

F1 – OPT(X) Report eForm Navigation instructions

Step 1:

Log on to AccessUH using CougarNet credentials if you are a student or if you graduated less than a year ago.

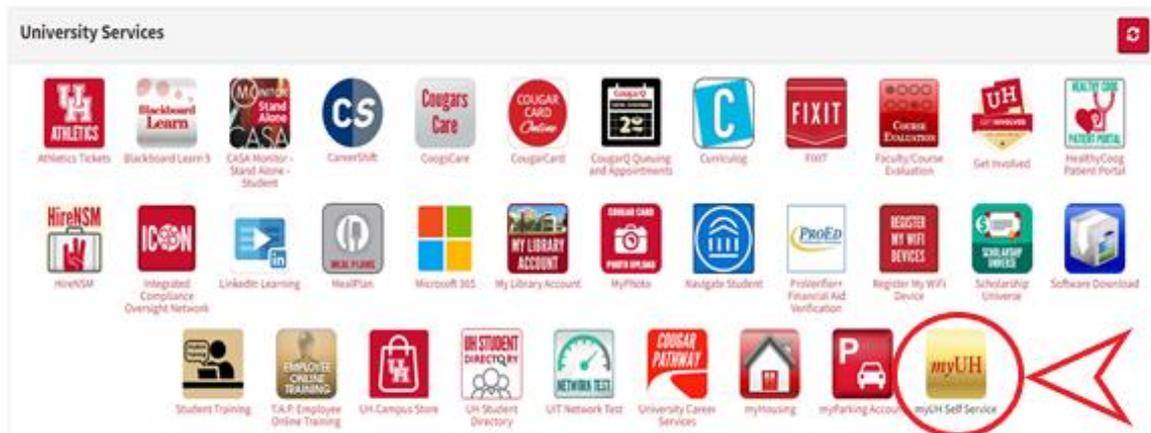
The screenshot shows the AccessUH website interface. At the top, there is a navigation bar with links for 'List of Services', 'About AccessUH', 'AccessUH Support', and 'Like to see a new service?'. Below this is a banner for 'Join the team of Summer Conference Assistants'. A status bar indicates the user is logged off at 02/15/2023 11:32:25 AM. The main content area features a 'Help' sidebar with links to FAQs, password resets, and support contact. The central 'CougarNet Login' section includes a text input field with 'bnekkun', a 'Don't know your CougarNet ID?' link, a password field, and a 'Login using your CougarNet' button. Below the login fields is a 'Recently Applied at UH?' section with a warning icon and text explaining the process for new students. To the right, a 'Current Email Scams Reported at UH' section provides information on job scams and phishing, along with contact details for the Information Security team.

Log on to AccessUH using **MyUH Login** if you graduated more than a year ago.

This close-up view of the 'MyUH Login' section shows two tabs: 'CougarNet Login' and 'MyUH Login', with the latter selected and highlighted by a red box. Below the tabs is a text input field containing 'myUH ID'. A link 'Don't know your myUH ID?' is positioned below the field. Another text input field contains 'myUH Password'. Below the password field is a link 'Reset your myUH Password.' and a red button labeled 'Login using your myUH'. At the bottom, a yellow box contains the text: 'Not all services are available in AccessUH when using the myUH (PeopleSoft) credentials.'

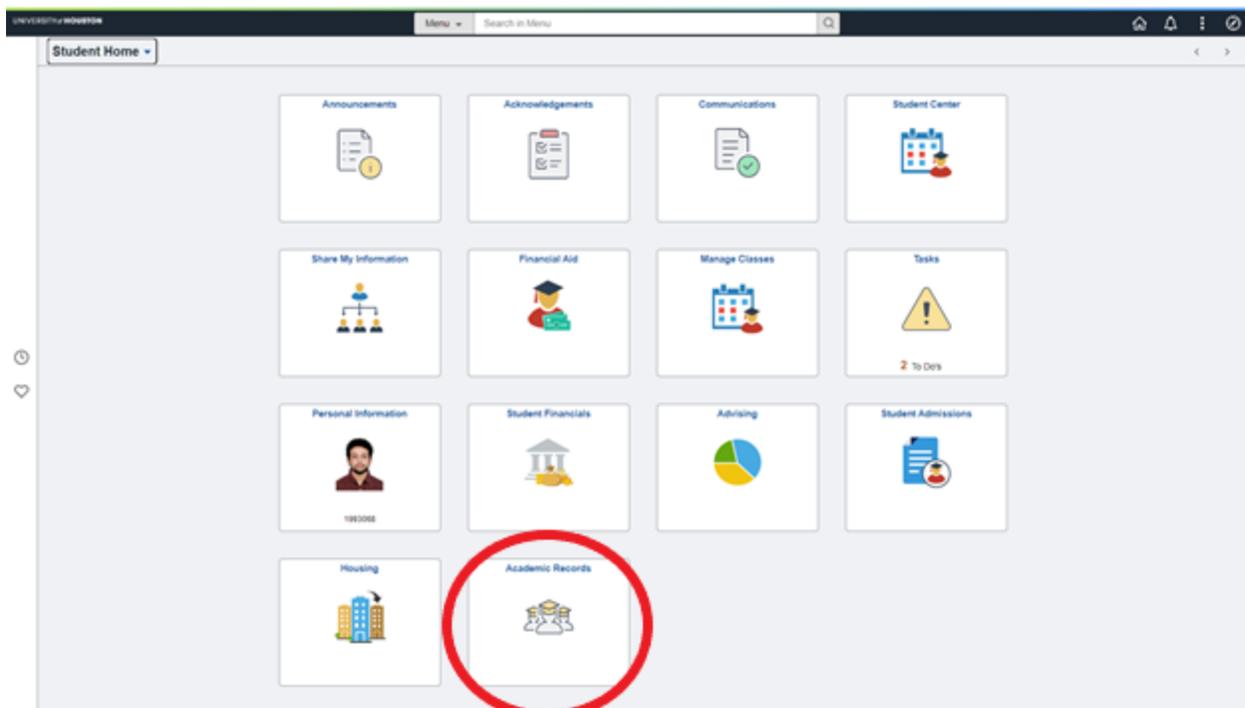
Step 2:

Click on 'myUH Self Service' icon. If you do not see the icon, click on the refresh button.



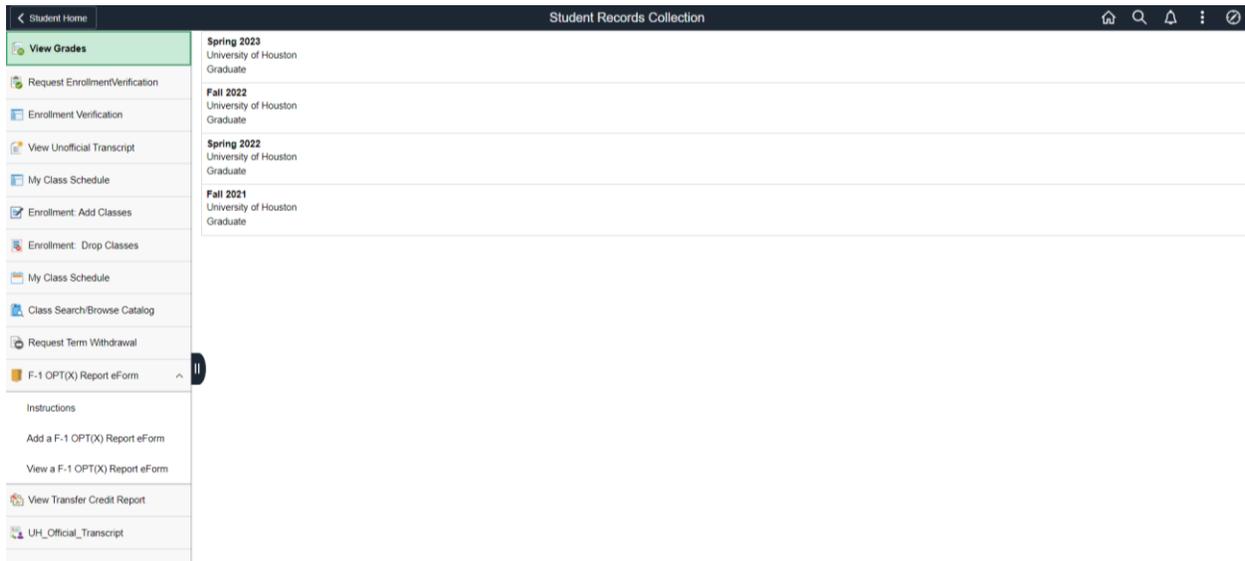
Step 3:

Click on the 'Academic Records' tab.



Step 4:

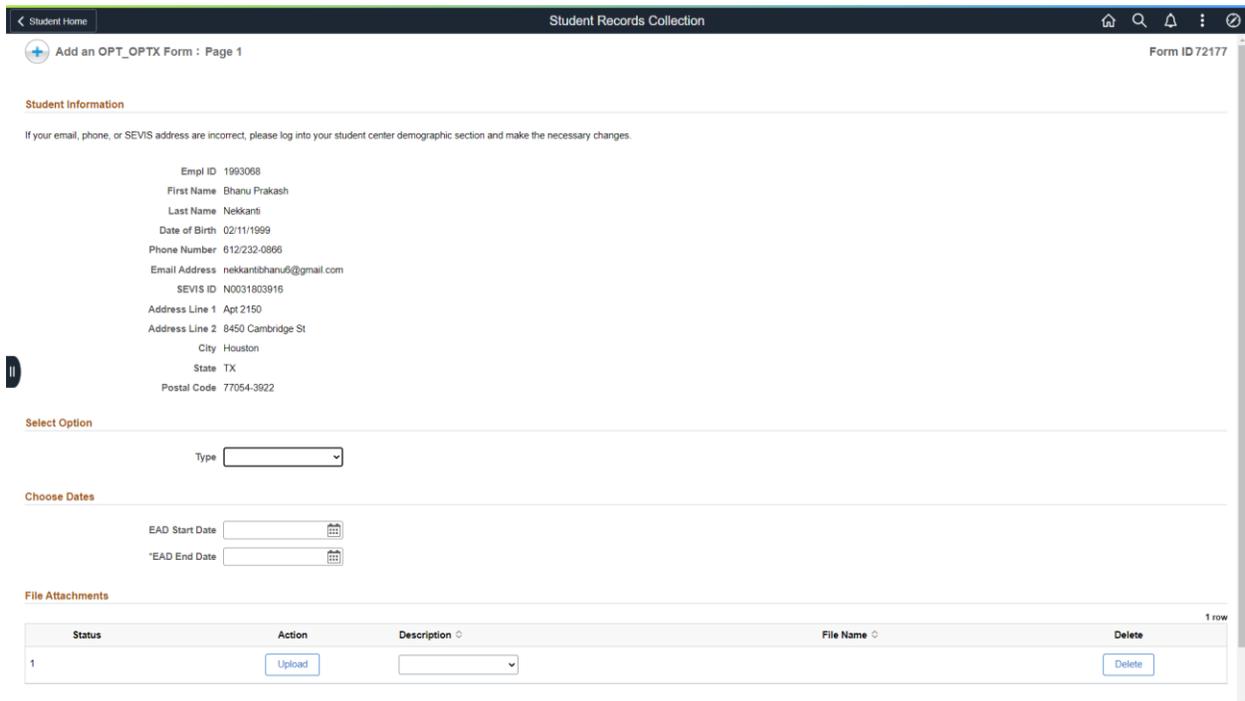
Click on the 'Add a F-1 OPT(X) Report eForm' tab from the menu.



The screenshot shows the 'Student Records Collection' interface. On the left is a navigation menu with various options. The 'F-1 OPT(X) Report eForm' option is highlighted with a blue bar and a dropdown arrow. The main content area on the right displays a list of records for a graduate student at the University of Houston, with entries for Spring 2023, Fall 2022, Spring 2022, and Fall 2021.

Step 5:

Select type of OPT from the dropdown box and fill in the appropriate details.



The screenshot shows the 'Add an OPT_OPTX Form : Page 1' page. It includes a header with 'Student Records Collection' and 'Form ID 72177'. Below the header is a 'Student Information' section with a warning message and a list of personal details: Empl ID 1993068, First Name Bharu Prakash, Last Name Nekkanti, Date of Birth 02/11/1999, Phone Number 612/232-0866, Email Address nekkantibharu6@gmail.com, SEVIS ID N0031803916, Address Line 1 Apt 2150, Address Line 2 8450 Cambridge St, City Houston, State TX, and Postal Code 77054-3922. Below this is a 'Select Option' section with a 'Type' dropdown menu. The 'Choose Dates' section has 'EAD Start Date' and 'EAD End Date' fields with calendar icons. The 'File Attachments' section contains a table with one row:

Status	Action	Description	File Name	Delete
1	Upload			Delete

Step 6:

Fill in the appropriate details, acknowledge and then click on 'Submit' button. Click on 'Save' if you want to save the information and work on it later.