**E-Verify Tutorial Update Table of Changes**

**Initiative Name:** E-Verify Tutorial Update Phase 1

**Abbreviations:**

CA Corporate Administrator

EEB Employment Eligibility Branch

EEA E-Verify Employer Agent

EV E-Verify

EVG E-Verify Guidance

FC Federal Contractor

PA Program Administrator

TOC Table of Changes

VIS Verification Information System

**Initiative Description**: Due to the Legacy Retirement efforts, the modernized E-Verify Verification Information System (VIS) has a new look and feel. Therefore, each existing E-Verify tutorial module will be updated with proper language, correct E-Verify logos and branding and new images to align and support the new modernized layout. The E-Verify Tutorial has nine (9) modules. The E-Verify Tutorial Update project will launch in three phases:

* Phase 1 – Update language and images

Below are the five (5) tutorials to align with each E-Verify access method:

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| **Phase 1 Vetting** |
| **E-Verify Program Administrator Tutorials** |
| E-Verify Employer Program Administrator |
| E-Verify Employer Program Administrator Federal Contractor |
| E-Verify Employer Agent Program Administrator |
| E-Verify Employer Agent Program Administrator Federal Contractor |
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| **Corporate Administrator Tutorial** |
| Corporate Administrator |

**Reviewers will notice:**

Throughout:

* No quotation marks
* No - DHS No Show term
* No – Review and Update Employee Data term
* Error: Close Case and Resubmit changed to Close Case and Resubmit
* DHS, SSA, PII and MOU spelled out in mostly each section topic
* Numerals vs. spelling out the number (8 federal government working days; 10 federal government working days)

New:

* Latest E-Verify change terminology
* Language to let users know they must successfully complete the online E-Verify tutorial before they can create or manage cases
* FAR and EEA overviews
* EEOC and NARA info and guidance
* 10-day requirement to take action during the Tentative Nonconfirmation (mismatch) process
* Guidance regarding the 90-day rule for users to change their passwords
* Guidance regarding the 270-day rule for users run a case and avoid deactivation of their E-Verify access
* Expanded FAR guidance

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| **E-Verify Program Administrator (EV PA) Tutorial** |
| **Lessons** |
| * [EV PA Lesson 1 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EcSWBS51DnxPi8Iy8udTq3wBEhQTOci1D0q9QDvfPJjl8Q?e=eXQvgZ) |
| * [EV PA Lesson 2 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EYelppCg7EhJjxM96YoJYlgBE1vtUBq-_gVRpOMR2Q6mkw?e=8L4hRP) * [EV Tutorial Lesson 2\_Helper Text\_Form I-9\_Employee First Day of Employment Info Sheet 02-13-23.docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EUGsb-C9BZpFiFpLJ_jy-2gBNH_wF-EvbqsbX7nXEOVMcA?e=VtINyI) |
| * [EV PA Lesson 3 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EclTe_E9ttBPnagJ-S92YZEB47BY-ZNMJcA2BQTBLS7EIA?e=Ld9KO8) |
| * [EV PA Lesson 4 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EYrvxz5jmqpJp24_2DSszkcB5245W7S3H8xAm8MAnBR-bg?e=3moqg4) |
| * [EV PA Lesson 5 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EYq6qNWCmcVDsAod7HvyYicB1kMG_8hpEb88Y9iWXscBew?e=H4ff9v) |
| **E-Verify Program Administrator Federal Contractor (EV PA FC) Tutorial** |
| * [EV PA FC Lesson 1 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EckdNC0zWSJMhecJ9A_zZUoBxJnn1VHs_N0vmPqIZxpVbA?e=z9Un6c) |
| * [EV PA FC Lesson 2 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EadJkumUTXlHn1ZcgUg4SIkB-K38SsVlYJyR19W60k9sYw?e=W7rMsh) * [EV Tutorial Lesson 2\_Helper Text\_Form I-9\_Employee First Day of Employment Info Sheet 02-13-23.docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EUGsb-C9BZpFiFpLJ_jy-2gBNH_wF-EvbqsbX7nXEOVMcA?e=VtINyI) |
| * [EV PA FC Lesson 3 (Vetting Copy1).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/ERwFLL0bLp9InQ3p7tNg2-cBOFjdKM1sXM0Obg5DkZXOmA?e=EiwDaI) |
| * [EV PA FC Lesson 4 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EeXqnz8pUypElDvsQowueAkBS_-UX8jkZ0xJmw0zIKrn8w?e=3SZz3K) |
| * [EV PA FC Lesson 5 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EX52IRa5xS5PhhY9bvuBNoMBG9N35Qzdx76oUWR9tLtolw?e=kW1AeZ) |
| **E-Verify Employer Agent Program Administrator (EEA PA) Tutorial** |
| * [EEA PA Lesson 1 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/Ec-PpRS_hQdOuJhQHjQmc8sBM3U6Lqkqbnw3eJEa5QcYUQ?e=aXTH0q) |
| * [EEA PA Lesson 2 (Vetting Copy1).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/ETqjmPZzCopGtFrQwmjjFIMBBkbSxV8Bg28tzqZDK2sqaA?e=pP9dOG) * [EV Tutorial Lesson 2\_Helper Text\_Form I-9\_Employee First Day of Employment Info Sheet 02-13-23.docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EUGsb-C9BZpFiFpLJ_jy-2gBNH_wF-EvbqsbX7nXEOVMcA?e=VtINyI) |
| * [EEA PA Lesson 3 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EYEYiu3vaslHtvi90Fw7_rsBwh5yMzYtkQPLpYRl9dagKA?e=XUIPah) |
| * [EEA PA Lesson 4 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EZxb4775krpDrw7KuK0zzoQBP-BxoNXfpMKwSMY1H5nAwA?e=UdVi1s) |
| * [EEA PA Lesson 5 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EcC1RJKe6fxKh0-Wmw3Aw5cB5T9o5Zs3n1zin-n5TCpKww?e=yg8Vjb) |
| **E-Verify Employer Agent Program Administrator Federal Contractor (EEA PA FC) Tutorial** |
| * [EEA PA FC Lesson 1 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EXI8J5AUQHtEldon9wKRaucBPG3reZy6bwSSE6vRQlV0AQ?e=NAFI4c) |
| * [EEA PA FC Lesson 2 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EXMmPn57MvpCipj8bN90ciEBXyse4bC3rLFUdH3KVao5qQ?e=3Yobaq) * [EV Tutorial Lesson 2\_Helper Text\_Form I-9\_Employee First Day of Employment Info Sheet 02-13-23.docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EUGsb-C9BZpFiFpLJ_jy-2gBNH_wF-EvbqsbX7nXEOVMcA?e=VtINyI) |
| * [EEA PA FC Lesson 3 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/ESQOwoMGTh5Kn91AJSpkaDwBQtSn4SbmyEtLGA9dum0-tQ?e=mzoCHU) |
| * [EEA PA FC Lesson 4 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/ETgJsz0UCw5DgLTJSoVPxZMBeQsNPquiCSPgXOzkEeRzdg?e=ZgUO7l) |
| * [EEA PA FC Lesson 5 (Vetting Copy1).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EQDMSf4gQb9Lrz-1Ga0n3rQBxKKIh5ndlZMr8i5RIfsUqg?e=mNnFFT) |
| **E-Verify Corporate Administrator Program Administrator (CA) Tutorial** |
| * [CA Tutorial Lesson 1 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EVw7YoONEBFJiJpVC7psz68BQ7G1cf8fXSZmPUWZoLDT6w?e=mrOifE) |
| * [CA Tutorial Lesson 2 (Vetting Copy1).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/Ee8ZoGMWxhBBhIzTVpQI818Bvp2713bi7iDGFhmTJn_FiA?e=1uJKXx) |
| * [CA Tutorial Lesson 3 (Vetting Copy).docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EXrVJSredc9PkUIw9iaSDzgB4W3mWXewb19sHwKT4qwSvA?e=tEpxWP) * [EV Tutorial Update - Job Aid CA Add Company Location - 02-13-2023.docx](https://cisgov-my.sharepoint.com/:w:/g/personal/francine_l_hill_uscis_dhs_gov/EScI7MPKK89Cmn0NtCFGjlUBvH2I5UF5Xez_m-y2cTnhqg?e=ZvZ2h1) |