

# I-Center Portal User Guide

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For Students on F-1 OPT and STEM-Extension OPT

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# Logging In

On the I-Center Employment webpage, click on the URL related to your Update or Request.

Please use the following requests to update your OPT & STEM Employer information. This is required when your employment stops or changes and/or when your name or address changes.

- If you are currently employed, changed employers or have future employment information to submit, please complete an **OPT Employment Update** below.

[Update OPT Employment](#)

- If your employer has not changed, but you need to update your address, please edit your Profile on your [My Home](#).

- If you are on STEM and need to confirm your 6-, 12-, 18-, and 24-month STEM Employment, please Report **STEM OPT Participation** below.

[Report STEM OPT Participation](#)

- If you changed your status from F-1 to another status or permanently left the country and have no intention of completion OPT, please contact the I-Center at [internationalcenter@tufts.edu](mailto:internationalcenter@tufts.edu) or 617-627-3458.

**Note:** If you have already started the process of requesting visa documents, do not start a new one. Please go to your [User Home Page](#) to continue working on your request.

# Logging in with Tufts UTLN

- You will be prompted to indicate what your login credentials are.
  - If you have recently graduated from Tufts, you may be able to use your Tufts UTLN to log in to the Portal. Select the first option.
  - If your UTLN is no longer active, but you have not received a credentials email from the I-Center, please email [Neriliz.Soto\\_Gonzalez@tufts.edu](mailto:Neriliz.Soto_Gonzalez@tufts.edu).
  - Your UTLN login will be deactivated in the Portal within a month from graduation. Please read the email login information.
  - Logging with Tufts UTLN will only allow employment reporting. No contact information can be updated directly on the Portal when using your Tufts UTLN access. If you need to update your contact information, please use an email login. See next section for more information.

Please indicate how you will be logging in:

- I have a Tufts username (UTLN) and password.
- I have login credentials to this site that I received by email.

Submit

# Logging in with Email

- If you are currently on OPT or STEM-Extension OPT, your username will be your non-Tufts email address on file.
- You will receive an email with your credentials information, including your temporary password, within a month from graduation.
- **Do not create a new Account/Profile.** All students currently on a pending or approved period of OPT or STEM OPT will hold an active Portal account. Please email [Neriliz.soto\\_Gonzalez@tufts.edu](mailto:Neriliz.soto_Gonzalez@tufts.edu) if you need assistance.

Please indicate how you will be logging in:

- I have a Tufts username (UTLN) and password.
- I have login credentials to this site that I received by email.

Submit

# Security : Login (existing user)

To login, please enter your username and password in the form provided below.

Please log in:

**Username:**

**Password:**

Login

[Forgot your password?](#)

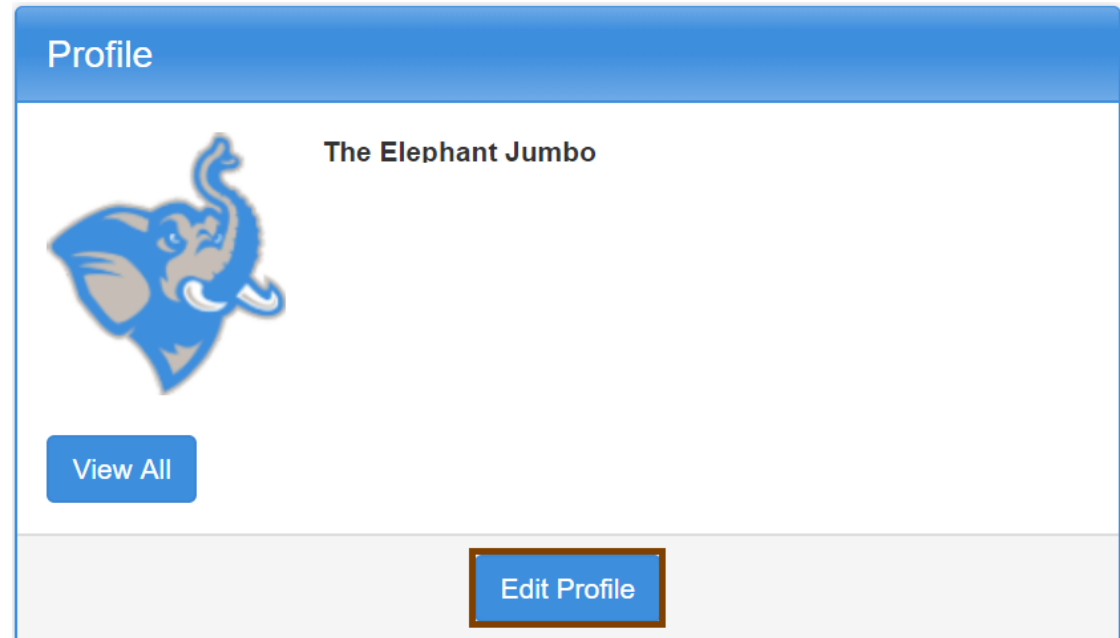
## Resetting Password

- If you know what your non-Tufts email address is on file, you can access the Portal by manually resetting your password.
- Click on “Forgot your password?”. You will be prompted to set up your security questions.

# Updating Contact Information

Visit the I-Center Portal's main page:  
<https://icenterportal.tufts.edu/>

- Click on the Non-Tufts Login Link
- Navigate to your User Menu > [My Home](#)
- Select "Edit Profile"



# Address Information Page






Edit all fields by clicking on the Pencil Icon.

Profile

Information

Address Info

## Address Info

Address Type	Address	Actions
Local US Address	Address not on file.	
US Mailing Address	Address not on file.	
Foreign Address	Address not on file.	
Emergency Contact (in Home Country)	Address not on file.	
Emergency Contact (in the U.S.)	Address not on file.	

Fields locked with Lock  Icon are not editable for users logged in with Tufts UTLN. If you need to make all of your contact fields editable, you must log in with an email address account.



# Updating Contact Information

In the **Profile tab**, update your personal email address in the **Email Address** field.



Jumbo, The Elephant

Profile

Information

Address Info

First Name:

The Elephant

Middle Name:

Last Name:

Jumbo

Email Address:

# Updating Contact information

Navigate to the **Information** tab and update your **Phone Number**.



Jumbo, The Elephant

Profile

Information


Address Info

Information

Phone Number:


# Updating Contact Information

- Navigate to the **Address Info** tab and Click the Edit Pencil icon in the Actions column next to the address you would like to update.
- Please make sure there is a current US local address and foreign address and phone number.

Jumbo, The Elephant

[Profile](#) [Information](#) [Address Info](#)

### Address Info

Address Type	Address	Actions
Local US Address	20 Sawyer Ave Medford MA 02155 United States	



Jumbo, The Elephant

Profile

Information

Address Info

### Address Info

Address Type	Address	Actions
Local US Address	20 Sawyer Ave Medford MA 02155 United States	