the Verifier.

SUBMISSION PROCESS

The USAID RO or ARO in the U.S. receives the application and can

1. Review and submit the approved application to SEVIS, or
2. Reject the application and send it back to the Verifier

The RO in the U.S. is notified by DHS that the DS-2019 is approved or that there are errors. If approved, the RO prints, signs, and ships the DS-2019 form as specified in ADS 252. If errors exist, the RO communicates the error to the Verifier for correction.

Signed DS-2019 forms must remain in the control of the USAID Sponsoring Unit (or Implementer, as designated) until they are submitted with supporting documents to the U.S. Consulate, where the J-1 visa is issued. The organization must ensure that if a participant does not depart for training as planned, the DS-2019 form is expeditiously returned to the RO for disposal with an explanatory cover memo. DS-2019 forms may not be destroyed outside the borders of the U.S. and must be accounted for by the USAID RO.

WHERE TO GET HELP

Inquiries regarding system access, password resets, VCS user issues, and DS-2019s should be directed to Linda Walker at lwalker@usaid.gov. Inquiries regarding ADS 252 policy may be directed to James Nindel at jnindel@usaid.gov. Inquiries regarding visa policy compliance and best practices or EV reinstatements may be directed to Mr. Jeffrey Shahan at jshahan@usaid.gov.

The TraiNet/VCS helpdesk is available to answer technical and usability questions.

E-mail: trainet-vcs@sraproduct.com

Phone: +1.703.879.8611

Web site: <http://trainethelp.usaid.gov>

Web site references:

USAID Visa Compliance System: <https://vcs.usaid.gov>

TraiNet/Web: <https://trainetweb.usaid.gov>

USAID ADS Chapters 252 and 253: <http://www.usaid.gov/policy/ads/200>



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APPENDIX I – THE INITIATOR

Version 1.06.02

April 2009

APPENDIX I: R1-INITIATOR (TRAINET OPERATOR)

The Initiator is the first person involved in the J-1 visa application process. This person is responsible for entering required information for the Exchange Visitor (EV) into TraiNet and transmitting it to the Visa Compliance System (VCS) for review by the Verifier and Approver. For each EV, the Initiator is responsible for both the initial input of data for the J-1 visa application as well as any required status changes and updates to information related to the EV during the program duration.

A summary of the roles and responsibilities for the R1-Initiator (TraiNet Operator) is as follows:

ROLE

The employee responsible for data entry in TraiNet performs the role of R1-Initiator. All EVs nominated for training in the U.S. must be entered in TraiNet and transmitted to the VCS. This person does not have to be a U.S. citizen.

RESPONSIBILITIES

The R1-Initiator uses the TraiNet system to:

- Do data entry in TraiNet to create new EVs and programs.
- Transmit TraiNet data to the data repository and the VCS.
- Update data in TraiNet during the course of a program.
- Correct data in TraiNet to resolve data errors.
- Create new TraiNet user accounts and edit Top Tier data, if given site administrator privileges.

HOW TO GET HELP

Inquiries regarding system access, password resets, VCS user issues, and DS-0219s should be directed to Linda Walker at lwalker@usaid.gov. Inquiries regarding ADS 252 policy may be directed to James Nindel at jnindel@usaid.gov. Inquiries regarding visa policy compliance and best practices or EV reinstatements may be directed to Mr. Jeffrey Shahan at jshahan@usaid.gov.

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TraiNet/Web: <https://trainetweb.usaid.gov>

USAID ADS Chapters 252 and 253: <http://www.usaid.gov/policy/ads/200>

USING TRAINET

All EVs requiring a J-1 visa must be initially entered into TraiNet by the Initiator. TraiNet provides the only access for initial data entry in the J-1 visa approval process (see the Complete Guide for more details). TraiNet must be used for USAID visa compliance.

Cycle of the Process

For every EV coming to the U.S. on a J visa, you must perform certain steps must be performed by the Initiator in TraiNet to ensure compliance with USAID and other U.S. Federal Government regulations. The rest of this appendix describes necessary the steps to take.

In general, for every EV, the Initiator must create, validate, and end the program, in that order, by entering the EV in TraiNet, updating his or her status to “In-training” once the program begins, and then updating his or her status to “Achieved” and noting his or her return home at the conclusion of the program. In addition, the Initiator might need to cancel or terminate, postpone, or extend EVs as well as update their address over the life of the program. Timelines for these required updates are contained in ADS 252. After each of these changes, the information must be transmitted from TraiNet to VCS for further review.

Initial Steps

Before entering data about programs and EVs into TraiNet, it is necessary to gain access to the top tier data (or Foreign Assistance framework) of the USAID Mission or office that sponsors the contract, grant, or cooperative agreement funding the training. Top tier refers to Activities (USAID project/contract), Assistance Objectives (AOs), and Intermediate Results (IRs). Foreign Assistance Framework refers to Program Elements and Sub-elements. Contact your TraiNet/VCS technical support staff at trainet-vcs@sraproduct.com if you have any questions.

Required Data

The following information is required for U.S. EVs before data can be submitted to the Department of Homeland Security’s SEVIS system to request a DS-2019 Certificate of Eligibility. TraiNet will require that you enter other information as well, but only the fields below are used as part of the visa compliance process.

Exchange Visitor Information:

- Last Name (first and last name *must* match the first and last name as they appear on the passport)
- Gender
- Birth Date
- Birth City
- Birth Country
- Residence Country
- Citizenship Country

8. Select the country which issued the Participant's passport.
 9. Select an option from the list that most closely matches the Participant's position in his or her home country.

[Search for an Existing Participant and Add to Program](#)

Status
Planned

Title
Dr

First Name
John

Last Name
Smith

Middle Name
D

Gender
 Female
 Male

Birthdate
01/01/1960 (MM/DD/YYYY)

City of Birth
Jordan

Country of Birth
Jordan

Country of Residence
Jordan

Country of Citizenship
Jordan

Position
MEDICAL FIELD

- Address (this may initially be the address of the training provider but must be updated as new information is available regarding where the EV will reside while in the US)
 - Address Line 1
 - City
 - State
 - Zip Code (must be at least five digits)
 - Country

U.S. Contact Address

Participant Address Instructions

- Enter the address where the Participant can be contacted while in the U.S.
- You must enter a street address. Post office boxes or other address types are not allowed.
- Enter the City name.
- Select the State from the dropdown list.
Note: If the address is Washington D.C., enter "Washington" as the City and select "District of Columbia" from the State dropdown list.
- Enter a postal code (zip code in the U.S.).
- Optionally, enter the telephone number where the Participant can be contacted while in the U.S.

Address Line 1
1000 Home Address St

Address Line 2

City
Washington

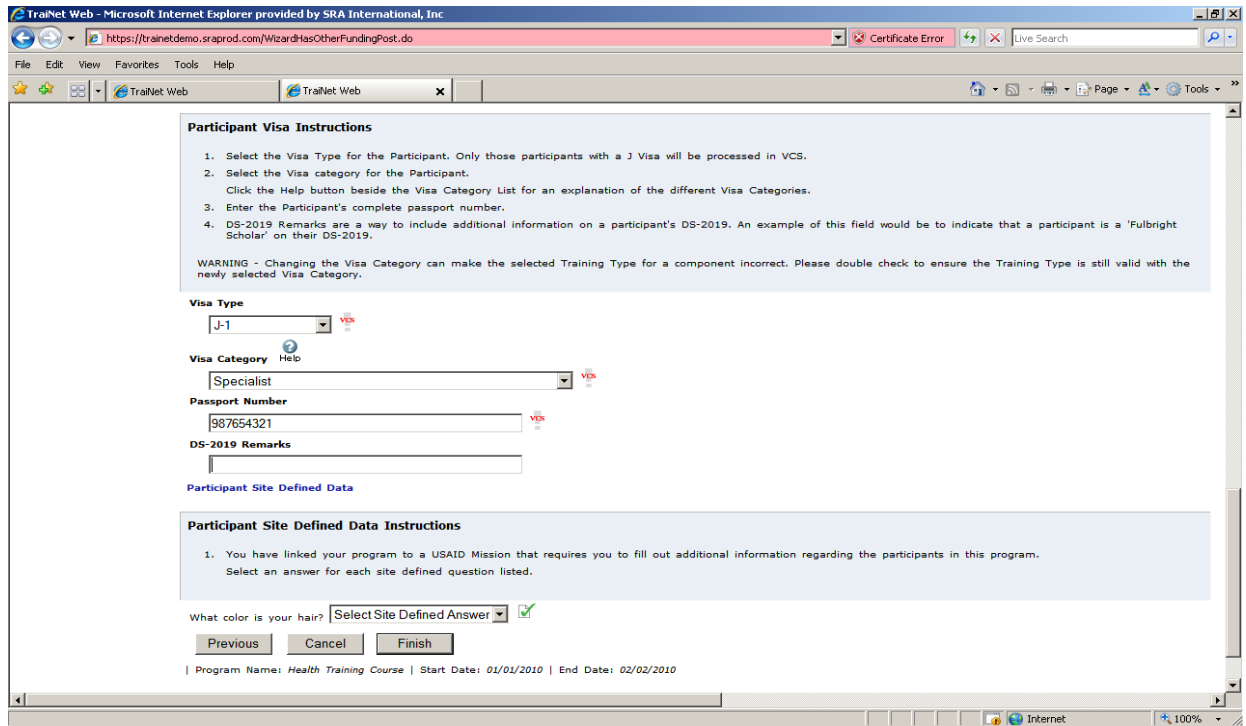
State
District Of Columbia

Country
United States

Postal Code
20036

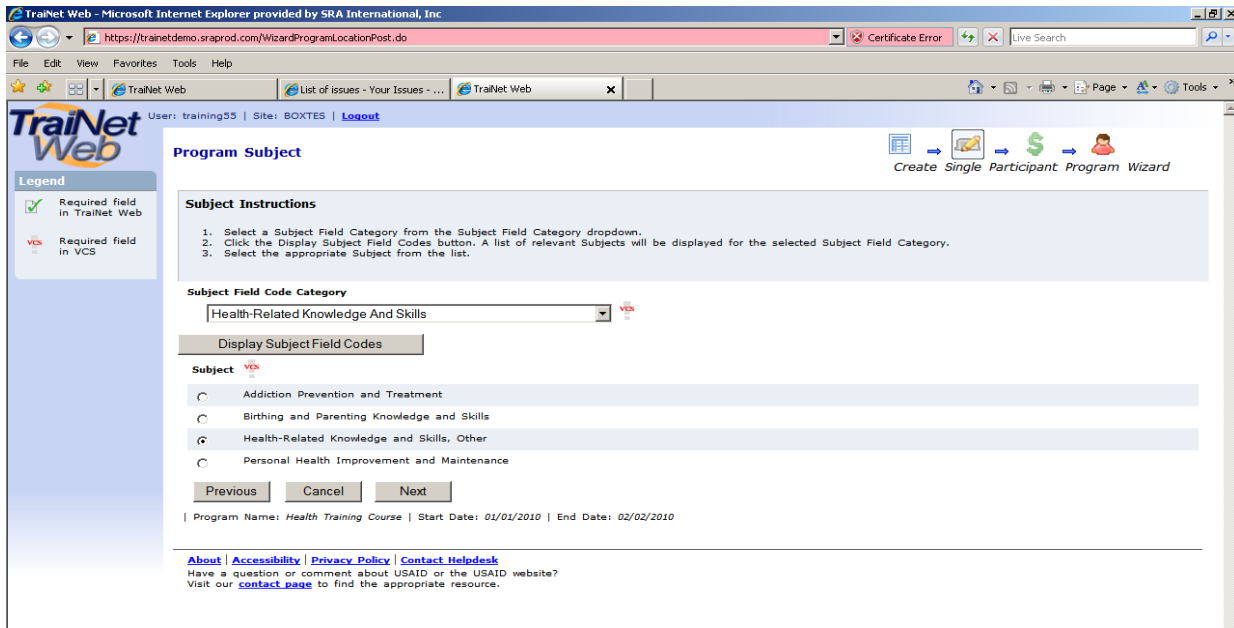
Phone
(555) 555-7777

- Position Code
- Visa Type
- Visa Category (category selection is based on professional background, education level, and purpose of visit)
- Passport Number

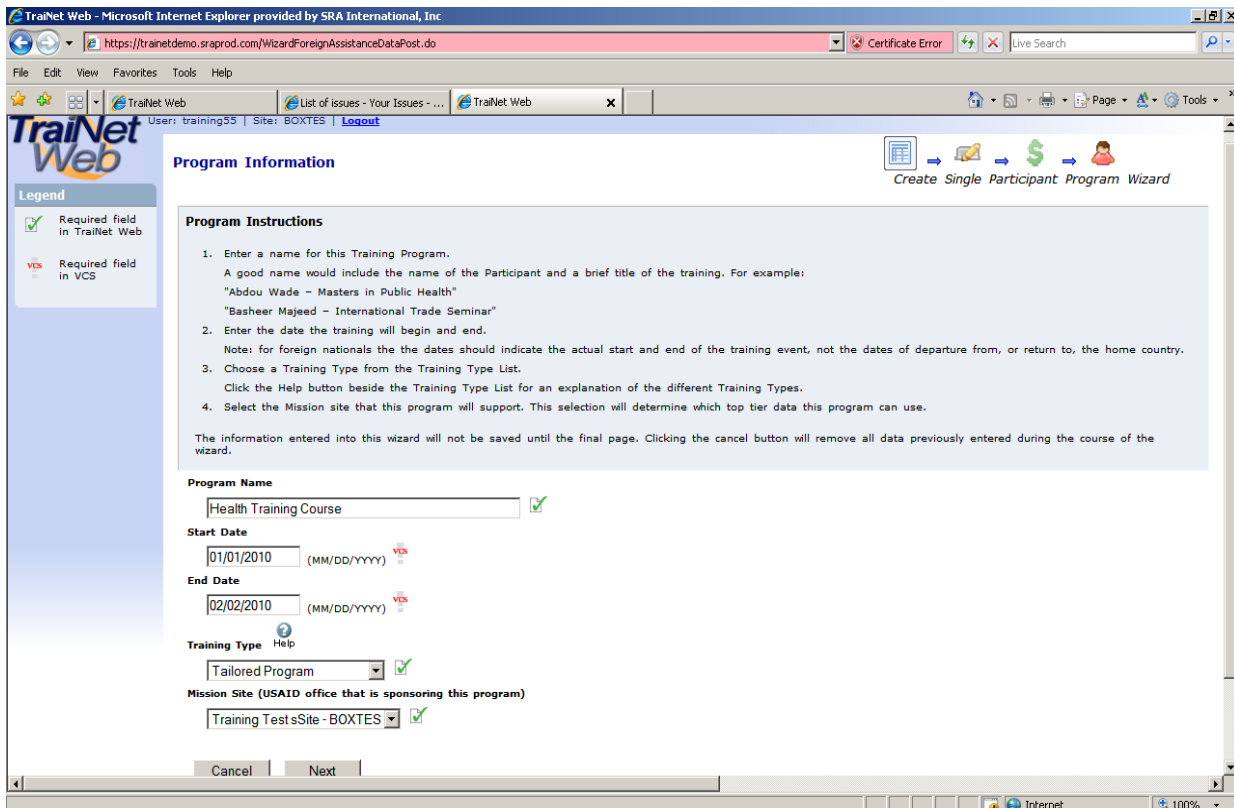


Program Information

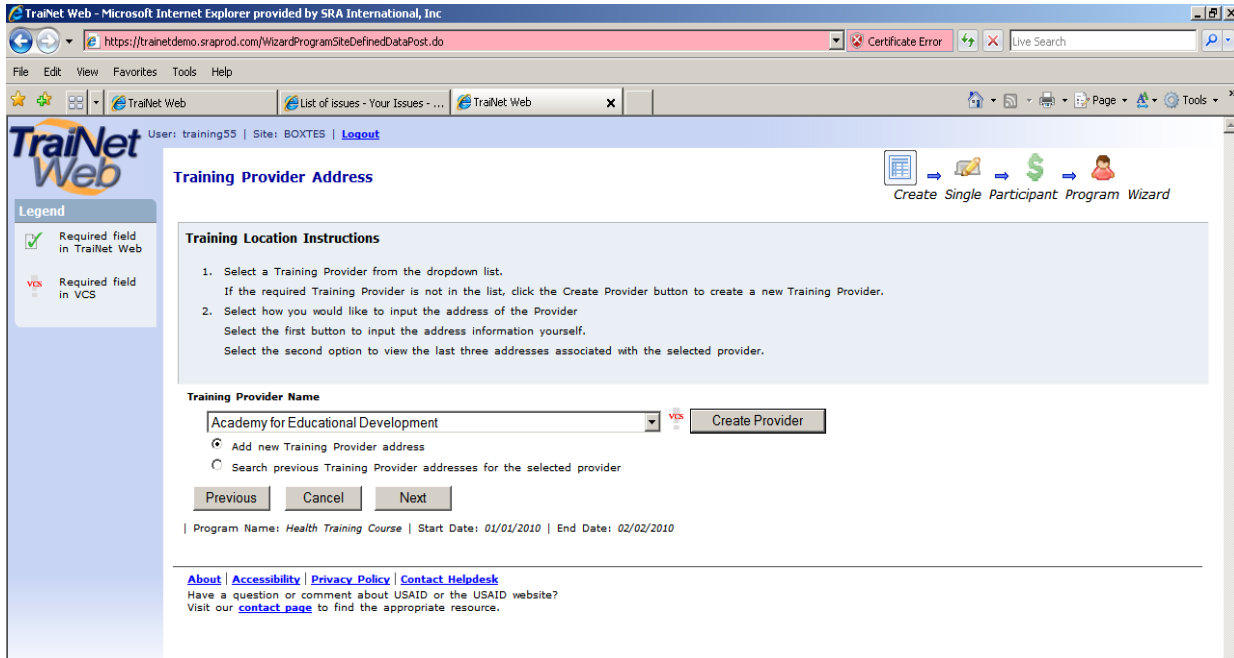
- Field of Study (Subject Field Code)



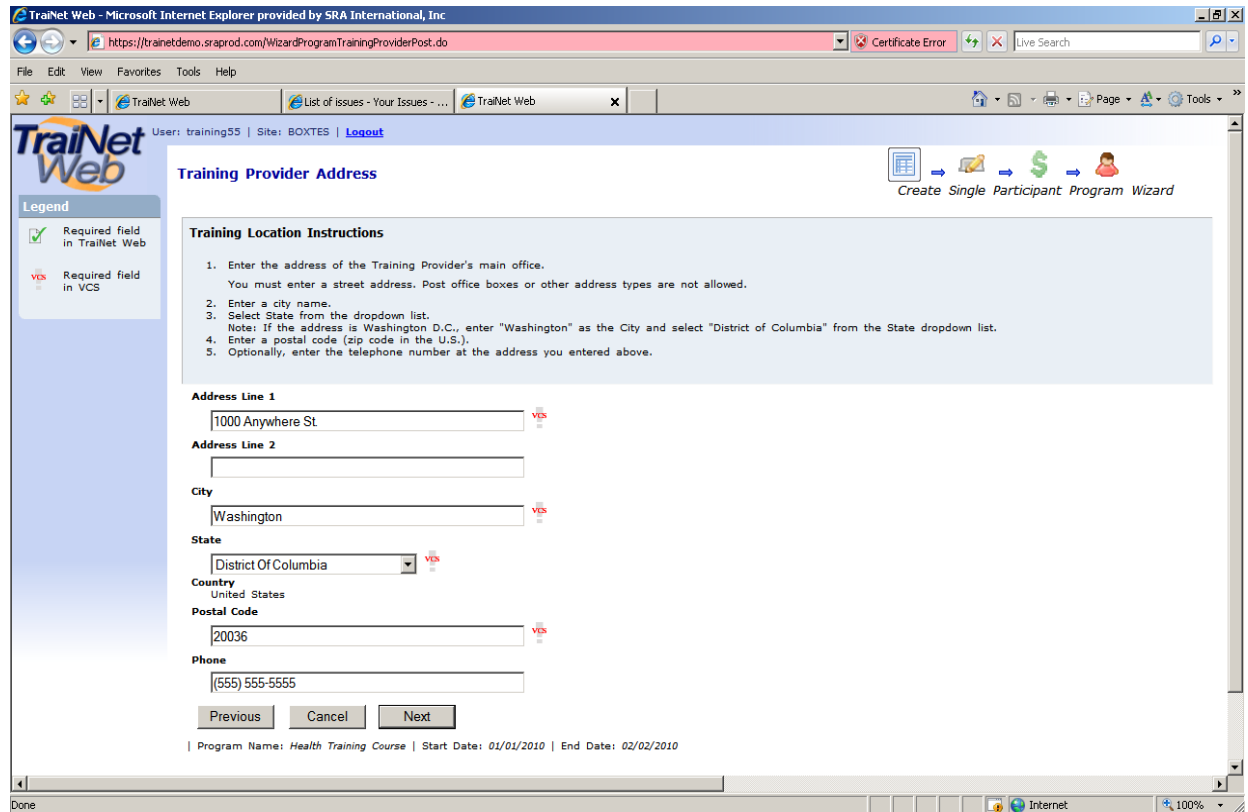
- U.S. Training Component Start and End Dates
- Training type
- Sponsoring Mission



- Training Provider (facility) name

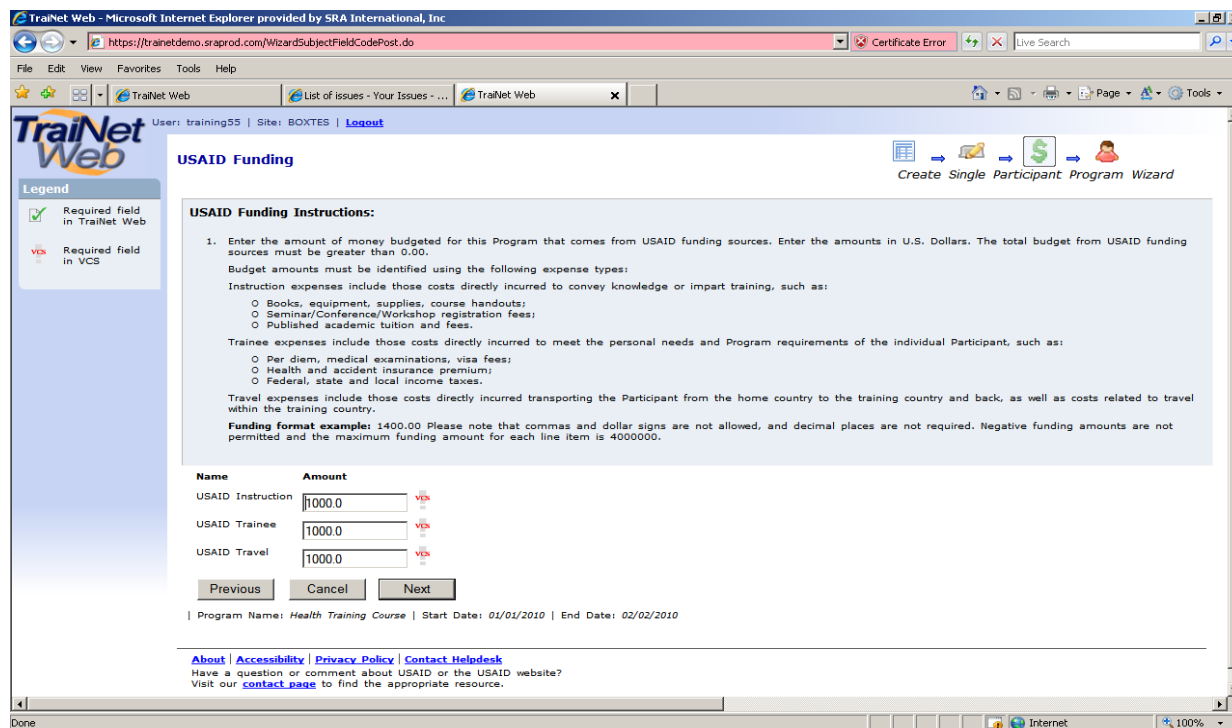


- Training Provider (facility) address
 - Line 1
 - City
 - State
 - Zip Code (must be five digits)
 - Country



Funding Information

- Budgeted Funding amount (must be greater than zero), showing USAID’s contribution to the instruction, EV, and travel expenses.
- Non-USAID contributions, if entered, must be greater than zero; however, this is not a required field.
- These amounts will be divided equally among the EVs in the program. Cancelled EVs are ignored.



Required Updates during the Program

During the course of an Exchange Visitor’s program, the following information must be updated if there are changes or if errors are discovered:

- Address
- Last Name
- Birth Date
- Gender
- Country of Birth
- City of Birth
- Country of Residence
- Position Code
- Current Site of Activity [current training provider's name and address]*
- Field of Study
- Program Start and End Dates
- USAID or Other Funding contributions

* If the training provider has not yet been identified at the time of initial data entry, the implementer's name and U.S. address may be used until such time as the training provider is known. Once known, training provider information should be provided as a site of activity update via TraiNet.

- Participant Status – Update EV status to “In Training” when the EV has arrived at the program site and then “Achieved” or other applicable status at end of program.
- Termination Status – Update EV status to Terminated and update Termination Reason.
- Return Status - Update EV’s return status as “returned”, “not returned”, or “unknown.” If known, also enter the departure date.

Program Owner: BOXTES

Program Status: **Planned** → Active → Completed

Start Date: 01/01/2010 End Date: 02/02/2010

Find the participant named:

Smith, John

[Delete this participant](#)

Status: Planned	Return Status: --	Departure Date:	Edit
Biographical Information Edit			
Gender: Male	Birthdate: 01/01/1960	City of Birth: Jordan	
Position: MEDICAL FIELD		Country of Residence: Jordan	
		Country of Citizenship: Jordan	Edit
Visa Information			
Visa Category: Specialist	Participant Id: BOXTESW04R.s	Passport Number: 987654321	
U.S. Contact Address:	Submitted to VCS on:		
	Edit		
U.S. Contact Address:	1000 Home Address St Washington, District Of Columbia 20036		
Home Address:	Edit		
Home Address:			
Number of Dependents: 0	Manage Dependents		
Participant Site Defined Data	Edit		

USING TRAINET: CREATING A U.S. TRAINING

TraiNet organizes information into programs that contain information on EVs, what they will study, where, with whom they will study it, and how much it will cost.

What constitutes a Program?

A program can be a long-term degree program (such as associate’s, bachelor’s, master’s, or doctoral), or non-degree technical training like seminars, conferences, or workshops, to name just a few types.

A program can be delivered traditionally, with the all parties in the same location, or by distance learning methods. A program has defined start and end dates. There are very few, if any, gaps between its components. (Hint: if you have a program where there are long gaps between components, you should probably subdivide it into a number of individual programs.)

Further, a program can take place in the U.S., in an individual’s home country, or in a third country (some programs take place in several venues).

Individuals do not need J-1 visas from the U.S. Consulate for in-country or third-country programs, so it is not necessary to request a DS-2019 form for these programs. It is, however, still required to enter data in TraiNet.

Any time an individual will come to the U.S. under the partial or full sponsorship of USAID, directly or indirectly funded by USAID, his or her information as well as information about the program must be entered into TraiNet and submit it to the VCS.

If you have a number of students attending academic programs (such as associate's, bachelor's, master's, or doctoral degrees), create a separate training program for each student.

A program is **not** a project or an activity that has a training component. Projects and Activities may, however, provide funding for programs.

Projects and Activities are entered in TraiNet under the Activities screen.

Data entry guides for TraiNet Web are available on the technical support Web site at <http://trainethelp.usaid.gov/Documents/>. If you are unable to download either of these documents, e-mail the Help Desk for assistance at trainet-vcs@sraproduct.com.

Common Errors and Resolutions

Error: Program start date can only be updated when the EV is in Planned status

Cause: Once the EV has arrived and has been validated, SEVIS does not allow an update to the program start date.

Resolution: Change the start date to the original date and resubmit data from TraiNet.

Error: TraiNet operator cannot update record to "achieved".

Cause: Most likely the EV's status was never changed from "Planned" to "In-Training", confirming the EV's arrival in the U.S.

Resolution: Update the status of the EV to "In-Training" and submit to VCS. Then, update the status of the EV to "Achieved" and submit this update.

VALIDATION OF EXCHANGE VISITORS

Once an EV has arrived in the U.S. and has begun his or her program, the EV's status in TraiNet must be updated reflect his or her arrival. The information must be sent from TraiNet to SEVIS via VCS and is called "Validating" the EV. If this update is not done in a timely manner as specified in the ADS policies, the Department of Homeland Security and the State Department will automatically assume that the EV has violated terms of his or her program and will consider the EV a "No-Show." This could jeopardize current and future EV programs and lead to difficulty for the EV when entering the U.S.

Within three days of the beginning of the training program the validation process must be complete. To begin this process, the TraiNet operator should update the EV's status in TraiNet to "In-Training" and transmit this update for processing in the VCS for submission verification.

OTHER UPDATES AND EVENTS FOR EXCHANGE VISITORS

A description of the most common other updates follow.

Correcting or Changing Information

Sometimes information about an EV changes or an error needs to be corrected. In such cases, you do not need to recreate the same EV record. Simply edit the existing EV record, making any changes or corrections that are necessary, and transmit the data. VCS will import the changes to be reviewed.

Extending or Shortening the Program

If the end date of the program needs to be adjusted due to changes in the design or delivery of the program, simply change the end date in TraiNet and transmit this new information to the VCS. If the changes in the design or delivery of the program occur after the request for a DS-2019 has been submitted, the program end date can only be extended up to the limit of the permissible period of participation authorized for the program category. To request an extension of the end date beyond the permissible period of the program category, contact the USAID RO.

Canceling EV Participation

An EV who drops out of a program or is removed from a program *before* it begins is considered a cancelled EV. If an EV has been validated (see above) then you cannot cancel the EV. He or she must be terminated (see Termination of EV Participation below).

If the EV's request for a DS-2019 has not been submitted to SEVIS, the cancellation will be processed automatically by the VCS, and no action will be required by the Verifier for this person. If there is more than one EV on this program, consider modifying the budget so as to not force a re-verification of the other EVs. (Please see the paragraph below about budgets and cancellations.)

Terminating EV Participation

An EV who drops out of a program or is removed from a program *before* it begins is considered a cancelled EV. If an EV has been validated (see above) then you cannot cancel the EV; he or she must be terminated in TraiNet.

In the case where the EV is being terminated, the TraiNet operator must indicate the "Return Status" (Returned, Not Returned, Unknown) and select a "Termination Reason" listed below. Note that certain termination reasons will result in a "terminated" status in SEVIS (an outcome with negative connotation), while others will result in an "End of Program" status in SEVIS (an outcome without negative connotation).

In addition, the Initiator must enter a "termination date" and may also enter a "departure date" and additional comments.

Regardless of if the termination results in "End of Program" or "Termination" in SEVIS, the program end date must not be changed. The program end date should reflect the original intentions of the program.

Termination Reason Description	SEVIS Status
Failure to Pursue Activities	Termination
No Health Insurance	Termination
Conviction of a Crime	Termination
Disciplinary Action	Termination
Unauthorized Employment	Termination
Sponsor Rules Violations	Termination
Program Regulations Violations	Termination
Failure to Maintain Course Load	Termination

Involuntary Suspension	Termination
Failure to Submit Address Change	Termination
Other	Termination
Death of Participant	End of Program
Unable to Continue	End of Program
Program Completed Early	End of Program
Withdrawal	End of Program

Cancellations, Terminations and Budgets

If you terminate or cancel an EV and there is more than one EV on the training program, VCS will automatically redistribute the total budget of the training program among the remaining EVs and present a new budget to the Verifier and Approver for review. This may mean that EVs that were verified once will have to be re-verified with a different budget allocation. Please review them and take appropriate action. This can be prevented this by reducing or increasing the budget in TraiNet (depending on whether you're adding an EV to the group, or terminating, or canceling one) so that the per-person allocation stays constant.

RETURN STATUS MONITORING

ADS 252 states that EVs must leave the U.S. within three calendar days (seven calendar days for long-term training programs) of the program end date indicated on their DS-2019 forms. When an EV's program end date passes, the VCS will begin monitoring TraiNet for confirmation that the EV has completed his or her program and returned home. Verifiers will be notified via e-mail if this return status confirmation has not been entered into TraiNet in a timely fashion. TraiNet operators should update return status immediately upon receiving confirmation the EV has returned to their country of origin. Immediately submit this update to the VCS.



USAID
FROM THE AMERICAN PEOPLE

THE COMPLETE GUIDE TO USAID VISA COMPLIANCE SYSTEMS

APPENDIX 2 – THE VERIFIER

Version 1.06.02

April 2009

THE VERIFIER

ROLE

The Supervisors of TraiNet Operators usually perform this role. They are responsible for ensuring that data entered into TraiNet is complete, correct, and error-free when imported to VCS. They communicate with the TraiNet Operators, Approvers, and Submitters as necessary.

RESPONSIBILITIES

The R2-Verifer uses the VCS system to

- Verify that TraiNet data imported to VCS is complete, correct, and error free.
- Communicate data errors to TraiNet Operator for correction in TraiNet.
- Communicate with Approvers and Submitters regarding questionable EV records. (Note that EVs should not be given contact information for Approvers.)
- If Approver designates, can receive signed DS-2019 forms from Approver.

HOW TO GET HELP

Inquiries regarding system access, password resets, VCS user issues, and DS-219s should be directed to Linda Walker at lwalker@usaid.gov. Inquiries regarding ADS 252 policy may be directed to James Nindel at jnindel@usaid.gov. Inquiries regarding visa policy compliance and best practices or EV reinstatements may be directed to Mr. Jeffrey Shahan at jshahan@usaid.gov.

The TraiNet/VCS Help Desk is available to answer technical and usability questions:

E-mail: trainet-vcs@sraproduct.com

Phone: +1.703.879.8611

Web site: <http://trainethelp.usaid.gov>

Web site references:

USAID Visa Compliance System: <https://vcs.usaid.gov>

TraiNet/Web: <https://trainetweb.usaid.gov>

USAID ADS Chapters 252 and 253: <http://www.usaid.gov/policy/ads/200>

SUMMARY OF VCS USE

1. Log in to <https://vcs.usaid.gov>;
2. Click an EV's name to view his or her data;
3. Ensure that the information, including updates and any information on non-USAID funding is complete, correct, and error-free;
4. Click "Add Document" to upload necessary documents such as the passport face page, DS-2019 form, and I-94 form.

5. If there is non-USAID based funding, verify this by selecting the “Add Other Funding” link and entering the amount and source.
6. Click “Verify” if it is complete, correct, and error-free; otherwise, communicate the necessary changes to your TraiNet Operator and, optionally, enter a rejection reason and click “Reject.”

HOW TO USE VCS

The USAID Visa Compliance System (VCS) is used to review data that has been received from TraiNet. Within VCS the Verifier can accept (verify) an EV’s data, thereby allowing it to progress to the next step, or reject it, thereby removing it from the process. If there are errors in the data, the Verifier should communicate with the TraiNet Operator to correct the data and re-transmit it to USAID/Washington so that the VCS can be updated.

USAID policy requires that any data transmitted from VCS to SEVIS must be verified and/or approved in its entirety. As a result, it may be necessary to verify an EV multiple times if there are changes to the stored data in TraiNet. For instance, if you verify an EV, and then the dates of the EV event are changed before the information is sent to SEVIS, the Verifier will be required to verify the EV again with the new dates.

Use a Web browser to go to the VCS Web site (<https://vcs.usaid.gov>) and log in using your username and password. On your first login you will be asked to change your password. Important points to remember when changing your password

1. Follow the password creation guidelines at the bottom of the page (minimum number of characters, combination of letters and numbers, etc.)
2. Use the Tab key to move from field to field, or use the mouse to click to the next field. If you use the ENTER key the default action is “cancel,” which may be happens to you.
3. Passwords and usernames are case-sensitive.



Figure 2: The Verifier's initial screen in the VCS system. The left side of the screen contains a navigation menu, and the rest of the screen is devoted to a listing of individual Exchange Visitors queued for review and action.

When you first log into VCS you will be presented with a screen like this, listing the EVs in the queue for your action.

The first 20 EVs to be reviewed will be displayed. You can use the buttons **First** and **Last** to go to the top and bottom of the list. Use the **Previous 20** and **Next 20** links to page through all of the queued up EVs 20 at a time.

To review an EV and then accept or reject the information, click on the EV’s name.

You may see a notice at the top of the screen in red displaying the words: “You have Exchange Visitors with TraiNet Data Errors! Click on Correct TraiNet Data.” This indicates that data has been sent to VCS

containing errors. These errors must be corrected in TraiNet and resent before they can be verified. To view the error, click on the **Correct TraiNet Data** link from the menu on the left (see Correct TraiNet Data Section.).

VERIFYING NEW EXCHANGE VISITORS

If this is a new Exchange Visitor, one whose data is being submitted for the first time, you will see the Verify New Exchange Visitor screen.

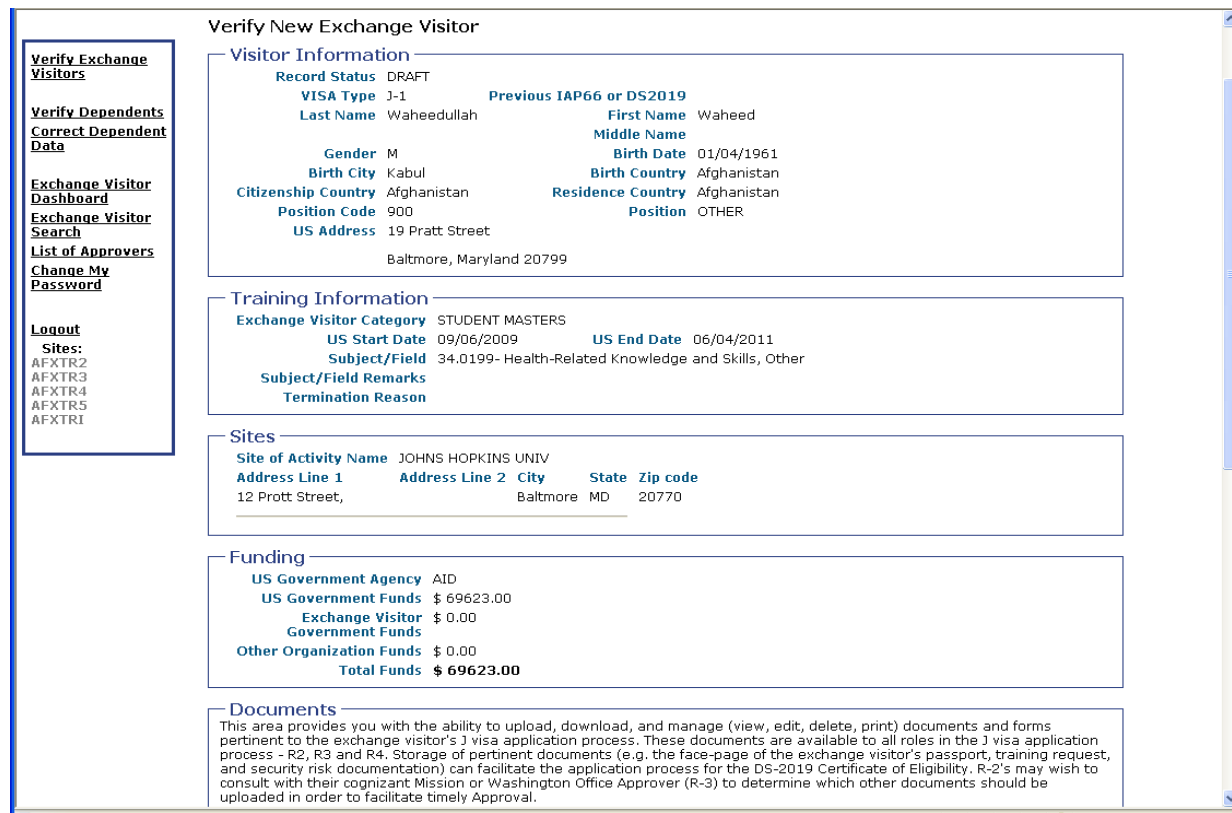


Figure 3: The Verify New Exchange Visitor screen in the VCS system. The left side of the screen contains a navigation menu, and the rest of the screen is devoted to a listing of the data about a prospective Exchange Visitor.

On this screen you can review all of the information about the EV that USAID is required to report to the Department of Homeland Security (DHS). This includes biographical information about the EV, information about the program that she or he is attending, including the training providers, and information on the funding for the program.

Non-USAID Funding Sources

If there is non-USAID funding (for example, cost sharing) associated with the program, you will see the total displayed. Click the **Add Other Funding** link and enter the name of the organization and the amount of funding they are contributing for this person. Click **Save** to return to the Verify New Exchange Visitor Screen.

Note: If you click the Verify button and there is non-USAID funding for this EV, you will receive an error message in red in the Funding section of the Verify Exchange Visitor screen. You will need to enter

the Other Funding information before verifying the Exchange Visitor; otherwise, the EV will not progress to the Approver's queue.

Uploading and Managing Documents

You can also upload, download (and print) and manage documents and forms pertinent to the EV's J-visa application process. These documents will be visible to the Verifier, Approver, and Submitter. Storing required documents in this area can facilitate the application process for the DS-2019 Certificate of Eligibility. Examples of documents you may want to upload include those which must be given to the Approver, per ADS 252 provisions, are as follows:

- Security Risk and Fraud Inquiry (SFRI) documentation;
- Signed Conditions of Sponsorship for J-1 Visa Holders Form, AID 1381-6, dated 8/05 or later;
- A clear scan of the face page of the potential EV's passport, clearly showing the face, passport number, and country of citizenship;
- A Training Request or description of EV activity; and
- Dependent Certification Form AID 1380-5, approved by the Mission, if applicable.

Beyond that, other documentation that may or may not be provided prior to VCS approval could include:

- Nomination/EV selection documentation;
- EV's biographical data information;
- Security Risk Inquiry documentation;
- English language proficiency documentation;
- Medical clearance confirmation (unless HAC Plan C is used);
- Signed Conditions of Sponsorship for J-1 Visa Holders Form, AID 1381-6;
- Pre-departure orientation checklist;
- SEVIS identification number, and
- All other documentation/correspondence related to visa compliance.

To add a file to this archive, click **Add Document**, then enter a short description of the item, and click the browse button to locate and select the item to be uploaded from your computer or network.

To download, view, or print an existing document, click **Download** next to the item you wish to view.

To replace or remove documents, click **Manage visitor documents**.

You can work with an EV's documents any time the record is in your queue.

Completing the Verification

Take one of the following actions based upon your final assessment of the EV's record:

- If this EV is, in fact, traveling to the U.S. on this program and all the information on screen is complete, correct, and error-free, you should click the **Verify** button at the bottom of the screen.
- If this EV is NOT traveling to the U.S. on this program, you should enter a Rejection Reason in the area provided and then click the **Reject** button.
- If the information presented on the screen is incorrect, communicate this to your TraiNet Operator and have him or her correct the information and resubmit. Optionally, enter a Rejection Reason in the area provided and click the **Reject** button.

Note: VCS does not generate an automated message to the TraiNet Operator when the Verifier rejects the candidate. The R2 must communicate directly, either by e-mail or other means, to let them know the disposition of the EV or what data needs to be corrected and then resubmitted to VCS.

Warnings

Ideally, you should submit data required for issuance of DS-2019s to VCS for verification and approval no less than six weeks prior to the anticipated date of consular filing.

In cases when the start date of the EV's program is between two and four weeks away, you will receive a warning that there may not be sufficient time to receive the requested DS-2019 form and complete any additional required processing (that is, consular interviews). This does not prevent the approval and submission process from proceeding. This is a warning message only.

In cases when the start date of the EV's program is less than or equal to two weeks away, you will receive a warning that the request for a DS-2019 will not be sent to DHS because there is insufficient time to request the form, send it to the Mission, and complete any additional required processing (that is, consular interviews).

In both cases, it will be recommended that you work with the TraiNet Operator to reschedule the program to allow sufficient lead time for processing the DS-2019 request.

VERIFYING A VALIDATION FOR EXCHANGE VISITORS

Once an EV has arrived in the U.S. and has begun his or her program, the EV's status in TraiNet must be updated reflect his or her arrival. The information must be sent from TraiNet to SEVIS via VCS and is called "Validating" the EV. If this update is not done in a timely manner as specified in the ADS policies, the Department of Homeland Security and the State Department will automatically assume that the EV has violated terms of his or her program and will consider the EV a "No-Show." This could jeopardize current and future EV programs and lead to difficulty for the EV when entering the U.S.

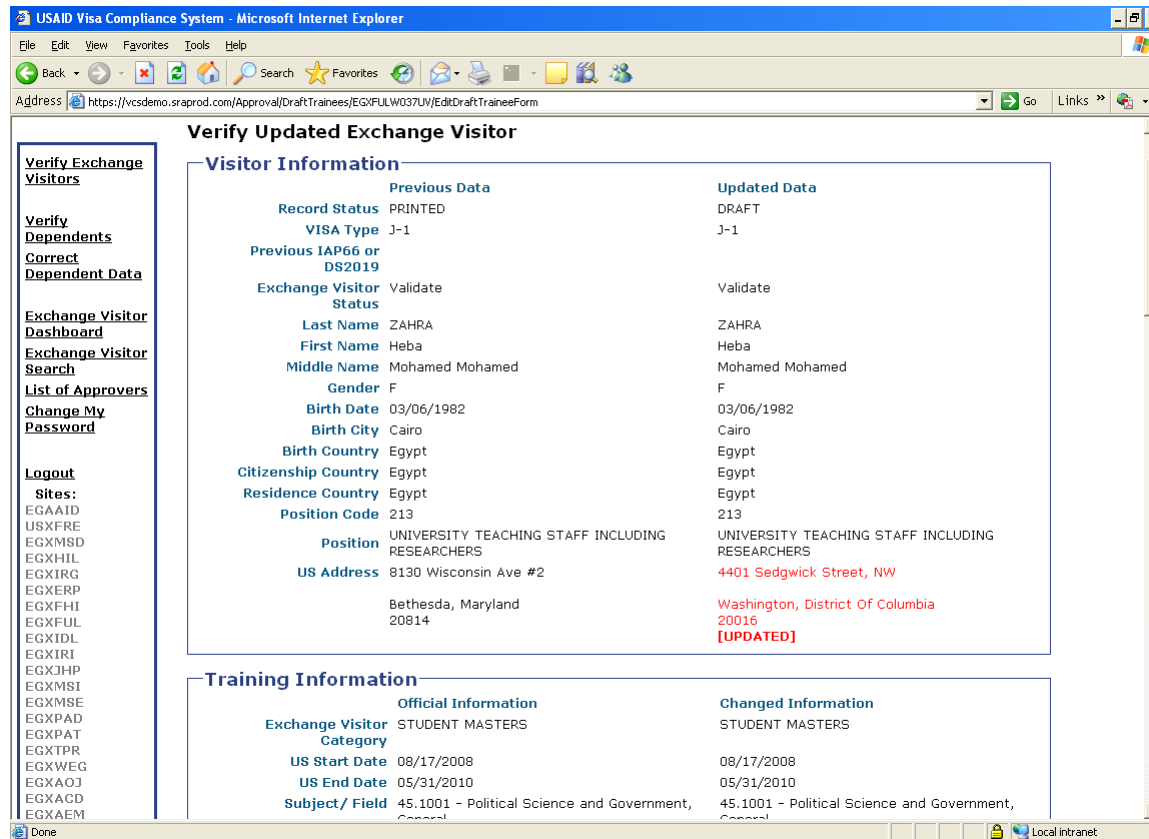


Figure 4: The Verify Updated Exchange Visitor screen contains two columns of information about the Exchange Visitor. The left-hand column contains the data currently in the VCS, while the right-hand column contains the new information to be reviewed. Updates are highlighted both in text and in color to more easily identify information to be reviewed.

Shortly after the training program has begun, your TraiNet Operator should update the EV’s status in TraiNet and submit this update for processing. You must review and verify this update in the VCS so that it can be approved and sent to SEVIS within the timeframe specified in the ADS policies, or before the end of the program, whichever comes first. Under no circumstance should you validate someone who has not yet begun training.

In the VCS you will be presented with the Verify Updated Exchange Visitor screen. This screen is different from the New Exchange Visitor screen in that it shows both the original information already in VCS and the NEW information that is to be verified for submission.

Confirm that the Exchange Visitor status in the rightmost column (Updated Data) is "Validate."

- If the new information on this EV is correct, you should click the **Verify** button at the bottom of the screen.
- If the new information for this EV is NOT correct, you should tell your TraiNet Operator to correct the information and resubmit. Optionally, enter a Rejection Reason in the area provided and then click the **Reject** button.

VERIFYING OTHER UPDATES AND EVENTS FOR EXCHANGE VISITORS

If this EV has already been submitted to SEVIS, you will be presented with the Verify Updated Exchange Visitor screen.

As discussed in the section on Validation, this screen is different from the New Exchange Visitor screen in that it shows both the original information already in VCS and the NEW information that is to be verified for submission. At the bottom of this screen is a checkbox you can click to request that a new DS-2019 form be issued with the updated information.

- If the new information on this EV is correct, you should click the **Verify** button at the bottom of the screen.
- If the new information for this EV is NOT correct, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

Other types of major events may be handled slightly differently from this general scenario of reviewing and verifying updated data. Descriptions of the most common other events follows.

Cancellation

An EV who drops out of a program or is removed from a program *before it begins* is a cancelled EV. If an EV has been validated (see above) then you cannot cancel the EV; he or she must be terminated.

If the EV has not been submitted to SEVIS to request a DS-2019, the cancellation will be processed automatically by the VCS and no action will be required *for this person*. If there is more than one EV on this program, you may need to re-verify the other EVs. (Please see the paragraph below about budgets and cancellations.)

In the VCS you will be presented with the Verify Updated Exchange Visitor screen.

Confirm that the Exchange Visitor Status in the rightmost column (Updated Data) is Void.

- If the new information on this EV is correct and you do wish to cancel the person, you should click the **Verify** button at the bottom of the screen.
- If the new information for this EV is NOT correct and you do NOT wish to cancel this person, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

If you have received a DS-2019 form for this EV, return it to USAID/W along with a cover memo stating that the form will not be used because the EV has been cancelled.

Termination

An EV who drops out of a program or is removed from a program *before it begins*, is a cancelled EV. If an EV has been validated (see above), you cannot cancel the EV; he or she must be terminated.

In the VCS you will be presented with the Verify Updated Exchange Visitor screen.

Confirm that the Exchange Visitor Status in the rightmost column (Updated Data) is Terminate.

- If the new information on this EV is correct and you do wish to terminate the person, you should enter the reason for termination in the available Remarks field and then click the **Verify** button at the bottom of the screen.

- If the new information for this EV is NOT correct and you do NOT wish to terminate this person, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

Cancellations, Terminations, and Budgets

If you terminate or cancel an EV and there is more than one EV on the training program, VCS will automatically redistribute the total budget of the training program among the remaining EVs and present this new budget allocation to the Verifier and Approver for review. This may mean that EVs you have verified once will have to be re-verified with a different allotment. Please review them and take appropriate action. You can prevent this by having your TraiNet operator reduce the budget in TraiNet so that the per-person amount stays constant.

RETURN STATUS MONITORING

When an EV’s program end date passes, the VCS will begin monitoring TraiNet for confirmation that the EV has completed his or her program and returned home. Verifiers will be notified via e-mail if this return status confirmation has not been entered into TraiNet in a timely fashion. Notify your TraiNet operator immediately so this critical update can be made in TraiNet and submitted to the VCS.

VERIFYING DEPENDENTS

Dependents have their own section of VCS. In the menu on the left of the screen are two dependent options: Verify Dependents and Correct Dependent Data.



USAID Visa Compliance System

Verify Dependents
Displaying 1- 1of 1

Dependent			Exchange Visitor					
Last Name	First Name	Middle Name	Action	Last Name	First Name	Middle Name	Birth Date	Program Start D:
Goitom	Rezene	Bahre	New	Ketama	Ghenet Weldeselassie		08/06/1961	08/17/2001

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Figure 5: The Verify Dependents Screen contains a list of dependents to be reviewed and verified.

Click correct Dependent Errors to see a list of dependents with data errors. As with EVs, these errors must be corrected in TraiNet before the dependent can be verified.

Click Verify Dependents to see a list of dependents in your queue awaiting action.

To review and either verify or reject a dependent’s information, click the dependent’s name, and a screen will open where you can take the necessary action.



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<p>Verify Exchange Visitors</p> <p>Verify Dependents</p> <p>Correct Dependent Data</p> <p>Exchange Visitor Dashboard</p> <p>Exchange Visitor Search</p> <p>List of Approvers</p> <p>Change My Password</p> <p>Logout</p> <p>Sites: USJVCS MGXJRP</p>	<p>Verify New Dependent</p> <p>Dependent Information</p> <table border="1"> <tr> <td>VISA Type</td> <td>J-2</td> <td>First Name</td> <td>Rezene</td> </tr> <tr> <td>Last Name</td> <td>Goitom</td> <td>Middle Name</td> <td>Bahre</td> </tr> <tr> <td>Gender</td> <td>M</td> <td>Birth Date</td> <td>03/18/1988</td> </tr> <tr> <td>Birth City</td> <td>ARAREB</td> <td>Birth Country</td> <td>Eritrea</td> </tr> <tr> <td>Citizenship Country</td> <td>Eritrea</td> <td>Residence Country</td> <td>Eritrea</td> </tr> <tr> <td>Relationship to Exchange Visitor</td> <td>Child</td> <td></td> <td></td> </tr> </table> <p>Exchange Visitor Information</p> <table border="1"> <tr> <td>VISA Type</td> <td>J-1</td> <td>First Name</td> <td>Gbenet Weldeeslassie</td> </tr> <tr> <td>Last Name</td> <td>Ketema</td> <td>Middle Name</td> <td></td> </tr> <tr> <td>Gender</td> <td>F</td> <td>Birth Date</td> <td>08/06/1961</td> </tr> <tr> <td>Birth City</td> <td>ASMARA</td> <td>Birth Country</td> <td>Eritrea</td> </tr> <tr> <td>Citizenship Country</td> <td>Eritrea</td> <td>Residence Country</td> <td>Eritrea</td> </tr> <tr> <td>US Start Date</td> <td>08/17/2001</td> <td>US End Date</td> <td>06/30/2005</td> </tr> </table> <p>Action</p>	VISA Type	J-2	First Name	Rezene	Last Name	Goitom	Middle Name	Bahre	Gender	M	Birth Date	03/18/1988	Birth City	ARAREB	Birth Country	Eritrea	Citizenship Country	Eritrea	Residence Country	Eritrea	Relationship to Exchange Visitor	Child			VISA Type	J-1	First Name	Gbenet Weldeeslassie	Last Name	Ketema	Middle Name		Gender	F	Birth Date	08/06/1961	Birth City	ASMARA	Birth Country	Eritrea	Citizenship Country	Eritrea	Residence Country	Eritrea	US Start Date	08/17/2001	US End Date	06/30/2005
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VISA Type	J-1	First Name	Gbenet Weldeeslassie																																														
Last Name	Ketema	Middle Name																																															
Gender	F	Birth Date	08/06/1961																																														
Birth City	ASMARA	Birth Country	Eritrea																																														
Citizenship Country	Eritrea	Residence Country	Eritrea																																														
US Start Date	08/17/2001	US End Date	06/30/2005																																														

Figure 6: The Verify New Dependent screen displays detailed biographical information about the dependent and the primary Exchange Visitor.

Click the **Verify** or **Reject** button to proceed. If you reject a dependent you must provide a rejection reason. Rejected dependents are removed from VCS.

WHAT HAPPENS NEXT?

- Whenever you click “Verify” for an EV, her or his status is changed to “Verified”, and the record is queued up to be reviewed by the Approver. The Approver can also accept or reject the EV’s information.
- Whenever you reject an EV, her or his status is set to “Rejected”, and her or his name is removed from the system. Be sure to communicate the status of the rejected EV to the TraiNet Operator to update the Exchange Visitor record in TraiNet.

OTHER FEATURES

Participant Dashboard

The Participant Dashboard gives you an overall view of the status of all of your EVs in VCS.



USAID Visa Compliance System

[Verify Exchange Visitors](#)

[Verify Dependents](#)

[Correct Dependent Data](#)

[Exchange Visitor Dashboard](#)

[Exchange Visitor Search](#)

[List of Approvers](#)

[Change My Password](#)

[Logout](#)

Sites:
USJVCS
MGXJRP

Participant Dashboard

Statuses

Site ID	Rejected(3)	DataError(1)	Draft(0)	Verified(0)	Approved(1)	Submitted(3)
USJVCS	0	0	0	0	0	0
MGXJRP	3	1	0	0	1	3

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Figure 7: The Participant Dashboard lists, for each site, the number of Exchange Visitors in the VCS who have been rejected, identified as having Data Errors, read into Draft, Verified, Approved, and Submitted status.

The dashboard shows you a list of all of your Site IDs and the number of EVs in each stage of action. Click on a number below any status name to show all the EVs in that status.

Searching for Participants

VCS allows you to search for EVs by name, by country, or by name and country. To search for a specific EV, click the Participant Search link on the left side of the screen.



USAID Visa Compliance System

[Verify Trainees](#)

[Correct Trainet Data](#)

[Verify Dependents](#)

[Correct Dependent Data](#)

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[Logout](#)

Sites:
USJVCS
MGXJRP

Participant Search

Last Name

First Name

Country

Data

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Figure 8: The Participant Search screen contains a form that lets you search for participants by any combination of first and last name and country. You can search current or historical data.

Enter all or part of the name of the EV you want to find in the Last Name or First Name fields. You can also select a country from the pick-list. Click the search button and VCS will return a list of EVs who match your criteria. Note that you will only see information about EVs that you have authority to verify.

Find Approver

Verifiers have access to a list of Approvers in the VCS.



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Sites:
USJVCs
MGXJRP

Approver List

****WARNING**WARNING**WARNING****

Verifiers should NOT distribute approvers' email addresses or copy approvers on any email correspondence with participants.

****WARNING**WARNING**WARNING****

Last Name	First Name	E-mail	Country
Addleton	Jonathan	jaddleton@usaid.gov	Cambodia
Allen	Jeff	jallen@usaid.gov	Sri Lanka
Allen	Pamela	pallen@usaid.gov	Ghana
Anderson	Rolf	randerson@usaid.gov	Mali
Anthony	Susan	santhony@usaid.gov	Ethiopia
Approver	Test	noone@not.supplied.example.com	Bosnia and herzegovina
Approver	Test	noone@not.supplied.example.com	Jordan
Approver	Test	noone@not.supplied.example.com	Morocco
Approver	Test	noone@not.supplied.example.com	Mongolia
Approver	Test	noone@not.supplied.example.com	Senegal

Figure 9: The Approver List screen displays a list of the Approvers, their country, and their e-mail address as entered in the VCS.

Click on the List of Approvers item in the left-hand menu and the VCS will display a paginated list of the Approvers in the system. You can sort the list by name, country, and e-mail address by clicking on the column headers. By default, the list is sorted by Last Name. You can also move through the list by clicking on the First, Prev 20, Next 20, and Last links.

Please carefully note the warning on this page and do not distribute Approvers' e-mail addresses or copy Approvers on any correspondence with EVs.

Change Password

You can change your password at any time by clicking on the Change My Password item in the menu on the left side of the screen.



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Change your Password

This screen allows you to change your existing password. Please follow the guidelines at the bottom of the page when choosing a new password. Passwords that do not meet minimum requirements will not be accepted.

Current Password

New Password

Confirm Password

Password Guidelines

- At least 7 character passwords.

Figure 10: The Change Your Password screen contains the form that must be filled out to change your VCS password.

You must enter your current password, and then enter your new password twice for confirmation. Do not hit the Enter key on your keyboard, but instead use your mouse and click on the Change button to submit your new password. Hitting the Enter key can mistakenly cancel the Change Password operation. Note that your new password must match the Password Guidelines shown on screen.



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THE COMPLETE GUIDE TO USAID VISA COMPLIANCE SYSTEMS

APPENDIX 3 – THE APPROVER

Version 1.06.02

April 2009

APPENDIX 3: R3-APPROVER

ROLE

This role is performed by a USAID staff member who is a U.S. citizen in a USAID Mission or USAID/W Office. The Approver reviews and approves participant-specific information that is forwarded to her or him by USAID contractors, grantees, and cooperative agreement recipients, and by USAID Mission and Washington office staff.

RESPONSIBILITIES

Uses the VCS system and

- Provides Mission confirmation of the legitimacy of each Exchange Visitor (EV) and intervention.
- Certifies that the required Security Risk and Fraud Inquiry (SFRI) has been completed.
- Approves EV data from field offices and sends to USAID/W RO/ARO EGAT through VCS.
- Approves EVs by entering last four digits of passport number of applicant.
- Sends disapproved EV data back to the Verifier for correction or removal.
- Communicates potential problems to the Verifier.
- Receives signed DS-2019 forms from EGAT/ED.
- Nominates people to fill the Verifier Role.

HOW TO GET HELP

Inquiries regarding system access, password resets, VCS user issues, and DS-219s should be directed to Linda Walker at lwalker@usaid.gov. Inquiries regarding ADS 252 policy may be directed to James Nindel at jnindel@usaid.gov. Inquiries regarding visa policy compliance and best practices or EV reinstatements may be directed to Mr. Jeffrey Shahan at jshahan@usaid.gov.

The TraiNet/VCS Help Desk is available to answer technical and usability questions:

E-mail: trainet-vcs@sraproduct.com

Phone: +1.703.879.8611

Web site: <http://trainethelp.usaid.gov>

Web site references:

USAID Visa Compliance System: <https://vcs.usaid.gov>

TraiNet/Web: <https://trainetweb.usaid.gov>

USAID ADS Chapters 252 and 253: <http://www.usaid.gov/policy/ads/200>

NOMINATING PEOPLE FOR THE VERIFIER ROLE

It is the responsibility of the Approver (USAID Mission) to recommend appropriate people to fill the Verifier role. The Verifier should be the supervisor of people entering training information into TraiNet.

A Verifier may be in the Mission or in a contractor or grantee or recipient office. They need not be a U.S. citizen.

To nominate an individual to be a Verifier, e-mail the candidate's name and contact information (be sure to include an e-mail address and telephone numbers) to trainet-vcs@sraproduct.com. Please identify your Mission and state that you are the designated Approver.

HOW TO USE VCS

The USAID Visa Compliance System (VCS) is used to review data that has been received from TrainNet. Within VCS the Approver can accept an EV's data, thereby allowing it to progress to the next step, or reject it, thereby removing it from the process. If there are errors in the data, the Approver should communicate with the Verifier or TrainNet Operator to correct the data and have it re-transmitted to Washington so that VCS can be updated.

USAID policy requires that any data transmitted from VCS to SEVIS must be verified and approved in its entirety. Because of this, it may be necessary to approve an EV multiple times if there are changes to the stored data. For instance, if the EV is approved by the Approver, and then the dates of the program are changed before the information is sent to SEVIS, it will be necessary to approve the EV again with the new dates.

Twice a day an e-mail notification will be sent to the Approver if the VCS has received data from TrainNet that is ready for your review. Use a Web browser to go to the VCS Web site (<https://vcs.usaid.gov>) and log in with a username and password. Upon first login, the approver will be asked to change the password.

When you log into VCS you will be presented with a screen like this, listing the EVs who are queued-up for your action.

USAID Visa Compliance System

Approve Exchange Visitors

Submit Dependents

Exchange Visitor Dashboard

Exchange Visitor Search

Change My Password

Logout

Countries:
EG

Approve Exchange Visitors

Displaying 1 - 12 of 12

Last Name	First Name	Date of Birth	Program Name	Program Start Date	Action	Trainet Site
Cerimagic	Anel	06/17/1977	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
Gombosuren	Udval	06/10/1964	GOBI Forage project	04/01/2005	New	TEXAS A & M Research Foundation
Ivastanin	Robert	03/30/1971	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
Kondic	Tatiana	03/24/1978	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
Nikolic	Dario	06/18/1979	Retail Food Marketing Training/Food Marketing Institute Show	04/20/2005	New	World Learning/BIH
Omerbegovic	Adisa	09/30/1973	GBEP/SGSB Faculty Development Program at the University of Delaware	03/25/2005	New	World Learning/BIH
Pasic	Mugdim	04/08/1961	GBEP/SGSB Faculty Development Program at the University of Delaware	03/25/2005	New	World Learning/BIH
Salimevic	Fahudin	08/19/1978	Retail Food Marketing Training/Food	04/20/2005	New	World Learning/BIH

Figure 11: The Approver's initial screen in the VCS system. The left side of the screen contains a navigation menu, and the rest of the screen is devoted to a listing of individual Exchange Visitors queued for review and action.

The first 20 EVs to be reviewed will be displayed. You can use the buttons **First** and **Last** to go to the top and bottom of the list. Use the **Previous 20** and **Next 20** buttons to page through all of the queued up EVs ten at a time.

To review and then accept or reject an EV's information, click on the EV's name.

NEW EXCHANGE VISITORS

If this is a new EV, one whose data is being submitted for the first time, you will see the Approve New Exchange Visitor screen.



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Countries:
IN

Approve New Exchange Visitor

You are attempting to Approve a new participant within four weeks of the start of his or her program. You may not receive the completed DS-2019 form in time for all other processing to take place, such as the consulate interview. You may want to consider changing the start date of the program. The Verifier has also received this message.

Visitor Information

VISA Type	J-1	Previous IAP66 or DS2019	
Last Name	Gombosuren	First Name	Udval
Gender	F	Birth Date	06/10/1964
Birth City	ULAANBAATAR	Birth Country	Mongolia
Citizenship Country		Residence Country	Mongolia
Position Code	213	Position	UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS
US Address	TAMU 2126 COLLEGE STATION, Texas 77843		

Training Information

Exchange Visitor Category	TRAINEE (SPECIALTY)		
US Start Date	04/01/2005	US End Date	04/29/2005
Subject/Field	03.0101- Natural Resources/Conservation General		
Subject/Field Remarks			

Sites

Site of Activity Name	TEXAS AandM UNIV COLL STA MAIN CAMPUS			
Address Line 1	Address Line 2	City	State	Zip code
INTERNATIONAL PROGRAMS	BIZZELL WEST	COLLEGE STATION	TX	77843-4251

Funding

US Government Agency	AID
US Government Funds	\$ 5000.00
Exchange Visitor Government Funds	\$ 0.00
Other Organization Funds	\$ 0.00
Total Funds	\$ 5000.00

Verified

Verified By Violetta Cook, No Organization **Verified Date** 02/15/2005

Action

Figure 12: The Approve New Exchange Visitor screen. The left side of the screen contains a navigation menu. The remainder of the screen lists detailed biographical information about an Exchange Visitor and his or her event, including the site and funding.

On this screen you can review all of the information about the EV that USAID is required to report to the Bureau for Immigration and Citizenship Enforcement (BICE). This includes biographical information, information about the program the EV is attending, including the training providers, and information on the funding for the program. USAID policy requires that you confirm the legitimacy of each EV using the passport face page and training request or description of activity. Scans or faxes of these documents may also be used.

Uploading and Managing Documents

You can also upload, download (and print), and manage documents and forms pertinent to the EV's J visa application process. These documents will be visible to the Verifier, Approver, and Submitter. Storing required documents in this area can facilitate the application process for the DS-2019 Certificate of Eligibility.

If the Verifier has uploaded documents for this EV, you will see them listed here. You can download (and print) these if you wish. You may ask the Verifier to upload documentation that you require. Examples of documents, including those which, according to ADS 252, must be given to the Approver, are as follows:

- Security Risk and Fraud Inquiry (SFRI) documentation;
- Signed Conditions of Sponsorship for J-1 Visa Holders Form, AID 1381-6;
- A clear scan of the face page of the potential EV's passport, clearly showing the face, passport number, and country of citizenship;
- A Training Request or description of EV activity; and
- A Dependent Certification Form AID 1380-5, approved by the Mission, if applicable.

Beyond that, other documentation that may or may not be provided prior to VCS approval could include:

- Nomination/EV selection documentation;
- EV's biographical data information;
- Security Risk Inquiry documentation;
- English language proficiency documentation;
- Medical clearance confirmation (unless HAC Plan C is used);
- Signed Conditions of Sponsorship for J-1 Visa Holders Form, AID 1381-6;
- Pre-departure orientation checklist;
- SEVIS identification number, and
- All other documentation/correspondence related to visa compliance.

To add a file to this archive, click **Add Document**, then enter a short description of the item, and click the browse button to locate and select the item to be uploaded from your computer or network.

To download, view, or print an existing document, click **Download** next to the item you wish to view.

To replace or remove documents, click **Manage exchange visitor documents**.

You can work with an EV's documents any time the record is in your queue.

<p>Other Organization Funds \$ 0.00 Total Funds \$ 600.00</p>	
<p>Documents</p> <p>This area provides you with the ability to upload, download, and manage (view, edit, delete, print) documents and forms pertinent to the exchange visitor's J visa application process. These documents are available to all roles in the J visa application process - R2, R3 and R4. Storage of pertinent documents (e.g. the face-page of the exchange visitor's passport, training request, and security risk documentation) can facilitate the application process for the DS-2019 Certificate of Eligibility. R-2's may wish to consult with their cognizant Mission or Washington Office Approver (R-3) to determine which other documents should be uploaded in order to facilitate timely Approval.</p> <ul style="list-style-type: none"> To add a document to this exchange visitor, click Add Document. To download, view or print an existing document, click Download/view next to the document you wish to view or print. To delete or edit a document, click on the filename of the document you wish to delete or edit. To edit documents you must save them locally, edit them, and then upload them. To list all documents for this exchange visitor, click Manage exchange visitor documents. <p>Add a document</p>	
<p>Verified</p> <p>Verified By Douglas Taren, University of Arizona Verified Date 08/30/2006</p>	
<p>Action</p> <p>Please review all of the INS required information about the exchange visitor. This includes biographical information about the exchange visitor, information about the program she/he is attending, including the training providers, and information on the funding for the program. USAID policy requires that you confirm the legitimacy of each exchange visitor and the training intervention using all of the following three documents: 1) passport face page; 2) training request (TIRF); and 3) exchange visitor selection document. Scans or faxes of these documents may also be used.</p> <ul style="list-style-type: none"> If this exchange visitor is, in fact, to go to the US on this program and attend these training providers and all the information on screen is correct, you must enter in country that issued the exchange visitor's passport the last 4 digits of the passport number and click the Approve button at the bottom of the screen. If this exchange visitor is NOT to go to the US on this program, or if the information presented on screen is incorrect, you should enter a Rejection Reason in the area provided and then click the Reject button. <p style="text-align: right;">*Required</p> <p>Choose Country of Citizenship *</p> <p>Mexico <input type="button" value="Choose Country"/></p> <p>Confirm Last 4 Digits of Passport Number *</p> <input type="text"/> <p>Rejection Reason Remarks</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 45%; height: 40px;"></div> <div style="border: 1px solid black; width: 45%; height: 40px;"></div> </div> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Reject"/> </p>	

Figure 13: The Approve New Exchange Visitor screen's lower half contains the document management (upload/download) features and the buttons to either Approve or Reject the Exchange Visitor.

Completing the Approval

Take one of the following actions based upon your final assessment of the EV's record:

- If this EV is, in fact, traveling to the U.S. on this program and all the information on screen is correct, you must enter the country that issued the EV's passport and the last four digits of the passport number. Click the **Approve** button at the bottom of the screen.
- If this EV is NOT traveling to the U.S. on this program, or if the information presented on screen is incorrect, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

Warnings

If the start date of the EV's program is between two and four weeks away, you will receive a warning that there may not be sufficient time to receive the requested DS-2019 form and complete any additional required processing (that is, consular interviews).

If the start date of the EV's program is less than or equal to two weeks away, you will receive a warning that the request for a DS-2019 will not be sent to DHS because there is insufficient time to request the

form, send it to the Mission, and complete any additional required processing (that is, consular interviews).

In both cases, it will be recommended that you reschedule the program to allow sufficient lead time for processing the DS-2019 request. Contact your USAID representative in order to determine the country-specific timeline for processing the DS-2019 and to schedule the visa appointment.



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Countries:
IN

Approve Created Exchange Visitor

Visitor Information

Full name	Mohamed Emam Abd Elrazek Moustafa		
Gender	M	Date of Birth	07/14/1967
Birth City	Mansoura	Country of Citizenship	Egypt
Birth Country	Egypt	Country of Residence	Egypt
US Address Line 1	Hilton Fort Collins	US City	Fort Collins
US Address Line 2	425 W. Prospect Road	US State	Colorado
VISA Type	J-1	US Postal Code	80526
Exchange Visitor Category	09	Position	213

Security Risk Inquiry

Enter the date the Security Risk Inquiry was performed. * Required

Security Risk Inquiry Date (MM/DD/YYYY) *

Action

Country of Citizenship
Egypt

By clicking the "Certify" button, I am certifying that:

- I have read and understand ADS-252 and the Complete Guide to Visa Compliance and this exchange visit will be conducted subject to the regulations and procedures contained therein;
- A current security risk inquiry has been conducted and is on file for the participant or dependent that I am approving:
 - I have verified the legitimacy of this training intervention and participant;
 - I am a U.S. Citizen;
 - I am a USAID Mission or USAID Washington Staff Member;
 - and I am authorized by my Mission Director OR Bureau Office Director to approve requests for DS-2019 forms for my Mission's participants.

Figure 14: The Approve Created Exchange Visitor screen displays information about the Exchange Visitor who is being approved, a form in which the Approver must enter the date on which the Security Risk and Fraud inquiry was conducted, and a certification statement that must be accepted to proceed.

After you click the **Approve** button, you will be required to certify your credentials as an Approver and further enter and certify the date on which the required Security Risk and Fraud Inquiry was completed. Enter the date of the Security Risk and Fraud Inquiry, read the text, and click **Certify** if the statement is true. Click **Cancel** if it is not true. The EV will be approved only after you submit your certification.

UPDATED EXCHANGE VISITORS

If this EV has already been submitted to the SEVIS, you will be presented with the Approve Updated Exchange Visitor screen.

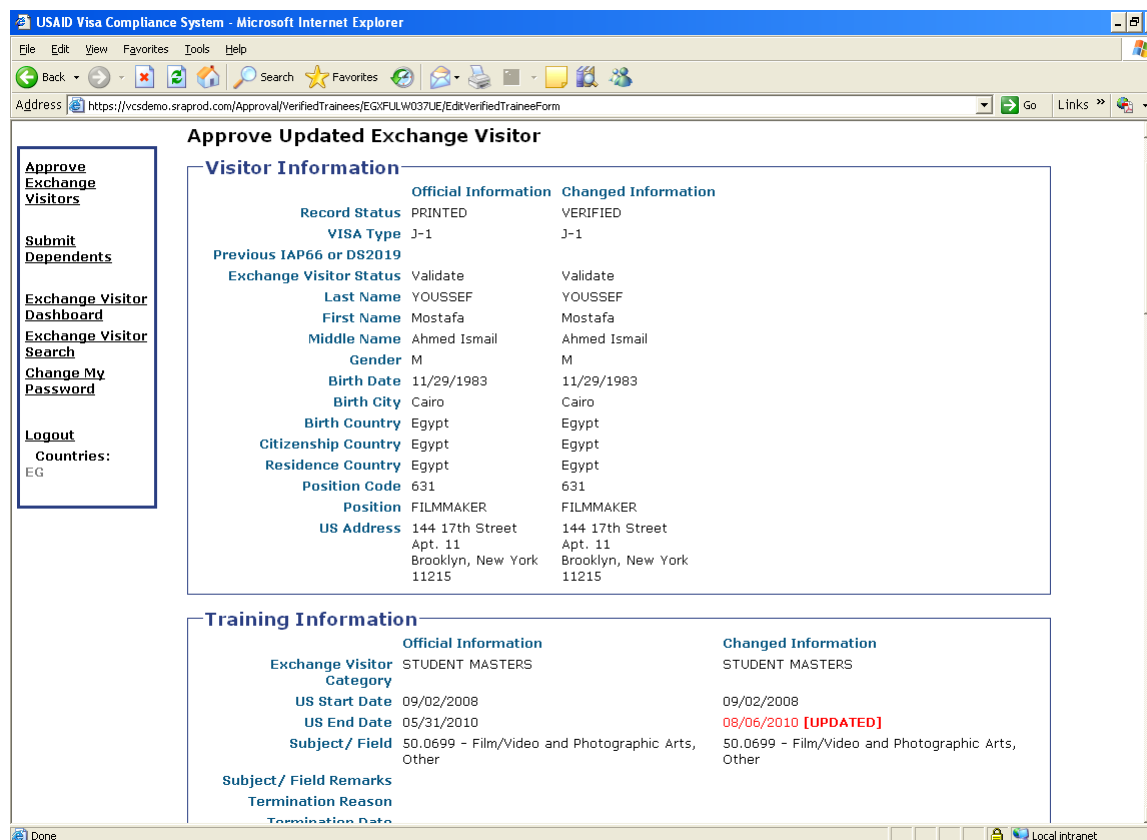


Figure 15: The Approve Updated Exchange Visitor screen contains two columns of information about the Exchange Visitor. The left-hand column contains the data currently in the VCS, while the right-hand column contains the new information to be reviewed by the Approver. Updates are highlighted both in text and in color to more easily identify information to be reviewed.

On this screen you can review all of the information about the EV that USAID is required to report to the Department of Homeland Security’s SEVIS system. This includes biographical information, information about the program she or he is attending including the training providers, and information on the funding for the program. At the bottom of the screen is a checkbox you can use to request that a new form be issued with this updated information. This screen is different from the New Exchange Visitor screen in that it shows both the original information already in VCS and the NEW information that is to be approved for submission to the SEVIS.

- If the new information on this EV is correct, you should click the **Approve** button at the bottom of the screen.

If the new information for this EV is NOT correct, you should enter a Rejection Reason in the area provided and then click the **Reject** button.

DEPENDENTS

Dependents have their own section of VCS. In the menu on the left of the screen is the selection Approve Dependents.

Click **Approve Dependents** to see a list of dependents in your queue awaiting action.

Figure 16: The Approve Dependents Screen. The left side of the screen contains a navigation menu. The remainder of the screen is devoted to a list of dependents to be reviewed and verified.

To review and either approve or reject a dependent’s information, click the dependent’s name and take the necessary action.

Figure 17: The Approve New Dependent screen. The left side of the screen contains a navigation menu. The remainder of the screen is displays detailed biographical information about the dependent and the primary Exchange Visitor.

Click the **Approve** or **Reject** button to proceed. If you reject a dependent you must provide a rejection reason. Rejected dependents are removed and returned to the Verifier for reconsideration.

WHAT HAPPENS NEXT

- Whenever you click **Approve** for an EV, her or his status is changed to “Approved”, and the record is queued to be reviewed by the Submitter. The Submitter can also accept or reject the EV’s information.
- Whenever you **Reject** an EV, her or his status is set to “Draft” and the EV is remanded to the Verifier for reconsideration.

OTHER FEATURES

Exchange visitor Dashboard

The Exchange Visitor Dashboard gives you an overall view of the status of your EV in VCS.



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Countries:
IN

Participant Dashboard

Statuses

Country	Rejected(18)	DataError(2)	Draft(4)	Verified(12)	Approved(5)	Submitted(15)
Jordan	14	1	0	0	2	5
Morocco	0	0	0	0	0	0
Senegal	1	0	1	0	0	1
Mongolia	3	1	0	1	3	3
Bosnia and herzeqovina	0	0	3	11	0	5

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Figure 18: The Participant Dashboard screen lists, for each country, the number of Exchange Visitors in the VCS who have been rejected, identified as having Data errors, read into Draft, Verified, Approved, and Submitted status.

The dashboard shows you a list of all of your countries and the number of EVs in each stage of action. Click on a number below a status name to show all the EVs in that status.

Searching for Exchange visitors

VCS allows you to search for EVs by name, by country, or by name and country. To search for a particular EV, click the Exchange Visitor Search link on the left side of the screen.

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Exchange Visitor Search

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 Countries:
 IN

Sevis ID
 Last Name
 First Name
 Middle Name
 Address Line 1
 Address Line 2
 City
 State
 Postal Code
 Country
 Birth Country
 Birth City
 Citizenship Country
 Position
 Start Date (YYYY/MM/DD)
 End Date (YYYY/MM/DD)
 Submitted By
 Submitted On (YYYY/MM/DD)
 Verified By

Figure 19: The Participant Search screen contains a form that lets you search for participants by a number of different parameters.

Enter one or more of the many searchable values to find an EV. Click the search button and VCS will return a list of EVs who match your criteria. Note that you will only see information about EVs that you have authority to approve.

Change Password

You can change your password at any time by clicking on the **Change My Password** item in the menu on the left of the screen.

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USAID Visa Compliance System

Change your Password

This screen allows you to change your existing password. Please follow the guidelines at the bottom of the page when choosing a new password. Passwords that do not meet minimum requirements will not be accepted.

Current Password

New Password

Confirm Password

Password Guidelines

- At least 7 character passwords.
- Passwords must contain characters from 3 of the following 4 classes;
 - English uppercase.
 - English lowercase.
 - Westernised Arabic Numerals.
 - Special characters e.g. punctuation.
- Password may not contain any portion of the user's name in part or in full

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Figure 20: The Change Your Password screen. The left side of the screen contains a navigation menu. The remainder of the screen contains the form that must be filled out to change your VCS password.

You must enter your current password, and then enter your new password twice for confirmation. Do not hit the Enter key on your keyboard (it will cancel the change password action), but instead use your mouse and click on the **Change** button to submit your new password. Note that your new password must match the Password Guidelines shown on the screen. Usernames and passwords are case-sensitive.

242maa_041309_W042309