

TrainNet/Web Users Guide

Entering US Training Data

Participants Attending US Programs

Introduction

This document gives instruction on how to use TrainNet/Web, USAID's internet-based tool for reporting training programs and maintaining visa compliance. It is divided into a number of sections describing different common scenarios, with each section explaining what you will need to get started and then giving step-by-step data entry instructions.

This document is not a policy document. For the policy and requirements related to USAID-sponsored training, please refer to ADS Chapter 253 and The Complete Guide to USAID Visa Compliance. Both of these documents are available on the web at <http://usaidtraining.net>.

Get An Account

To get an account on TraiNet/Web, you need to contact the TraiNet/VCS Helpdesk either by phone at +1.703.527.4340, or by email at jvisa@devis.com. You will need to provide your name, organization, full contact address including email and telephone. You will also need to identify the Mission or USAID Office with whom you work.

The Helpdesk will confirm that your organization is an active USAID partner and then create the account for you on TraiNet/Web. Your username and password will be emailed separately.

Getting Started in TraiNet/Web

This section describes the information you will need and the steps you must take to use TraiNet/Web to manage the information for one participant attending a single training provider in the U.S.

Following the steps below will not only enter the participant in USAID's training database, it will also begin the process of requesting a DS-2019 form so that your participant can get a J-1 visa. You will use TraiNet/Web to keep the information about this participant up-to-date through the life of his or her program.

What You Will Need

Before you start to enter information about your participant, you should have the following information at hand:

A copy of participant's passport,

The participant's employment position (job title and sector of employment),

Address where the participant will stay in the U.S.,

Training provider name and address of the location of training,

The budget for the USAID funded portion of the training program,

The dates of training,

The subject/field of training (also known as the field of study).

Finally, you will need to determine the visa category for the participant. If the program is less than 22 days long, the category will be "Short Term Scholar." If the participant is a student pursuing a degree, the category will be one of the "Student" categories. Otherwise, the participant will be a "Trainee," either specialty or non-specialty, depending on their education level. In some cases you may be advised to categorize the participant as a "Government Visitor" or "Specialist."

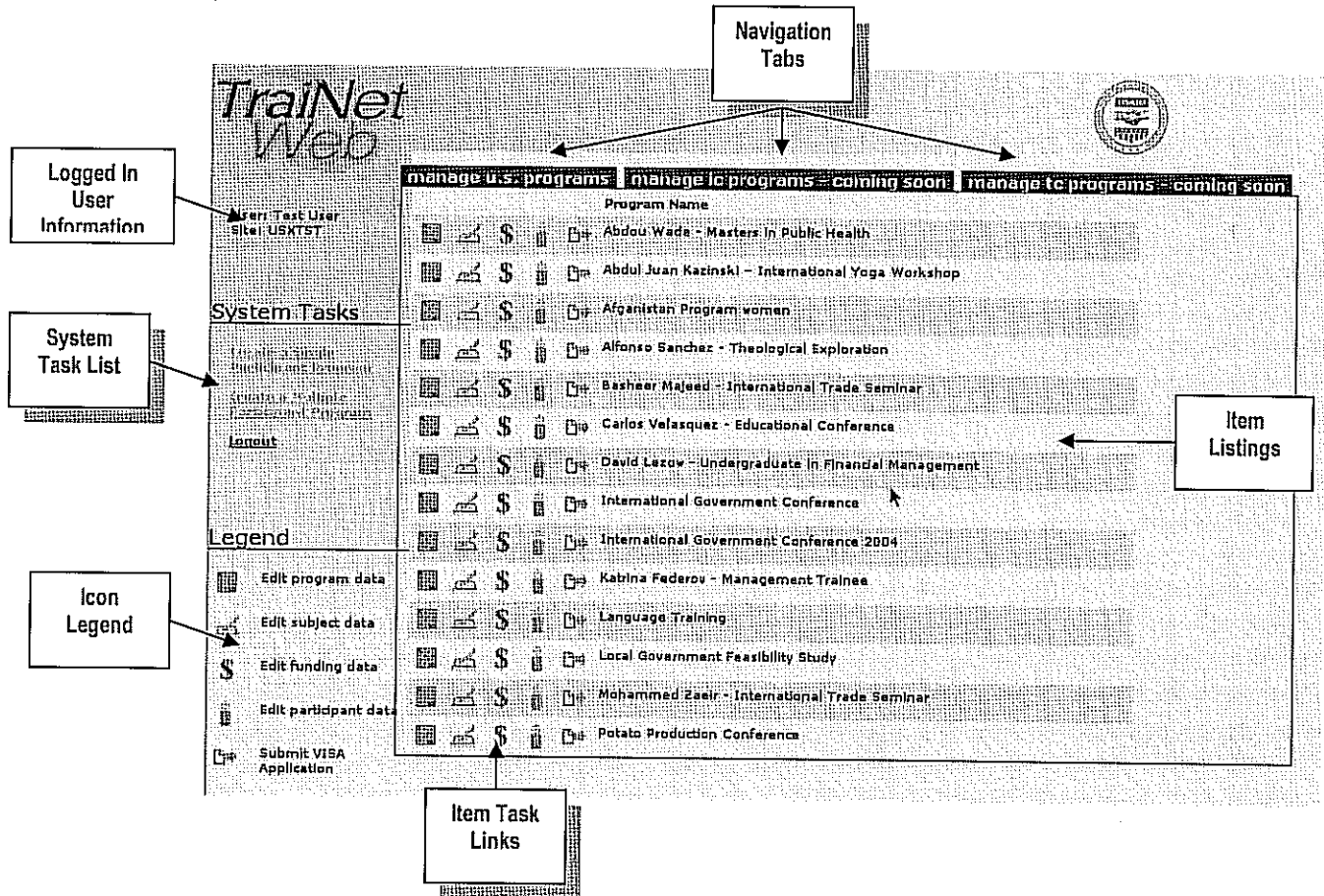
Collect all this information before you begin and the rest will go quickly!

What To Do

Understanding the TraiNet/Web Web Page Interface

The TraiNet/Web system runs in your internet browser and follows the same navigation logic familiar to web-users. Each of the web pages in the system is structured similarly, and understanding this structure can help you fully utilize all the features of the system as designed.

A sample TraiNet/Web page is presented below, with boxes highlighting the important sections of a typical screen. Note: some pages may not contain all the screen elements presented below.



Here's what each of these sections on the web page provides to you:

- **Logged In User Information** - This area of the screen provides information about you, the logged in user, and lists the TraiNet sites that you have been granted access to work with. Contact the help desk if any of this information appears incorrect. The Help Desk Engineers may ask you to provide the information in the area if you are experiencing a problem.
- **System Task List** - This area provides a list of actions that you may perform from the current web page. Generally, clicking on one of the listed actions will

open a new web page and provide instructions on how to complete the selected action.

- **Icon Legend** - This informational area provides a quick reference to the meaning of icons that are presented on the web page.
- **Navigation Tabs** - These folder links allow you to navigate between data lists and related actions that have been logically subdivided for this section of the system.
- **Item Listings** - This area provides summary data listing for the items in this section of the system. By clicking on the actual item, a page will open displaying detailed information about the item that was selected. Clicking on one of the icons on the same item line will allow you to perform an action on the selected item.
- **Item Task Links** - Clicking on one of these icons will initiate the related task for the item specified in the same line. See *Icon Legend* for a description of the tasks.

Understanding the TraiNet/Web Wizard Interface

The TraiNet/Web system provides a step-by-step interface to simplify the task of entering data in the system, known as wizards. The wizard organizes the task of entering data into logical subsets, and provides detailed instructions on the screen about how you need to enter data. Your data is saved when you complete all screens provided by the wizard and you can cancel your session without saving at any time.

A sample wizard interface is presented below:

TraiNet Web

User: Test User
Site: USNTST

Program

Create Single Participant Program Wizard

Program Instructions

1. Enter a name for this Training Program.
A good name would include the name of the Participant and a brief title of the training. For example:
"Abdou Wade - Masters in Public Health"
"Basheer Majeed - International Trade Seminar"
2. Enter the date the training will begin and end.
Note: for foreign nationals the training start date would be the day the Participant departed their home country, and the end date would be the date of arrival back in the home country - i.e., the Training Program dates must take travel into account for visa requirements.
3. Choose a Training Type from the dropdown.
Click the Help button beside the dropdown for an explanation of the different Training Types.

The information entered into this wizard will not be saved until the final page. Clicking the cancel button will remove all data previously entered during the course of the wizard.

Wizard Data Entry

Program Name: ✓

Program Status: **Planned**

Start Date: (MM/DD/YYYY) ✓

End Date: (MM/DD/YYYY) ✓

Training Type: Help ✓

Wizard Navigation Buttons

Logged In User Information

System Tasks

Legend

Wizard Graphic

Data Entry Instructions

Icon Legend

Here's what each of these sections on the wizard provides to you:

- **Logged In User Information** - This area of the screen provides information about you, the logged in user, and lists the TraiNet sites that you have been granted access to work with. Contact the help desk if any of this information appears incorrect. The Help Desk Engineers may ask you to provide the information in the area if you are experiencing a problem.
- **System Task List** - This area provides a list of actions that you may perform from the current web page. Generally, clicking on one of the listed actions will

open a new web page and provide instructions on how to complete the selected action.

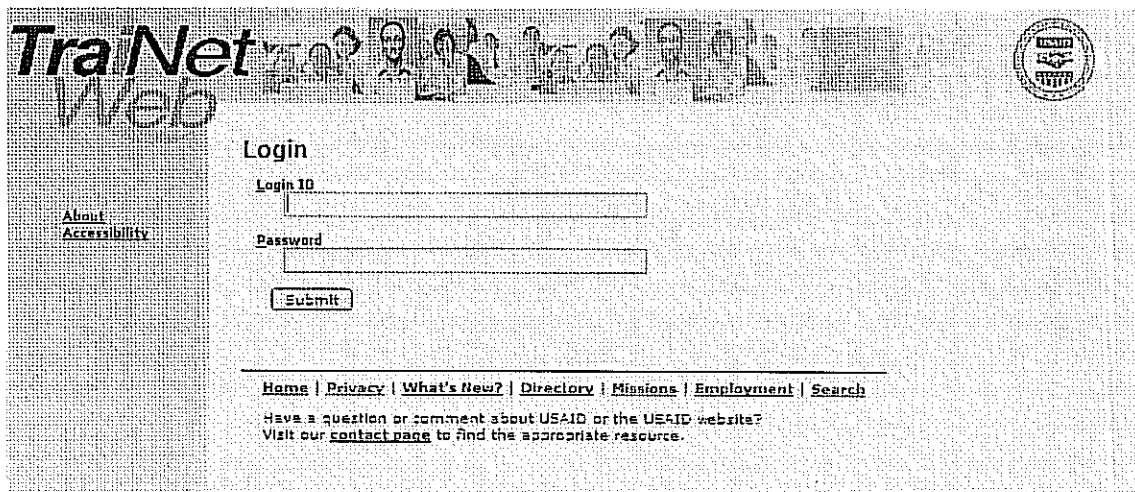
- **Icon Legend** - This informational area provides a quick reference to the meaning of icons that are presented on the web page.
- **Wizard Graphic** - This graphical element and text identifies the wizard you are using.
- **Data Entry Instructions** - The wizard provides detailed data entry instructions right on the screen you are working on.
- **Wizard Data Entry** - Enter the data for the wizard screen in this area according to the instructions provided on the screen.
- **Wizard Navigation Buttons** - The buttons at the bottom of the screen allow you to navigate to the next wizard screen when the current one is complete or navigate backward to modify the previous screen, or even to cancel all the data entry from this wizard entry.

Log on to TraiNet/Web

The first screen you will see is the TraiNet/Web welcome screen, which provides introductory information for using the system.

To login, click on the Login link from the System Tasks menu on the left of the screen.

You will now see the Login screen.



The image shows the login page for TraiNet Web. On the left, there is a vertical sidebar with the text "About Accessibility". The main content area has the "TraiNet Web" logo at the top left, a row of small circular icons in the top center, and the USAID logo in the top right. Below the logo, the word "Login" is centered. Underneath, there are two input fields: "Login ID" and "Password". A "Submit" button is located below the password field. At the bottom of the page, there is a horizontal navigation bar with links: "Home", "Privacy", "What's New?", "Directory", "Missions", "Employment", and "Search". Below the navigation bar, a small paragraph reads: "Have a question or comment about USAID or the USAID website? Visit our [contact page](#) to find the appropriate resource."

TraiNet Web

About Accessibility

Login

Login ID

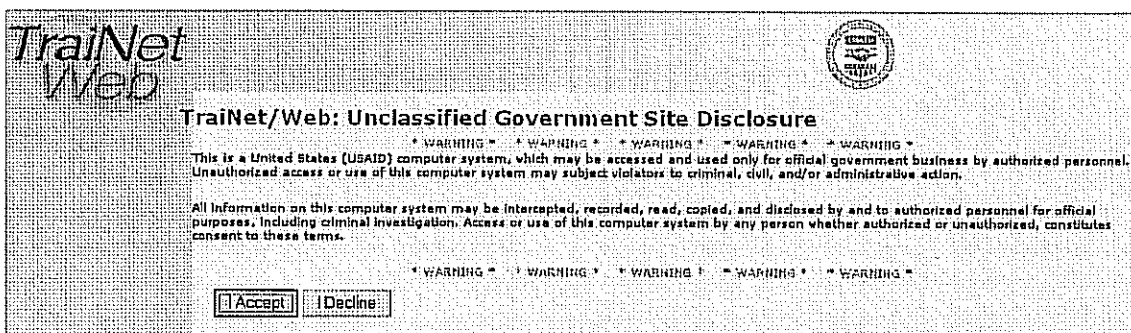
Password

[Home](#) | [Privacy](#) | [What's New?](#) | [Directory](#) | [Missions](#) | [Employment](#) | [Search](#)

Have a question or comment about USAID or the USAID website?
Visit our [contact page](#) to find the appropriate resource.

Enter the Login ID and Password assigned to you and press the Submit button to login.

You will then be shown the Unclassified Government Site Disclosure page and the Rules of Behavior page. To continue and use TraiNet/Web you must agree to abide by the rules of behavior.



The image shows the "Unclassified Government Site Disclosure" page. On the left is the "TraiNet Web" logo. On the right is the USAID logo. The main heading is "TraiNet/Web: Unclassified Government Site Disclosure". Below this heading, there are five "WARNING" icons. The text reads: "This is a United States (USAID) computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action." Below this, another paragraph states: "All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms." At the bottom, there are five more "WARNING" icons and two buttons: "I Accept" and "I Decline".

TraiNet Web

TraiNet/Web: Unclassified Government Site Disclosure

* WARNING * * WARNING * * WARNING * * WARNING * * WARNING *


This is a United States (USAID) computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

* WARNING * * WARNING * * WARNING * * WARNING * * WARNING *

Press the I Accept button on each page. After accepting the terms and conditions, you will be fully authenticated in TraiNet/Web and be able to manage your participants.

Scenario 1: Entering One Person Attending One Provider



TrainNet Web

User: Test User
Site: USXYSI

manage u.s. programs
manage ic programs - coming soon
manage tc programs - coming soon

Program Name	U.S.	IC	TC	Funding	Status	Action
Abdou Wade - Masters in Public Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	
Alfonso Sanchez - Theological Exploration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	
Basheer Majeed - International Trade Seminar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	
Carlos Velasquez - Educational Conference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	
David Lazow - Undergraduate in Financial Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	
Katrina Federov - Management Trainee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	
Local Government Feasibility Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	
Mohammed Zaier - International Trade Seminar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	
Potato Production Conference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input checked="" type="checkbox"/>	

System Tasks

[Create a Single Participant Program](#)
[Create a Multiple Participant Program](#)
[Logout](#)

Legend

Edit program data

Edit subject data

Edit funding data

Edit participant data

Submit VISA Application

[About](#) |
 [Accessibility](#) |
 [Privacy Policy](#) |
 [Contact Helpdesk](#)

Have a question or comment about USAID or the USAID website?
 Visit our [contact page](#) to find the appropriate resource.

Once logged in, you can begin to enter a new program by clicking the “[Create a Single Participant Program](#)” link in the **System Tasks** menu on the left.

Create the program/participant

Program Information

TraiNet/Web will open the **Program** wizard interface, asking you to supply information in a stepped fashion. Note: information will not be saved until you complete the wizard's final page.

TrainNet Web

User: Test User
Site: USXTST

Program

Program Instructions:

1. Enter a name for this Training Program.
A good name would include the name of the Participant and a brief title of the training. For example:
"Abdou Wade - Masters in Public Health"
"Basheer Majed - International Trade Seminar"
2. Enter the date the training will begin and end.
Note: for foreign nationals the training start date would be the day the Participant departed their home country, and the end date would be the date of arrival back in the home country - i.e., the Training Program dates must take travel into account for visa requirements.
3. Choose a Training Type from the dropdown.
Click the Help button beside the dropdown for an explanation of the different Training Types.

The information entered into this wizard will not be saved until the final page. Clicking the cancel button will remove all data previously entered during the course of the wizard.

Program Name
Abdul Juan Kazinski - International Yoga Workshop

Program Status
Planned

Start Date
12/04/2004 (MM/DD/YYYY)

End Date
01/04/2005 (MM/DD/YYYY)

Training Type Help
Workshop

Cancel Next

Enter the data in the wizard as described below:

Program Name - Enter a name for the training program. This name is what you will use in the future to look up the program. A good program name would include the name of the participant and a brief title of the training. For example:

1. Abdou Wade - Masters in Public Health
2. Basheer Majid - International Trade Seminar

Program Start Date - *This is required for SEVIS.* Enter the date that the training will begin. This is the day that the participant will depart from his or her home country.

Program End Date - *This is required for SEVIS.* Enter the date that the training will end. This is the day that the participant is expected to return to his or her home country.

Program Training Type - Select the description that most closely fits the type of training that will happen with this program. The choices are:

Degree Programs:

Two-year degree	Associate or other degree received after successfully completing a two-year academic course of study.
Four-year Degree	Bachelor or other degree received after successfully completing a four-year academic course of study.
Masters Degree	Masters degree in any field.
Doctoral Degree	Doctor of Philosophy (Ph.D.) or equivalent degree.
Professional Degree	A non-academic program that results in a professional or other certificate.

Non-Degree Programs:

English Language Training	English language courses outside of, or in addition to, some other course of study; for example, in preparation for academic study.
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Other Academic	Training that includes academic coursework not leading to a degree
Short Course	A shortened survey or overview course of a given discipline or skill area
Tailored Program	A set of courses, or a program of study designed specifically for the unique needs of the participant(s).
Internship	A short-term, unpaid position in a business or other establishment for the purpose of learning a job or skill.
On-the-job Training	Training program organized to allow participants to learn new knowledge, skills, or attitudes in the course of performing their jobs.

Meetings/Tours:

Conference	A gathering of participants from government, academia, or the private sector for the purpose of exchanging ideas about a particular topic, issue, or problem.
Observational Study Tour	A trip that allows observation of real-world approaches to policy implementation, business processes, or other topics through observation and interaction with businesses, government, or other organizations..
Seminar	Classes or courses on specific topic taught by experts in the subject matter.
Workshop	An informal meeting or series of sessions organized to allow participants to learn about a particular subject in an informal setting.

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard.

Training Location

TrainNet Web

Users: Test User
Site: USKTST

Training Location

Create Single Participant Program Wizard

Training Location Instructions

1. Select a Training Provider from the dropdown list.
If the required Training Provider is not in the list, then contact the [TrainNet/VCS helpdesk](#).
2. Enter the address where the training will take place.
You must enter a street address. Post office boxes or other address types are not allowed.
3. Enter a city name.
4. Select State from the dropdown list.
Note: If the address is Washington D.C., enter "Washington" as the City and select "District of Columbia" from the State dropdown list.
5. Enter a postal code (zip code in the U.S.).
6. Optionally, enter the telephone number at the address you entered above.

System Tasks

Logout

Legend

Required field in TrainNet

Required field in VCS

Training Provider Name

Address Line 1

Address Line 2

City

State

Country

Postal Code

Phone

Alt. Phone

Program Name: Abdul Juan Kazinski - International Yoga Workshop | Start Date: 12/04/2004 | End Date: 01/04/2005

The wizard will now ask about the training provider and where the training will take place. Click the Next button to continue to the next screen. Click the Cancel button to abort data entry for this program and close the wizard. Click the Previous button to return to the prior screen.

Training Provider - Required for SEVIS. Select the training provider from the dropdown list. If the required training provider is not in the list, please contact the TrainNet/VCS Helpdesk at +1.703.527.4340 or jvisa@devis.com.

Training Provider Address - Required for SEVIS. Enter the address of the location of training. You must enter a street address. Post office boxes or other address types are not allowed. Enter at least one line, city, state, country and zip code.

Subject/Field Code

The wizard will now ask about the Program Field Category and Subject Field that are related to the program. You must select from the predefined selections approved by USAID.

User: Test User
Site: USKTS1

System Tasks

Logout

Legend

☒ Required field in TraiNet
☒ Required field in VCS

Program Subject

Subject Instructions

1. Select a Subject Field Category from the Subject Field Category dropdown.
2. Click Search. A list of relevant Subjects will be displayed for the selected Subject Field Category.
3. Select the appropriate Subject from the list.

Subject Field Category

Health Professions and Related Clinical Sciences

Search

Subject

☐ Chiropractic (DC)

☐ Clinical Hospital and Managed Care Pharmacy (MS PhD) (NEW)

☐ Clinical and Industrial Drug Development (MS PhD) (NEW)

☐ Clinical/Medical Social Work

☐ Community Health Services/Liaison/Counseling

☐ Community Health and Preventive Medicine (NEW)

☐ Dental Clinical Sciences General (MS PhD)

☐ Dental Hygiene/Hygienist

☐ Dental Laboratory Technology/Technician

☐ Pharmacy (PharmD [USA] PharmD BS/BPharm [Canada])

☐ Physical Therapy/Therapist

☐ Podiatric Medicine/Podiatry (DPM)

☐ Public Health General (MPH DPH)

☐ Public Health Other

☐ Rehabilitation and Therapeutic Professions Other

☐ Speech-Language Pathology/Pathologist

☐ Therapeutic Recreation/Recreational Therapy

☐ Veterinary Medicine (DVM)

☐ Veterinary Sciences/Veterinary Clinical Sciences General (Cert MS PhD)

☒ Yoga Teacher Training/Yoga Therapy (NEW)

Previous

Cancel

Next

Program Name: Abdul Juan Kazinski - International Yoga Workshop | Start Date: 12/04/2004 | End Date: 01/04/2005


Select Subject Field Category and Subject Field for your participant as follows:

Subject Field Category - This is required for SEVIS. Subject/Field codes are arranged in categories. You must first select an appropriate **Subject Field Category** from the drop-down list and then click on the **Search** button. The search will provide you with a more detailed **Subject** list.

Subject - You must select a specific **Subject** from the list after selecting and searching the appropriate **Subject Field Category**. This is similar to the **Field of Study** in TraiNet2. The list used by TraiNet/Web has been revised and adopted by the Department of Education and the State Department. Unlike in TraiNet2, this list of **Subject/Field** codes cannot be extended. You must choose from the available options.


Click **Next** to continue to the next screen. Click **Cancel** to abort data entry for this program and close the wizard. Click **Previous** to return to the prior screen.

USAID Funding




User: Test User
Site: USKTST

USAID Funding



Create Single Participant Program Wizard



System Tasks

[Logout](#)

Legend

Required field in TrainNet

Required field in VCS

USAID Funding Instructions:

- Enter the amount of money budgeted for this Participant that comes from USAID funding sources. Enter the amounts in U.S. Dollars. The total budget from USAID funding sources must be greater than 0.00. Budget amounts must be identified using the following expense types:
Instruction expenses include those costs directly incurred to convey knowledge or impart training, such as:
☐ Books, equipment, supplies, course handouts;
☐ Seminar/Conference/Workshop registration fees;
☐ Published academic tuition and fees.
Trainee expenses include those costs directly incurred to meet the personal needs and Program requirements of the individual Participant, such as:
☐ Per diem, medical examinations, visa fees;
☐ Health and accident insurance premiums;
☐ Federal, state and local income taxes.
Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the training country.
 Funding format example: 1400.00 Please note that commas and dollar signs are not allowed, and decimal places are not required. Negative funding amounts are not permitted and the maximum funding amount for each line item is 4000000.

Expense Type	Amount
USAID Instruction	<input style="width: 100%;" type="text" value="500.00"/>
USAID Trainee	<input style="width: 100%;" type="text" value="1500.00"/>
USAID Travel	<input style="width: 100%;" type="text" value="1000.00"/>

Program Name: Abdul Juan Mazinski - International Yoga Workshop | Start Date: 12/04/2004 | End Date: 01/04/2005

The wizard will now ask about the program's funding from USAID. Note: do not use commas and dollar signs when entering amounts, decimals are optional.

Enter USAID Funding Amounts as follows:

USAID Instruction - *This is required for SEVIS.* Enter USAID funded money for costs of instruction.

USAID Trainee - *This is required for SEVIS.* Enter USAID funded money for costs to meet personal needs and requirements for trainee.

USAID Travel - *This is required for SEVIS.* Enter USAID funded money for costs of travel related items.

Click **Next** to continue to the next screen. Click **Cancel** to abort data entry for this program and close the wizard. Click **Previous** to return to the prior screen.

Non-USAID Funding

TrailNet Web

User: Test User
Site: USKTST

Non-USAID Funding

Create Single Participant Program Wizard

Non-USAID Funding Instructions:

Programs may be funded by sources other than USAID. If your program is funded by any of the sources listed below, please answer Yes to the question on this page. Otherwise, please answer No to the question on this page. Clicking the Next button on this page will take you to the next appropriate screen based on your answer.

☐ Host Country Government funding is money made available by the Participant's government.

☐ Private funding is money made available from private sources (such as the Participant's employer).

☐ Other funding is made available by other non-USAID sources that do not fit in another category.

System Tasks

Legend

☒ Required field in TrailNet

☐ Required field in VCS

Is this program funded by Non-USAID sources?

☒ Yes

☐ No

Previous Cancel Next

Program Name: Abdul Juan Kazinski - International Yoga Workshop | Start Date: 12/04/2004 | End Date: 01/04/2005


The wizard will now ask if the training is funded by sources other than USAID.

Is this program funded by Non-USAID sources - Select Yes if there are other funding sources (the wizard will next ask about these funding sources). Select No if USAID is the only funding source for the training (the wizard will next ask about biographical information).

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.

Non-USAID Funding Details


You will see this screen only if you answered **Yes** to non-USAID funding for this program on the previous screen. The wizard will now ask you for the non-USAID funding source details. Note: do not use commas and dollar signs when entering amounts, decimals are optional.



User: Test User
Site: USNTST

Non-USAID Funding

Create Single Participant Program Wizard



System Tasks

Logout

Legend

☒ Required field in TrainNet

☒ Required field in VCS

Non-USAID Funding Instructions:

1. Enter the amount of money budgeted for this Participant that comes from non-USAID funding sources. Enter the amounts in U.S. Dollars. Non-USAID funding sources can be:

- ☐ Host Country Government funding is money made available by the Participant's government.
- ☐ Private funding is money made available from private sources (such as the Participant's employer).
- ☐ Other funding is made available by other non-USAID sources that do not fit in another category.

Budget amounts must be identified using the following expense types:

Instruction expenses include those costs directly incurred to convey knowledge or impart training, such as:

- ☐ Books, equipment, supplies, course handouts
- ☐ Seminar/Conference/Workshop registration fees
- ☐ Published academic tuition and fees

Trainee expenses include those costs directly incurred to meet the personal needs and Program requirements of the individual Participant, such as:

- ☐ Per diem, medical examinations, visa fees
- ☐ Health and accident insurance premiums
- ☐ Federal, state and local income taxes

Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the training country.

Funding format example: 1400.00 Please note that commas and dollar signs are not allowed, and decimal places are not required. (Negative funding amounts are not permitted and the maximum funding amount for each line item is 4000000.)

Expense Type	Amount
Host Country Government Instruction	<input type="text" value="1000"/>
Host Country Government Trainee	<input type="text" value="777"/>
Host Country Government Travel	<input type="text" value="1200"/>
Private Instruction	<input type="text" value="0"/>
Private Trainee	<input type="text" value="0"/>
Private Travel	<input type="text" value="0"/>
Other Instruction	<input type="text" value="0"/>
Other Trainee	<input type="text" value="0"/>
Other Travel	<input type="text" value="0"/>

Program Name: Abdul Juan Kazinski - International Yoga Workshop | Start Date: 12/04/2004 | End Date: 01/04/2005

Enter non-USAID funding sources as follows:

Host Country Government Instruction, Trainee, Travel - Enter the amounts funded by the participant's government.

Private Instruction, Trainee, Travel - Enter the amounts funded by private sources.

Other Instruction, Trainee, Travel - Enter the amounts funded by any other sources.

Click **Next** to continue to the next screen. Click **Cancel** to abort data entry for this program and close the wizard. Click **Previous** to return to the prior screen.

Participant Biographical Data

The Participant screen allows you to enter biographical information about the participant scheduled to attend your program.

**TrainNet
Web**

User: Test User
Site: USX1ST

Participant
Biographical Data

Create Single Participant Program Wizard

System Tasks
[Logout](#)

Legend

☒ Required field in TrainNet

☒ Required field in VCS

Participant Bio Data Instructions

1. Enter the Participant's title, such as Mr., Ms., or Dr.
2. Enter the Participant's first and last names exactly as they appear in the Participant's passport.
3. Enter the Participant's middle name if it appears in the Participant's passport; otherwise optional.
4. Select Male or Female gender.
5. Enter the Participant's birth date (ex. MM/DD/YYYY).
6. Enter the city and select the country where the Participant was born.
7. Select the country of legal permanent residence.
8. Select the country which issued the Participant's passport.
9. Select an option from the list that most closely matches the Participant's position in his or her home country.

Status
Candidate

Title

First Name
 VCS

Last Name
 VCS

Middle Name

Gender
☐ Female
☒ Male

Birthdate
 (MM/DD/YYYY) VCS

City of Birth
 VCS

Country of Birth
 VCS

Country of Residence
 VCS

Country of Citizenship
 VCS

Position
 VCS

Enter Biographical data about the participant for this program as follows:

Name, Gender, Birth Date, City, and Country - *These are required for SEVIS.* Enter the name, gender and birth information into TrainNet/Web exactly as they appear on the participant's passport.

Country of Residence - *Required by SEVIS.* This is the participant's country of legal permanent residence. In most cases, it will be the same as the country of citizenship.

Be careful to differentiate between the permanent and temporary residence. A Moroccan studying for two years in Egypt may be a temporary resident of Egypt, but he is still a legal permanent resident of Morocco.

Country of Citizenship - Required for SEVIS. The citizenship country is the country that issued the participant's passport. Choose the appropriate country from the available list.

Position - Required for SEVIS. Select the closest match to the participant's current position from the list.

U.S. Contact Address

Participant Address Data Instructions

1. Enter the address where the Participant can be contacted while in the U.S.
2. You must enter a street address. Post office boxes or other address types are not allowed.
3. Enter a city name.
4. Select State from the dropdown list.
Note: If the address is Washington D.C., enter "Washington" as the City and select "District of Columbia" from the State dropdown list.
5. Enter a postal code (zip code in the U.S.).
6. Optionally, enter the telephone number where the Participant can be contacted while in the U.S.

Address Line 1

123 Clarendon Blvd

Address Line 2

City

Clarendon

State

Virginia

Country

United States

Postal Code

22201

Phone

703-703-7033

Participant Address - Required for SEVIS. Enter the address where the participant can be contacted while in the U.S. You must enter a street address. Post office boxes or other address types are not allowed. Enter at least one line, city, state, country and zip code.

Visa Information

Participant Visa Instructions

1. Select the J visa category for the Participant.

For Programs under 22 days in length, choose Short-Term Scholar. Otherwise, unless the Participant is a Student pursuing a degree, select one of the Trainee categories.

Select Trainee - Specialty Participant has completed a four-year degree or a recognized professional certificate in the field. Otherwise choose Trainee - Non-Specialty.

2. Enter the Participant's complete passport number.

Visa Category

Passport Number

Cancel

Save

| Program Name: International Government Conference 2004 | Start Date: 11/10/2004 | End Date: 12/10/2004

Visa Category - Required for SEVIS. Enter the visa category for the participant. USAID participants can fall into one of a number of different categories. Use the following guidelines to choose the proper category in the Wizard:

- Student - used when participant is entering the U.S. for a period to last as long as they pursue a full course of study (as defined by the college or university) towards:
 - Associate degree (2 year degree)
 - Bachelor's degree
 - Master's degree
 - Post-doctoral degree
 - Non-degree program
- Trainee - used when participant is entering the U.S. for a period of at least 22 days up to 18 months to enhance knowledge, skills, and attitude (KSAs) in their "specialty" or "non-specialty" occupation through participation in structured training activities. [Note - if the training lasts for a period of less than 21 days, categorize the participant as a Short-term Scholar, not a Trainee]
- Short-term Scholar - used when participant is entering the U.S. for a period of 21 days or less to lecture, observe, consult, participate in seminars, workshops conferences study tours, professional meetings, or similar types of educational and professional activities. [Note - if the training lasts for a period of 22 days up to 18 months and is not academic in nature, categorize the participant as a Trainee, not a Short-term Scholar.
- Specialist - used when the participant is deemed to be an expert in their profession and is entering the U.S. for a period of up to one year to observe, consult, or demonstrate special skills.
- Researcher - used when participant has already a degree of higher education and is entering the U.S. for a period of up to 3 years to conduct research, teach, and lecture with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their fellow citizens their experiences and increased knowledge about the U.S. and their substantive fields.

- Government Visitor - used when participant is recognized as influential or distinguished and is entering the U.S. for a period of up to 18 months to participate in observational study tours, discussions, consultations, professional meetings, conferences, or workshops.

Passport Number - Required for SEVIS. Enter the passport number exactly as it appears on the participant's passport.

Click **Finish** to complete entry of the participant and save all data entered.
Click **Cancel** to abort data entry for this program and close the wizard.
Click **Previous** to return to the prior screen.

Scenario 2: Entering a Multiple Participant Program

TrainNet Web

User: Test User
Site: USKTST

System Tasks

- Create a Multiple Participant Program
- Create a Multiple Participant Program
- Logout

Legend

- Edit program data
- Edit subject data
- Edit funding data
- Edit participant data
- Submit VISA Application

manage u.s. programs | manage lc programs - coming soon | manage lc programs - coming soon

Program Name
Abdou Wade - Masters in Public Health
Abdul Juan Kazinski - International Yoga Workshop
Afghanistan Program women
Alfonso Sanchez - Theological Exploration
Barheer Majed - International Trade Seminar
Carlos Velasquez - Educational Conference
David Lezov - Undergraduate in Financial Management
International Government Conference
Katrina Federov - Management Trainee
Local Government Feasibility Study
Mohammed Zaeir - International Trade Seminar
Potato Production Conference

[About](#) | [Accessibility](#) | [Privacy Policy](#) | [Contact Helpdesk](#)

Have a question or comment about USAID or the USAID website?
Visit our [contact page](#) to find the appropriate resource.

Once logged in, you can enter your multiple participant program by clicking the **Create a Multiple Participant Program** link in the System Tasks menu on the left of the Manage Programs screen.

Create the Program and Participants

Program Information

The screenshot shows the TrainNet Web interface. At the top left, it says "TrainNet Web". Below that, it says "User: Test User" and "Site: USKST". On the right, there is a logo for the U.S. Department of State and a "Create Multiple Participant Program Wizard" button. The main content area is titled "Program" and "Program Instructions". It contains three numbered instructions: 1. Enter a name for this Training Program. A good name would include the name of the Participant and a brief title of the training. For example: "Abdou Wade - Masters in Public Health" or "Basheer Majeed - International Trade Seminar". 2. Enter the date the training will begin and end. Note: for foreign nationals the training start date would be the day the participant departed their home country, and the end date would be the date of arrival back in the home country - i.e., the Training Program dates must take travel into account for visa requirements. 3. Choose a Training Type from the dropdown. Click the Help button beside the dropdown for an explanation of the different Training Types. Below the instructions, there is a form with the following fields: Program Name (text box with "International Government Conference 2004" and a checkmark), Program Status (dropdown with "Planned"), Start Date (text box with "11/10/2004" and a calendar icon), End Date (text box with "12/10/2004" and a calendar icon), and Training Type (dropdown with "DEGREE PROGRAM" and a checkmark). There are also "Cancel" and "Next" buttons.

System Tasks

Logout

Legend

Program

Program Instructions

1. Enter a name for this Training Program.
A good name would include the name of the Participant and a brief title of the training. For example:
"Abdou Wade - Masters in Public Health"
"Basheer Majeed - International Trade Seminar"
2. Enter the date the training will begin and end.
Note: for foreign nationals the training start date would be the day the participant departed their home country, and the end date would be the date of arrival back in the home country - i.e., the Training Program dates must take travel into account for visa requirements.
3. Choose a Training Type from the dropdown.
Click the Help button beside the dropdown for an explanation of the different Training Types.

The information entered into this wizard will not be saved until the final page. Clicking the cancel button will remove all data previously entered during the course of the wizard.

Program Name
International Government Conference 2004 ✓

Program Status
Planned

Start Date
11/10/2004 (MM/DD/YYYY) ✓

End Date
12/10/2004 (MM/DD/YYYY) ✓

Training Type Help
DEGREE PROGRAM ✓

Cancel **Next**

The system will provide a wizard interface, asking you to supply information in a stepped fashion. Note: information will not be saved until you complete the wizard's final page.

Enter the data in the wizard as described below:

Program Name - Enter a name for the training program. This name is what you will use in the future to look up the program. A good program name would include the name of the participant and a brief title of the training. For example: "Abdou Johnson - Masters in Public Health"

Program Start Date - *This is required for SEVIS.* Enter the date that the training will begin. This is the day that the participant will depart from his or her home country.

Program End Date - *This is required for SEVIS.* Enter the date that the training will end. This is the day that the participant is expected to return to his or her home country.

Program Training Type - Select the description that most closely fits the type of training that will happen with this program. The choices are:

Degree Programs:

Two-year degree

Associate or other degree received after successfully completing a two-year academic course of study.

Four-year Degree	Bachelor or other degree received after successfully completing a four-year academic course of study.
Masters Degree	Masters degree in any field.
Doctoral Degree	Doctor of Philosophy (Ph.D.) or equivalent degree.
Professional Degree	A non-academic program that results in a professional or other certificate.

Non-Degree Programs:

English Language Training	English language courses outside of or in addition to some other course of study: for example, in preparation for academic study.
Other Academic	Training that includes academic coursework not leading to a degree
Short Course	A shortened survey or overview course of a given discipline or skill area
Tailored Program	A set of courses or a program of study designed specifically for the unique needs of the participant(s).
Internship	A short-term, unpaid position in a business or other establishment for the purpose of learning a job or skill.
On-the-job Training	Training program organized to allow participants to learn new knowledge, skills, or attitudes in the course of performing their jobs.

Meetings/Tours:

Conference	A gathering of participants from government, academia, or the private sector for the purpose of exchanging ideas about a particular topic, issue, or problem.
Observational Study Tour	A trip that allows observation of real-world approaches to policy implementation, business processes, or other topics through observation and interaction with businesses, government, or other organizations..
Seminar	Classes or courses on specific topic taught by experts in the subject matter.
Workshop	An informal meeting or series of sessions organized to allow participants to learn about a particular subject in an informal setting.

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard.

Training Location

The wizard will now ask about the training provider and where the training will take place.

TrainNet Web

User: Test User
Site: USXTST

Training Location

Create Multiple Participant Program Wizard

System Tasks

Logout

Legend

- Required field in TrainNet
- Required field in VCS

Training Location Instructions

1. Select a Training Provider from the dropdown list.
If the required Training Provider is not in the list, then contact the TrainNet/VCS helpdesk.
2. Enter the address where the training will take place.
You must enter a street address. Post office boxes or other address types are not allowed.
3. Enter a city name.
4. Select State from the dropdown list.
Note: If the address is Washington D.C., enter "Washington" as the City and select "District of Columbia" from the State dropdown list.
5. Enter a postal code (zip code in the U.S.).
6. Optionally, enter the telephone number at the address you entered above.

Training Provider Name
Chemonics International

Address Line 1
9 Address Lane

Address Line 2

City
Town City

State
Alabama

Country
United States

Postal Code
00000

Phone
7157157155

Alt. Phone

Previous Cancel Next

Enter Training Provider information as follows:

Training Provider - Required for SEVIS. Select the training provider from the dropdown list. If the required training provider is not in the list, please contact the TrainNet/VCS Helpdesk at +1.703.527.4340 or jvisa@devis.com.

Training Provider Address - Required for SEVIS. Enter the address of the location of training. You must enter a street address. Post office boxes or other address types are not allowed. Enter at least one line, city, state, country and zip code.

Click the Next button to continue to the next screen. Click the Cancel button to abort data entry for this program and close the wizard. Click the Previous button to return to the prior screen.

Subject/Field Code

The wizard will now ask about the Program Field Category and Subject Field that are related to the program.

TrainNet Web

User: Test User
Site: USXTST

Program Subject

Create Multiple Participant Program Wizard

Subject Instructions

1. Select a Subject Field Category from the Subject Field Category dropdown.
2. Click Search. A list of relevant Subjects will be displayed for the selected Subject Field Category.
3. Select the appropriate Subject from the list.

System Tasks

[Logout](#)

Legend

- ☒ Required field in TrainNet
- ☐ Required field in VCS

Subject Field Category

Security and Protective Services

Subject

- ☐ Criminal Justice/Law Enforcement Administration
- ☒ Criminal Justice/Police Science
- ☐ Criminal Justice/Safety Studies

You must select from the predefined selections approved by USAID. Select your entries as follows:

Subject Field Category - *This is required for SEVIS.* Subject/Field codes are arranged in categories. You must first select an appropriate **Subject Field Category** from the drop-down list and then click on the **Search** button. The search will provide you with a more detailed **Subject** list.

Subject - You must select a specific **Subject** from the list after selecting and searching the appropriate **Subject Field Category**. This is similar to the **Field of Study** in TrainNet2. The list used by TrainNet/Web has been revised and adopted by the Department of Education and the State Department. Unlike in TrainNet2, this list of Subject/Field codes cannot be extended. You must choose from the available options.

Click **Next** to continue to the next screen. Click **Cancel** to abort data entry for this program and close the wizard. Click **Previous** to return to the prior screen.

USAID Funding

The wizard will now ask about the program's funding from USAID. Note: do not use commas and dollar signs when entering amounts, decimals are optional.

USAID Funding



System Tasks

[Logout](#)

Legend

- ☒ Required field in TrainNet
- ☒ Required field in VCS

USAID Funding Instructions:

1. Enter the amount of money budgeted for this Participant that comes from USAID funding sources. Enter the amounts in U.S. Dollars. The total budget from USAID funding sources must be greater than 0.00.

Budget amounts must be identified using the following expense types:

Instruction expenses include those costs directly incurred to convey knowledge or impart training, such as:

- ☐ Books, equipment, supplies, course handouts
- ☐ Seminar/Conference/Workshop registration fees
- ☐ Published academic tuition and fees

Trainee expenses include those costs directly incurred to meet the personal needs and Program requirements of the individual Participant, such as:

- ☐ Pay/diem, medical examinations, visa fees
- ☐ Health and accident insurance premium
- ☐ Federal, state and local income taxes

Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the training country.

Funding format example: 1400.00. Please note that commas and dollar signs are not allowed, and decimal places are not required. Negative funding amounts are not permitted and the maximum funding amount for each line item is 4000000.

Expense Type	Amount	
USAID Instruction	<input type="text" value="20000"/>	YES
USAID Trainee	<input type="text" value="5000"/>	YES
USAID Travel	<input type="text" value="4500"/>	YES

Enter USAID Funding Amounts as follows:

USAID Instruction - *This is required for SEVIS.* Enter USAID funded money for costs of instruction.

USAID Trainee - *This is required for SEVIS.* Enter USAID funded money for costs to meet personal needs and requirements for trainee.

USAID Travel - *This is required for SEVIS.* Enter USAID funded money for costs of travel related items.

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.

Non-USAID Funding

TrainNet Web

User: Test User
Site: USXTST

Non-USAID Funding

Create Multiple Participant Program Wizard

System Tasks

Logout

Legend

Required field in TrainNet

Required field in VCS

Non-USAID Funding Instructions:

Programs may be funded by sources other than USAID. If your program is funded by any of the sources listed below, please answer Yes to the question on this page. Otherwise, please answer No to the question on this page. Clicking the Next button on this page will take you to the next appropriate screen based on your answer.

- ☐ Host Country Government funding is money made available by the Participant's government.
- ☐ Private funding is money made available from private sources (such as the Participant's employer).
- ☐ Other funding is made available by other non-USAID sources that do not fit in another category.

Is this program funded by Non-USAID sources?

☒ Yes
☐ No

Program Name: International Government Conference 2004 | Start Date: 11/10/2004 | End Date: 12/10/2004

The wizard will now ask if the training is funded by sources other than USAID.

Is this program funded by Non-USAID sources - Select Yes if there are other funding sources (the wizard will next ask about these funding sources). Select No if USAID is the only funding source for the training (the wizard will next ask about biographical information).

Click Next to continue to the next screen. Click Cancel to abort data entry for this program and close the wizard. Click Previous to return to the prior screen.

Non-USAID Funding Details

You will see this screen only if you answered **Yes** to non-USAID funding for this program on the previous screen. The wizard will now ask you for the non-USAID funding source details. Note: do not use commas and dollar signs when entering amounts, decimals are optional.


TrainNet Web

User: Test User
Site: USKTST

System Tasks
[Logout](#)

Legend
☒ Required field in TrainNet
☐ Required field in VCS

Non-USAID Funding


Create Multiple Participant Program Wizard

Non-USAID Funding Instructions:
1. Enter the amount of money budgeted for this Participant that comes from non-USAID funding sources. Enter the amounts in U.S. Dollars.
Non-USAID funding sources can be:
☐ Host Country Government funding is money made available by the Participant's government.
☐ Private funding is money made available from private sources (such as the Participant's employer).
☐ Other funding is made available by other non-USAID sources that do not fit in another category.
Budget amounts must be identified using the following expense types:
Instruction expenses include those costs directly incurred to convey knowledge or impart training, such as:
☐ Books, equipment, supplies, course handouts;
☐ Seminar/Conference/Workshop registration fees;
☐ Published academic tuition and fees.
Trainee expenses include those costs directly incurred to meet the personal needs and Program requirements of the individual Participant, such as:
☐ Per diem, medical examinations, visa fees;
☐ Health and accident insurance premiums;
☐ Federal, state and local income taxes.
Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the training country.
Funding format example: 1400.00 Please note that commas and dollar signs are not allowed, and decimal places are not required. Negative funding amounts are not permitted and the maximum funding amount for each line item is 4000000.

Expense Type	Amount
Host Country Government Instruction	<input type="text" value="1000"/>
Host Country Government Trainee	<input type="text" value="1000"/>
Host Country Government Travel	<input type="text" value="1000"/>
Private Instruction	<input type="text" value="3300"/>
Private Trainee	<input type="text" value="0"/>
Private Travel	<input type="text" value="0"/>
Other Instruction	<input type="text" value="0"/>
Other Trainee	<input type="text" value="0"/>
Other Travel	<input type="text" value="2000"/>

Enter non-USAID funding sources as follows:

Host Country Government Instruction, Trainee, Travel - Enter the amounts funded by the participant's government.

Private Instruction, Trainee, Travel - Enter the amounts funded by private sources.

Other Instruction, Trainee, Travel - Enter the amounts funded by any other sources.

Click **Next** to continue to the next screen. Click **Cancel** to abort data entry for this program and close the wizard. Click **Previous** to return to the prior screen.

Program Confirmation

TraiNet/Web will now ask for confirmation about the data you have entered for your program. Here you can review the data that the wizard has collected and can make modifications if you need to change any data that has been entered.

Confirmation Instructions

1. After reviewing the information on this page, you will need to make a decision as to what to do next. Your options include:

- ☐ Previous will take you back to the last page of data entry.
- ☐ Cancel will cancel the entire wizard operation. No data will be saved and you will be returned to the Manage Programs Page.
- ☐ Continue will save all of the information you have entered up to this point in the wizard. The wizard will continue to the participants section and you will be able to enter all of the participants for this program.
- ☐ Finish will save all of the information you have entered up to this point in the wizard. After the save has completed you will be returned to the Manage Programs page. You can add participants to this program at a later date by clicking the Manage Program Participants icon and using the Add Participant link.

Based on those description of your options, please click the appropriate button at the bottom of the page.

Program Information Edit

Program Name
International Government Conference 2004

Program Status
Planned

Start Date
11/10/2004

End Date
12/10/2004

Training Type
Conference

Training Location Edit

Training Provider Name
Chemonics International

Address Line 1
9 Address Lane

Address Line 2
City

Town City

State
Alabama

Country
United States

Postal Code
00000

Program Subject Edit

Subject Field Code Category Name
Security and Protective Services

Subject Field Code Name
Criminal Justice/Police Science

Funding Edit

USAID Total
29500.0

Host Country Total
3000.0

Private Total
3300.0

Other Total
2000.0

| Program Name: International Government Conference 2004 | Start Date: 11/10/2004 | End Date: 12/10/2004

To change any program data, click on the **Edit** link in the section title above the data you need to change. This will open a screen that will allow you to re-enter the desired data.

Clicking the **Previous** button will allow you to step back to the prior screen in the wizard. Clicking the **Cancel** button will abort this attempt to enter the program without saving any data. Clicking the **Finish** button will accept the data about this program and close the wizard (participant data can be entered later). Clicking **Continue** will save the program data and start the Participant wizard that will allow you to assign participants for this program.

Adding Participants to the Program

The Participant screen will allow you to enter and manage participants that are scheduled to attend the selected program.

The screenshot displays the TrainNet Web interface. At the top left, the logo 'TrainNet Web' is visible. Below it, the user information shows 'User: Test User' and 'Site: USKTST'. The main heading is 'Participants'. To the right of the heading is a navigation bar with icons for a grid, a person, a dollar sign, and a document, with the text 'Create Multiple Participant U.S. Program Wizard' below them. On the left side, there is a 'System Tasks' section with a 'Logout' link. Below that is a 'Legend' section with two items: 'Required field in TrainNet' (indicated by a red asterisk) and 'Required field in VCS' (indicated by a green checkmark). The main content area is titled 'Manage Participants Wizard Instructions' and contains three numbered steps: 1. To add a participant to this program, click on the Add Participant Link. 2. If you would like to correct or remove a trainee from this program before finishing the wizard click the Edit or Remove links next to the participant's name. 3. After you have completed entering the participants for this program, click the Finish button to return to the Manage Programs page. Below the instructions is a section titled 'participants' with a sub-section 'Add Participant'. It states 'No participants have been added to this program. To begin adding participants click on the Add Participant link.' At the bottom of this section is a 'Finish' button. At the very bottom of the page, it says '| Program Name: International Government Conference 2004 | Start Date: 11/10/2004 | End Date: 12/10/2004'.

TrainNet Web

User: Test User
Site: USKTST

Participants

Create Multiple Participant U.S. Program Wizard

System Tasks

Logout

Legend

Required field in TrainNet

Required field in VCS

Manage Participants Wizard Instructions

1. To add a participant to this program, click on the Add Participant Link.
2. If you would like to correct or remove a trainee from this program before finishing the wizard click the Edit or Remove links next to the participant's name.
3. After you have completed entering the participants for this program, click the Finish button to return to the Manage Programs page.

participants

Add Participant

No participants have been added to this program. To begin adding participants click on the Add Participant link.

Finish

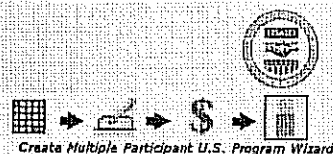
| Program Name: International Government Conference 2004 | Start Date: 11/10/2004 | End Date: 12/10/2004

To add a participant, click the [Add Participant](#) link to open the Add Participant screen.

Participant Biographical Data

The Add Participant wizard allows you to enter information about the participant scheduled to attend your program.

Add Participant Biographical Data



System Tasks

[Logout](#)

Legend

- Required field in TrainNet
- Required field in VCS

Participant Bio Data Instructions

1. Enter the Participant's title, such as Mr., Ms., or Dr.
2. Enter the Participant's first and last names exactly as they appear in the Participant's passport.
3. Enter the Participant's middle name if it appears in the Participant's passport; otherwise optional.
4. Select Male or Female gender.
5. Enter the Participant's birth date (ex. MM/DD/YYYY).
6. Enter the city and select the country where the Participant was born.
7. Select the country of legal permanent residence.
8. Select the country which issued the Participant's passport.
9. Select an option from the list that most closely matches the Participant's position in his or her home country.

Status

Candidate

Title

Dr.

First Name

Hamid

Last Name

Gonzales

Middle Name

X

Gender

- ☐ Female
☒ Male

Birthdate

01/01/1950 (MM/DD/YYYY)

City of Birth

Berlin

Country of Birth

Afghanistan

Country of Residence

Afghanistan

Country of Citizenship

Afghanistan

Position

CENTRAL GOVERNMENT GROUP

Enter Biographical data about the participant for the selected program as follows:

Name, Gender, Birth Date, City, and Country - *These are required for SEVIS.* Enter the name, gender and birth information into TrainNet/Web **exactly** as they appear on the participant's passport.

Country of Residence - *Required by SEVIS.* This is the participant's country of legal permanent residence. In most cases, it will be the same as the country of citizenship. Be careful to differentiate between the permanent and temporary residence. A Moroccan studying for two years in Egypt may be a temporary resident of Egypt, but he is still a legal permanent resident of Morocco.

Country of Citizenship - Required for SEVIS. The citizenship country is the country that issued the participant's passport. Choose the appropriate country from the available list.

Position - Required for SEVIS. Select the closest match to the participant's current position from the list.

U.S. Contact Address

Participant Address Data Instructions

1. Enter the address where the Participant can be contacted while in the U.S.
2. You must enter a street address. Post office boxes or other address types are not allowed.
3. Enter a city name.
4. Select State from the dropdown list.
Note: If the address is Washington D.C., enter "Washington" as the City and select "District of Columbia" from the State dropdown list.
5. Enter a postal code (zip code in the U.S.).
6. Optionally, enter the telephone number where the Participant can be contacted while in the U.S.

Address Line 1

123 Clarendon Blvd

Address Line 2

City

Clarendon

State

Virginia

Country

United States

Postal Code

22201

Phone

703-703-7033

Participant Address - Required for SEVIS. Enter the address where the participant can be contacted while in the U.S. You must enter a street address. Post office boxes or other address types are not allowed. Enter at least one line, city, state, country and zip code.

Visa Information

Participant Visa Instructions

1. Select the J Visa category for the Participant.
For Programs under 22 days in length, choose Short-Term Scholar. Otherwise, unless the Participant is a Student pursuing a degree, select one of the Trainee categories.
Select Trainee - Specialty Participant has completed a four-year degree or a recognized professional certificate in the field. Otherwise choose Trainee - Non-Specialty.
2. Enter the Participant's complete passport number.

Visa Category

Government Visitor

Passport Number

999999999

Cancel

Save

| Program Name: International Government Conference 2004 | Start Date: 11/10/2004 | End Date: 12/10/2004

Visa Category - Required for SEVIS. Enter the visa category for the participant. USAID participants can fall into one of a number of different categories. Use the following guidelines to choose the proper category in the Wizard:

- Student - used when participant is entering the U.S. for a period to last as long as they pursue a full course of study (as defined by the college or university) towards:
 - Associate degree (2 year degree)
 - Bachelor's degree
 - Master's degree
 - Post-doctoral degree
 - Non-degree program
- Trainee - used when participant is entering the U.S. for a period of at least 22 days up to 18 months to enhance knowledge, skills, and attitude (KSAs) in their "specialty" or "non-specialty" occupation through participation in structured training activities. [Note - if the training lasts for a period of less than 21 days, categorize the participant as a Short-term Scholar, not a Trainee]
- Short-term Scholar - used when participant is entering the U.S. for a period of 21 days or less to lecture, observe, consult, participate in seminars, workshops conferences study tours, professional meetings, or similar types of educational and professional activities. [Note - if the training lasts for a period of 22 days up to 18 months and is not academic in nature, categorize the participant as a Trainee, not a Short-term Scholar.
- Specialist - used when the participant is deemed to be an expert in their profession and is entering the U.S. for a period of up to one year to observe, consult, or demonstrate special skills.
- Researcher - used when participant has already a degree of higher education and is entering the U.S. for a period of up to 3 years to conduct research, teach, and lecture with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their fellow citizens their experiences and increased knowledge about the U.S. and their substantive fields.

- Government Visitor - used when participant is recognized as influential or distinguished and is entering the U.S. for a period of up to 18 months to participate in observational study tours, discussions, consultations, professional meetings, conferences, or workshops.

Passport Number - Required for SEVIS. Enter the passport number exactly as it appears on the participant's passport.

Click **Finish** to complete entry of the participant and save all data entered.
Click **Cancel** to abort data entry for this program and close the wizard.
Click **Previous** to return to the prior screen.

Entering more Program Participants

After entering a participant in the Add Participant wizard, you will return to the Manage Participant screen. This screen provides a listing of all participants that have been entered the selected program.

TrainNet Web

User: Test User
Site: USKTBT

Participants

Create Multiple Participant U.S. Program Wizard

Manage Participants Wizard Instructions

1. To add a participant to this program, click on the Add Participant Link.
2. If you would like to correct or remove a trainee from this program before finishing the wizard click the Edit or Remove links next to the participant's name.
3. After you have completed entering the participants for this program, click the Finish button to return to the Manage Programs page.

System Tasks

Logout

Legend

Required field in TrainNet
Required field in VCS

participants

Add Participant

	Participant Full Name (Family Name, First Name)	Birthdate	Gender
Edit Remove	Gonzales, Hamid	01/01/1950	Male

Finish

Program Name: International Government Conference 2004 | Start Date: 11/10/2004 | End Date: 12/10/2004

To add another participant to your program, click on the **Add Participant** link to open the Add Participant wizard. If you need to modify any data entered about any of you participants, click on the **Edit** link next to the name of the participant that you want to modify. If you want to remove a Participant from the program, click on the **Remove** link next to the participant's name.

When you are finished adding participants to your program, click on the **Finish** button to return to the Manage Programs screen.

Scenario 3: Maintaining Program Data

TrainNet Web

User: Test User
Site: USXTST

System Tasks

Create a New Program
Create a Multiple Participant Program
Logout

Legend

Edit program data
 Edit subject data
 Edit funding data
 Edit participant data
 Submit VISA Application

manage u.s. programs | **manage ic programs** | **coming soon** | **manage tc programs** | **coming soon**

Program Name
Abdou Wade - Masters in Public Health
Abdul Juan Kazinski - International Yoga Workshop
Alfonso Sanchez - Theological Exploration
Basheer Majeed - International Trade Seminar
Carlos Velasquez - Educational Conference
David Lezov - Undergraduate in Financial Management
Katrina Federov - Management Trainee
Local Government Feasibility Study
Mohammed Zaeir - International Trade Seminar
Potato Production Conference

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Editing Program Data

You can edit any of the information for the Participant and Program at any time after it has been accepted by the wizard. There are four icon links that allow you to edit different sections of program data:

- Edit Program Information - including start/end dates and training provider and location.
- Edit Subject/Field Code Information - Category and Subject Field.
- Edit Funding Information - including USAID and non-USAID source funding.
- Edit Participant Information - including name, birth and address information.

Submitting Application to VCS

To submit a request for a visa, click the Submit Request icon on the Manage Program screen: . This will open the Submit Visa Eligibility Request screen. Click the Submit Request button to submit the application to VCS, otherwise, click Cancel to return to the Manage Program screen without submitting the request.

Submit Visa Eligibility Request

User: Test User
Site: USXTST



Submit Visa Eligibility Request Instructions:
 To submit a request for a visa please click the Submit Request button below. The submit button will validate that the Program meets all VCS validation rules.
 After the request for a visa has been processed you may receive a list of validation errors. In order to successfully submit your visa eligibility request you must first return to the Program and fix the errors.
 If no errors are returned your submission has been sent to the VCS system.

Submit Request
Cancel

System Tasks
[Logout](#)


The **Submit Request** button will validate that the Program meets all VCS validation rules; you may receive a list of validation errors. If you do receive validation errors, you must return to the **Manage Program** screen and fix the errors before resubmitting.

If no errors are returned, you will receive a message stating that your submission has been successfully sent to the VCS system. Click **OK** to continue.

Submit Visa Eligibility Request

User: Test User
Site: USXTST




The submission of Dr. Abdul Juan Kazinski to the Visa Compliance System was a successful submission.

OK

Extend the program

You can extend a program any time before it ends. To postpone a program, click on the  **Edit Program** icon and change the end date to reflect the new date the program will end.

Postpone the Program

You can postpone a program at any time before it has begun. To extend the program, click on the  **Edit Program** icon to open the **Edit Program** screen.

User: Test User
Site: USMTST

Abdul Juan Kazinski – International Yoga Workshop

[Edit Program Information](#)



Program Information

Edit Program Instructions

1. Enter a new name for this Training Program.
A good name would include the name of the Participant and a brief title of the training. For example:
"Abdou Wade – Masters in Public Health"
"Basheer Majeed – International Trade Seminar"
2. Change the Training Type from the dropdown.
Click the Help button beside the dropdown for an explanation of the different Training Types.

System Tasks

[Logout](#)

Legend

- ☒ Required field in TrainNet
- ☐ Required field in VCS

[Activate Program](#) [Cancel Program](#) [Complete Program](#) [Terminate Program](#)

[Postpone Program](#)



Program Name

Abdul Juan Kazinski - International Yoga Workshop

Description

Program Status

Planned


Start Date


12/04/2004 (MM/DD/YYYY) ^{YTH}

End Date

01/04/2005 (MM/DD/YYYY) ^{VCS}

Next, click on the [Postpone Program](#) link from the Edit Program screen.





Postpone Program

User: Test User
Site: USXTST

System Tasks

[Logout](#)

Legend

☒ Required field in TrainNet

☐ Required field in VCS

This wizard is used to shift all dates to a later date on a program that is in Planned status.

Program Name
Abdul Juan Kazinski – International Yoga Workshop

Start Date
12/04/2004

End Date
01/04/2005

Enter the number of days to postpone the program in the field below.

Enter the Number of Days to Postpone

10

Recalculate Dates

New Start Date
12/04/2004

New End Date
01/04/2005

Cancel

Postpone Program

The Postpone Program screen will allow you to recalculate and set the new program dates.

Enter the number of days that you want to postpone the program by and click the **Recalculate Dates** button. This will update the Start and End Dates for the program. If you entered the wrong number of days to postpone, you can re-enter the number of days to postpone again and click **Recalculate Dates** again, the new dates will be displayed below.

If the new dates are correct, click the **Postpone Program** button to change the program dates. If you really don't want to change the program dates, then click the **Cancel** button to return to the **Edit Program** screen without changing dates.

Activate the Program

Your participant's program must be activated once their program starts (SEVIS rules require that programs be activated within 3 work days of the program start.) To be able to activate the program, the program start date must be less than or equal to today's date and the program status must already be set to Planned.

To activate the program, click on the  **Edit Program** icon to open the **Edit Program** screen.



User: Test User
Site: USXTST

Abdul Juan Kazinski – International Yoga Workshop

Edit Program Information



System Tasks

[Logout](#)

Legend

- ☒ Required field in TrainNet
- ☐ Required field in VCS

Edit Program Instructions

1. Enter a new name for this Training Program.
A good name would include the name of the Participant and a brief title of the training. For example:
"Abdou Wade – Masters in Public Health"
"Basheer Majeed – International Trade Seminar"
2. Change the Training Type from the dropdown.
Click the Help button beside the dropdown for an explanation of the different Training Types.

[Activate Program](#)
[Cancel Program](#)
[Consolidate Program](#)
[Terminate Program](#)

Program Name

Abdul Juan Kazinski - International Yoga Workshop

Description

Program Status

Planned


Start Date


12/04/2004 (MM/DD/YYYY)

End Date

01/04/2005 (MM/DD/YYYY)

From the Edit Program screen, click the [Activate Program](#) link to open the Activate Program Screen.






Activate Program


User: Test User
Site: USXTST

System Tasks

[Logout](#)

Legend

 Required field in TrainNet

 Required field in VCS

Activate Program Instructions

- The following conditions need to be true in order to Activate a program:
 - The program start date must reflect the active nature of the program. This includes start dates that are less than or equal to today's date.
 - The program status must already be set to Planned.
- If this program meets the above conditions, clicking the Activate Program button below will:
 - Change the program status to Active.
 - Change the participant status to In Training.

Program Name
 Abdul Juan Kazinski – International Yoga Workshop
Program Status
 Planned
Start Date
 12/04/2004
End Date
 01/04/2005

The Activate Program screen will allow you to activate your program.

Click the **Activate Program** button to activate the program - this will change the Participant Status to *In Training*. Click the **Cancel** button to return to the Edit Program screen without activating the program.

Cancel the Program

Any program that has not yet been Activated (Status = Active) may be canceled. Normally, this would mean the program start date has not yet been reached.

To cancel a program, click on the  Edit Program icon to open the Edit Program screen.

User: Test User
Site: USXTST

Abdul Juan Kazinski – International Yoga Workshop

[Edit Program Information](#)



System Tasks

[Logout](#)

Legend

- ☒ Required field in TrainNet
- ☐ Required field in VCS

Edit Program Instructions

1. Enter a new name for this Training Program.
A good name would include the name of the Participant and a brief title of the training. For example:
"Abdou Wade – Masters in Public Health"
"Basheer Majeed – International Trade Seminar"
2. Change the Training Type from the dropdown.
Click the Help button beside the dropdown for an explanation of the different Training Types.

[Activate Program](#)
[Cancel Program](#)
[Consulting Program](#)
[Terminate Program](#)

Program Name

Abdul Juan Kazinski - International Yoga Workshop ☒

Description

Program Status
Planned



Start Date

12/04/2004 (MM/DD/YYYY) ☒

End Date

01/04/2005 (MM/DD/YYYY) ☒

From the Edit Program screen, click the [Cancel Program](#) link to open the Cancel Program Screen.



Cancel Program

User: Test User
Site: USNTST

System Tasks

[Logout](#)

Legend

☒ Required field in TrainNet

☐ Required field in VCS

Cancel Program Instructions

1. In order to cancel a program the program status must already be set to Planned.
2. If this program meets the above condition, clicking the Cancel Program button below will:
 - Change the program status to Cancelled.
 - Change the participant status to Cancelled.

Program Name
Abdul Juan Kazinski - International Yoga Workshop

Program Status
Planned

Start Date
12/04/2004

End Date
01/04/2005

The Cancel Program screen will allow you to cancel your program.

Click the **Cancel Program** button to cancel the program - this will change both the Program Status and Participant Status to **Cancelled**. Click the **Cancel** button to return to the Edit Program screen without activating the program.

Complete the Program

When your participant has successfully completed their program, you must mark the program as complete in TrainNet. To be able to mark the program as complete, the program end date must be less than or equal to today's date and the program status must already be set to **Active**.

To complete the program, click on the  Edit Program icon to open the Edit Program screen.

User: Test User
Site: USKTST

Abdul Juan Kazinski – International Yoga Workshop

Program Information



System Tasks

[Logout](#)

Legend

-  Required field in TrainNet
-  Required field in VCS

Edit Program Instructions

1. Enter a new name for this Training Program.
A good name would include the name of the Participant and a brief title of the training. For example:
"Abdou Wade – Masters in Public Health"
"Basheer Majeed – International Trade Seminar"
2. Change the Training Type from the dropdown.
Click the Help button beside the dropdown for an explanation of the different Training Types.

[Activate Program](#)
[Cancel Program](#)
[Complete Program](#)
[Delete Program](#)

Program Name


Abdul Juan Kazinski - International Yoga Workshop 

Description

Program Status

Planned



Start Date

12/04/2004 (MM/DD/YYYY) 

End Date

01/04/2005 (MM/DD/YYYY) 

From the Edit Program screen, click the [Complete Program](#) link to open the Complete Program Screen.



Complete Program

User: Test User
Site: USXTST

Complete Program Instructions

System Tasks

[Logout](#)

Legend

☒ Required field in TrailNet

☐ Required field in VCS

1. The following conditions need to be true in order to Complete a program:
 - ☐ The program end date must have passed.
 - ☐ The program status must already be set to Active.
2. If this program meets the above conditions, clicking the Complete Program button below will:
 - ☐ Change the program status to Complete.
 - ☐ Change the participant status to Achieved.

Program Name
Abdul Juan Kazinski – International Yoga Workshop

Program Status
Active

Start Date
11/04/2004

End Date
11/08/2005

The Complete Program screen will allow you to complete your program.

Click the **Complete Program** button to complete the program - this will change the Participant Status to **Achieved** and Program Status to **Complete**. Click the **Cancel** button to return to the **Edit Program** screen without completing the program.

Terminate the Program

When your participant does not complete their program, you must terminate the program in TrailNet. To be able to mark the program as **Terminated**, the participant must have already been activated (the status should be **Active**).

To terminate the program, click on the  **Edit Program** icon to open the **Edit Program** screen.

User: Test User
Role: USXTST

Abdul Juan Kazinski – International Yoga Workshop

Program Information



System Tasks

[Logout](#)

Legend

- ☒ Required field in TrainNet
- ☒ Required field in VCS

Edit Program Instructions

1. Enter a new name for this Training Program.
A good name would include the name of the Participant and a brief title of the training. For example:
"Abdou Wade – Masters in Public Health"
"Basheer Majeed – International Trade Seminar"
2. Change the Training Type from the dropdown.
Click the Help button beside the dropdown for an explanation of the different Training Types.

[Activate Program](#)
[Cancel Program](#)
[Archive Program](#)
[Terminate Program](#)

Program Name

Abdul Juan Kazinski - International Yoga Workshop ☒

Description

Program Status

Active

Start Date

11/04/2004 (MM/DD/YYYY) ☒

End Date

11/08/2005 (MM/DD/YYYY) ☒

From the Edit Program screen, click the [Terminate Program](#) link to open the Terminate Program Screen.

Terminate Program

User: Test User
Site: USXTST

System Tasks

[Logout](#)

Legend

☒ Required field in TrainNet

☐ Required field in VCS

Terminate Program Instructions

1. In order to terminate a program the program status must already be set to Active.
2. If this program meets the above condition, clicking the Terminate Program button below will:
 - ☐ Change the program status to Terminated.
 - ☐ Change the participant status to Terminated.

Program Name

Abdul Juan Kazinski - International Yoga Workshop

Program Status

Active

Start Date

11/04/2004

End Date

11/08/2005

Termination Reason Type

Conviction of a Crime

Termination Effective Date

11/07/2004 (MM/DD/YYYY)

The Terminate Program screen will allow you to complete your program.

Enter the following information about the terminated program:

Termination Reason Type - *Required for SEVIS*. Select the most appropriate reason from the list that explains why the program was terminated.

Termination Effective Date - *Required for SEVIS*. Enter the official date the program was terminated.

Click the **Terminate Program** button to complete the program - this will change the Participant Status and Program Status to **Terminated**. Click the **Cancel** button to return to the **Edit Program** screen without terminating the program.