**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 |
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| **E-Verify Tutorial Quizzes, Questions, and Answers** |

**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 docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20PA%20Lesson%201%20IER.1.docx)
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| * [EV PA Lesson 2 .docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20PA%20Lesson%202%20IER.1.docx)
* [EV Tutorial Lesson 2\_Helper Text\_Form I-9\_Employee First Day of Employment Info Sheet 02-13-23.docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20Tutorial%20Lesson%202_Helper%20Text_Form%20I-9_Employee%20First%20Day%20of%20Employment%20Info%20Sheet_EVG.1.docx)
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| * [EV PA Lesson 3 .docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20PA%20Lesson%203%20IER.1.docx)
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| * [EV PA Lesson 4.docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20PA%20Lesson%204%20IER.1.docx)
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| * [EV PA Lesson 5.docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20PA%20Lesson%205%20IER.1.docx)
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| **E-Verify Program Administrator Federal Contractor (EV PA FC) Tutorial** |
| * [EV PA FC Lesson 1.docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20PA%20FC%20Lesson%201%20IER.1.docx)
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| * [EV PA FC Lesson 2 .docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20PA%20FC%20Lesson%202%20IER.1.docx)
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| **E-Verify Employer Agent Program Administrator (EEA PA) Tutorial** |
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| **E-Verify Corporate Administrator Program Administrator (CA) Tutorial** |
| * [CA Tutorial Lesson 1.docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CCA%20Tutorial%20Lesson%201%20IER.1.docx)
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* [EV Tutorial Update - Job Aid CA Add Company Location.docx](file:///C%3A%5CUsers%5Cemgill%5COneDrive%20-%20USCIS%5CDesktop%5CE-Verify%20Guidance%5CE-Verify%20Tutorials%5CUpdating%202.0%5CEV%20Tutorial%20Update%20-%20Job%20Aid%20CA%20Add%20Company%20Location%20-%2002-13-2023_EVG.1.docx)
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| **E-Verify Tutorial Quizzes, Questions, and Answers** |
| * [Employer and Employer Agent Users, Program Administrators, and General Users (Questions 1 – 29)](https://ecn.uscis.dhs.gov/team/ops/RCD/pra/Actions/OMB-18-010/Phase%201-Program%20and%20Corporate%20Admin%20Tutorials/PDFs%20-%20for%20submission%20to%20OMB/Phase%201%20-%20EV%20Tutorial%20Knowledge%20Checks%20PA%20and%20CA%20Update_EVG.pdf)
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| * [Corporate Administrator (Questions 1 – 10)](https://ecn.uscis.dhs.gov/team/ops/RCD/pra/Actions/OMB-18-010/Phase%201-Program%20and%20Corporate%20Admin%20Tutorials/PDFs%20-%20for%20submission%20to%20OMB/Phase%201%20-%20EV%20Tutorial%20Knowledge%20Checks%20PA%20and%20CA%20Update_EVG.pdf)
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