

Create a SEVP Portal Account

This is an important step after OPT approval. Be sure to complete the process !!

1. The Portal Sends the Account Creation Email to the Student

Shortly after your OPT request has been approved, you will receive an email from do-not-reply.SEVP@ice.dhs.gov. The subject line of the email will be: **Optional Practical Training Approval - the next step. Create an SEVP Portal account.** **The only way to get to the portal registration page is to use the link in this email.**

If you do NOT receive a notification email:

- *check your spam or junk mail folders
- *contact your DSO to:
 - confirm the correct email address is in their SEVIS record
 - request the portal resend account creation email (**SEVIS: Reset Portal Account**)

2. Student Follows Email Link to Create Portal Account

Students must click the link in the email to open the registration page. The initial registration page will ask for the student's SEVIS ID number. A student must enter their correct, most recent SEVIS ID on which OPT was approved and then click **Submit**.

A new page will open and welcome the student by their name and display their email address. This page will prompt the student to create a password for their account. Follow the instructions on the screen and refer to the [Make and Maintain User Password](#) page to create a password that complies with system requirements. The student will need to type their password in twice and click "Create Account."

Important notes to keep in mind while completing step three:

- *Students can only use the link once. If a student is unable to start the registration process using the link provided in the email they should ask their DSO to have the email notice sent again.
- *Students should carefully enter their correct, current SEVIS ID. The system only allows the student three chances to submit their SEVIS ID correctly. After three failed attempts, the portal will lock a student out. **If a student gets locked out, they need to contact their DSO. Their DSO can log in to SEVIS to submit a request to unlock the student's SEVP Portal account (in SEVIS: Reset Portal Account).** Or the student can try to reset their account by using the Reset Password function in the [SEVP Portal Login page](#).

3. Successful Portal Creation

After the student clicks “Create Account” the portal will open the login page and display a success message. This signifies that the student has successfully created an SEVP Portal account and may now:

- Log in and out of the portal.
- Access portal pages.
- Manage the account.

Once a student gains access to the SEVP Portal, they can:

- [Edit profile](#).
- [Edit employment information](#).
- [View history](#).
- Manage the account ([Change their password](#)).

**** Changing Your Email Address

Students cannot change the email address associated with their portal account. DSOs must update the student’s email address in SEVIS. When the SEVP Portal gets the updated email address, the portal:

- Locks the student’s account.
- Sends the student two emails:
 - A temporary password is sent to the new email address. The student must:
 - Use the new email address and the temporary password to log in to the portal.
 - Change the password.
 - A notice of the change is sent to the old email address. If the change is a mistake, the student is told to contact a DSO to correct it in SEVIS.

RESOURCES:

[SEVP Student Portal User Guide](#)

If portal users need help with their accounts, please call the SEVP Response Center at **1-800-892-4829** and refer to the [SEVP Portal User Guide](#).

Email: sevp@ice.dhs.gov