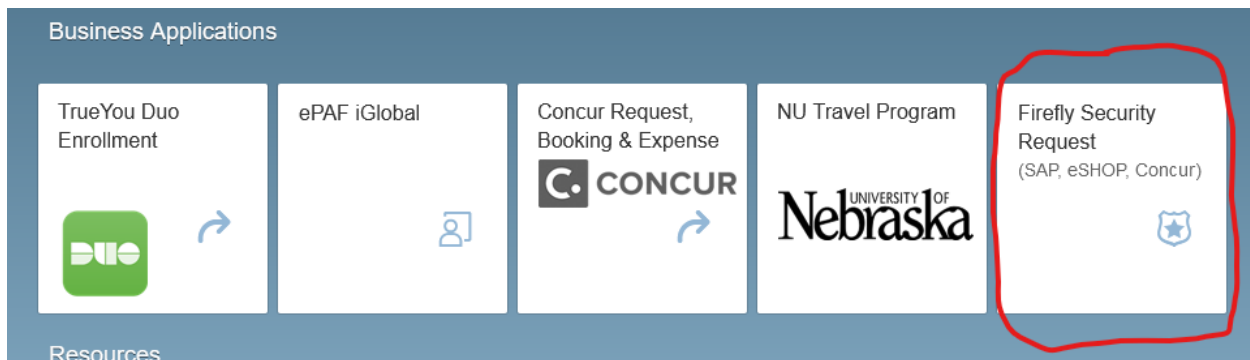


Gaining Access to the International Visitor Registration

This guidance is intended for administrators wishing to bring international visitors to campus. These steps are a one-time setup to gain access to the International Visitor Registration

EPAF iGlobal

Login to Firefly (<https://firefly.nebraska.edu>) and click on Firefly Security Request under Business Applications



Find your contact information using the search box, then click Next

REQUEST CONTACTS

Please enter the contact information of the person requiring a change to their access.

First name

Last name

Email address

Department

Job Title

Campus Phone

Campus

Select SAP / BI Portal Reports, then click Next

***Select the system you wish to add/change/delete access to:**

- SAP / BI Portal Reports ESS or MyStaff eSHOP Shopper

Copy this line and paste into the box: **HR_PA_EPAF_FF_IGLOBAL_CORE**. Then, click Next.

Please list what access/security needing added to the ID.

HR_PA_EPAF_FF_IGLOBAL_CORE

Enter your supervisor information, then click Submit. NOTE: They will receive a notification that you have submitted this request, but they will not need to approve this request.

Search for Supervisor

*Supervisor/Manager Name

*E-Mail Address

Phone Number

The security request will then be forwarded to NeBIS for approval. You should see the ePAF iGlobal tile on your Firefly dashboard within 24 hours. Meanwhile, you can proceed to the next step.

iGlobal Access

Request access by logging into <https://iglobal.nebraska.edu> and follow the on-screen instructions on requesting access for departmental users.

Once the request is received, the Office of Global Engagement will review and process the request within 48 hours. The department user will then be notified.