



International
Services & Programs
HOUSTON COMMUNITY COLLEGE

Apply Now

How to upload OPT documents
on your To Do List

Attend the virtual OPT workshop
(Online through WebEx).

After the workshop, a Checklist will
be assigned to upload the required
documents as **PDF files**.

You can upload by using your
computer, tablet iPad, or
Smartphone.

Follow the steps indicated below.

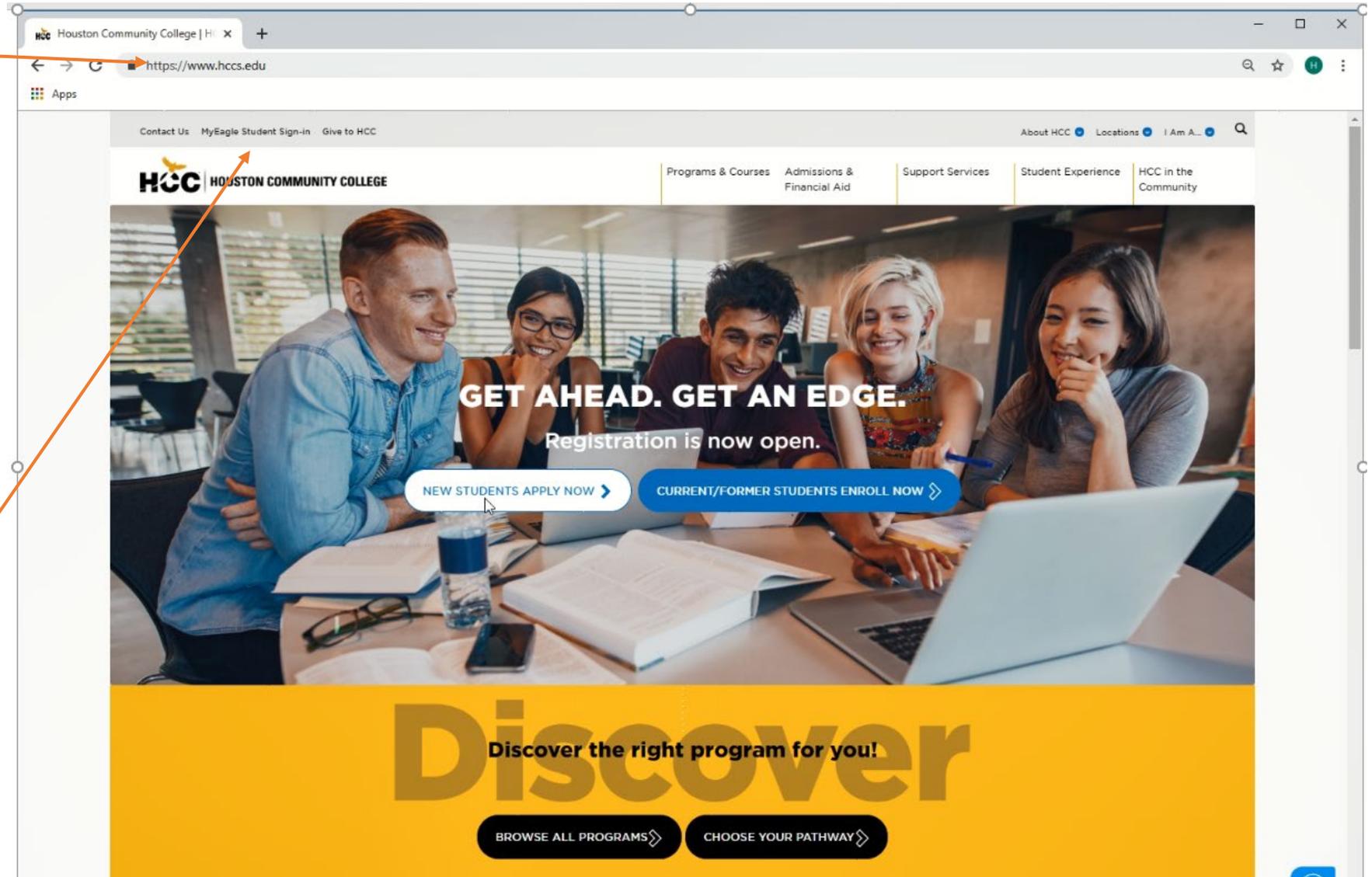


If you are reading this tutorial...

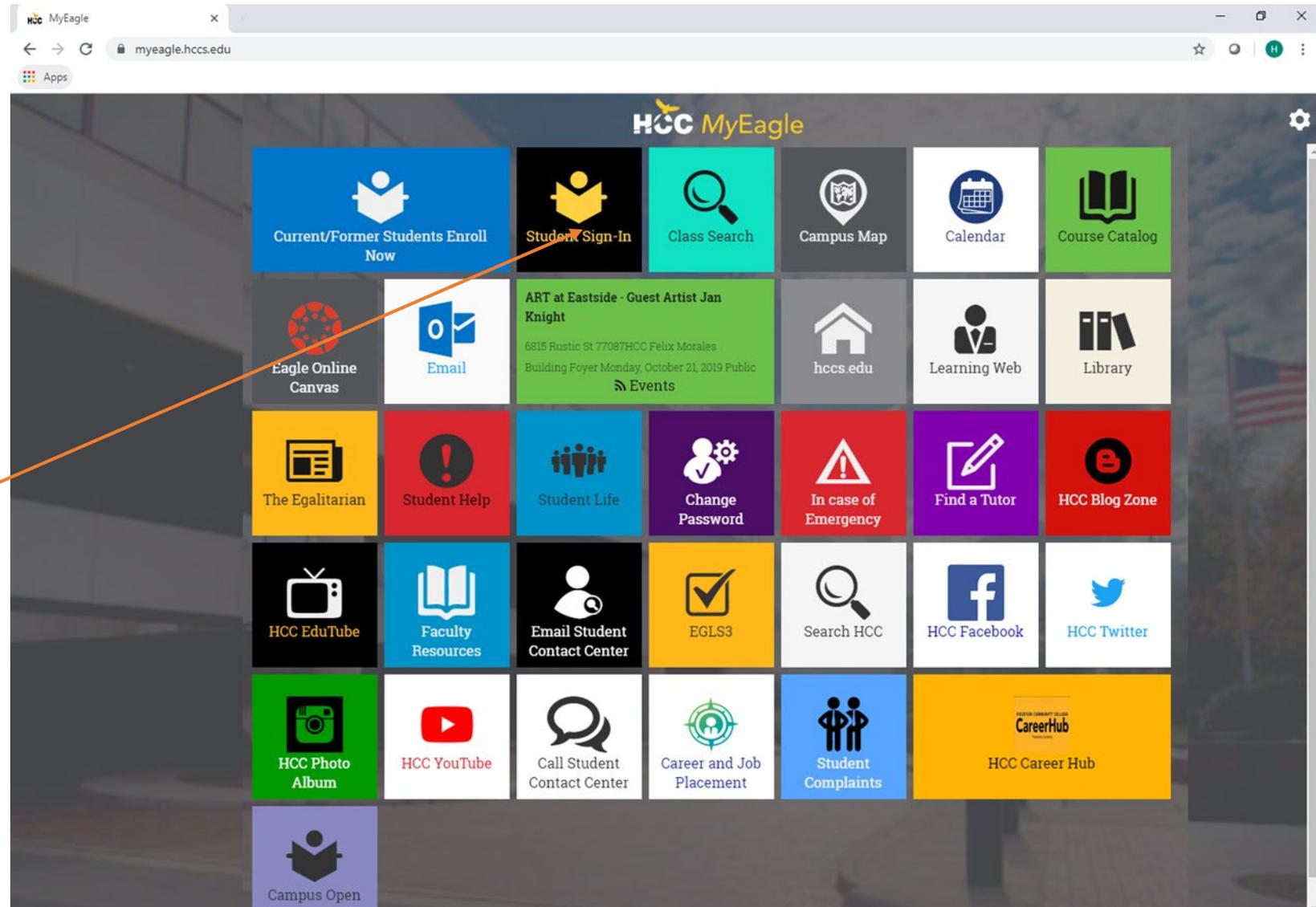
1. You have already successfully read the information in the below link
<https://www.hccs.edu/support-services/international-students/optional-practical-training/>
2. You have attended the virtual OPT workshop.
3. You have prepared the OPT Application Checklist documents.
4. You have successfully logged on the Student Homepage.



Open your browser and go to www.hccs.edu

A screenshot of the Houston Community College website. The browser's address bar shows 'https://www.hccs.edu'. The website header includes the HCC logo and navigation links: 'Contact Us', 'MyEagle Student Sign-in', 'Give to HCC', 'About HCC', 'Locations', and 'I Am A...'. A main navigation menu contains 'Programs & Courses', 'Admissions & Financial Aid', 'Support Services', 'Student Experience', and 'HCC in the Community'. The main content area features a large image of five diverse students (three men and two women) sitting around a table, looking at a laptop. Overlaid on this image is the text 'GET AHEAD. GET AN EDGE.' and 'Registration is now open.' Below this text are two buttons: 'NEW STUDENTS APPLY NOW' and 'CURRENT/FORMER STUDENTS ENROLL NOW'. At the bottom of the page, a yellow banner contains the word 'Discover' in large, bold letters, followed by the text 'Discover the right program for you!' and two buttons: 'BROWSE ALL PROGRAMS' and 'CHOOSE YOUR PATHWAY'.

Click on [MyEagle Student Sign-in](#)

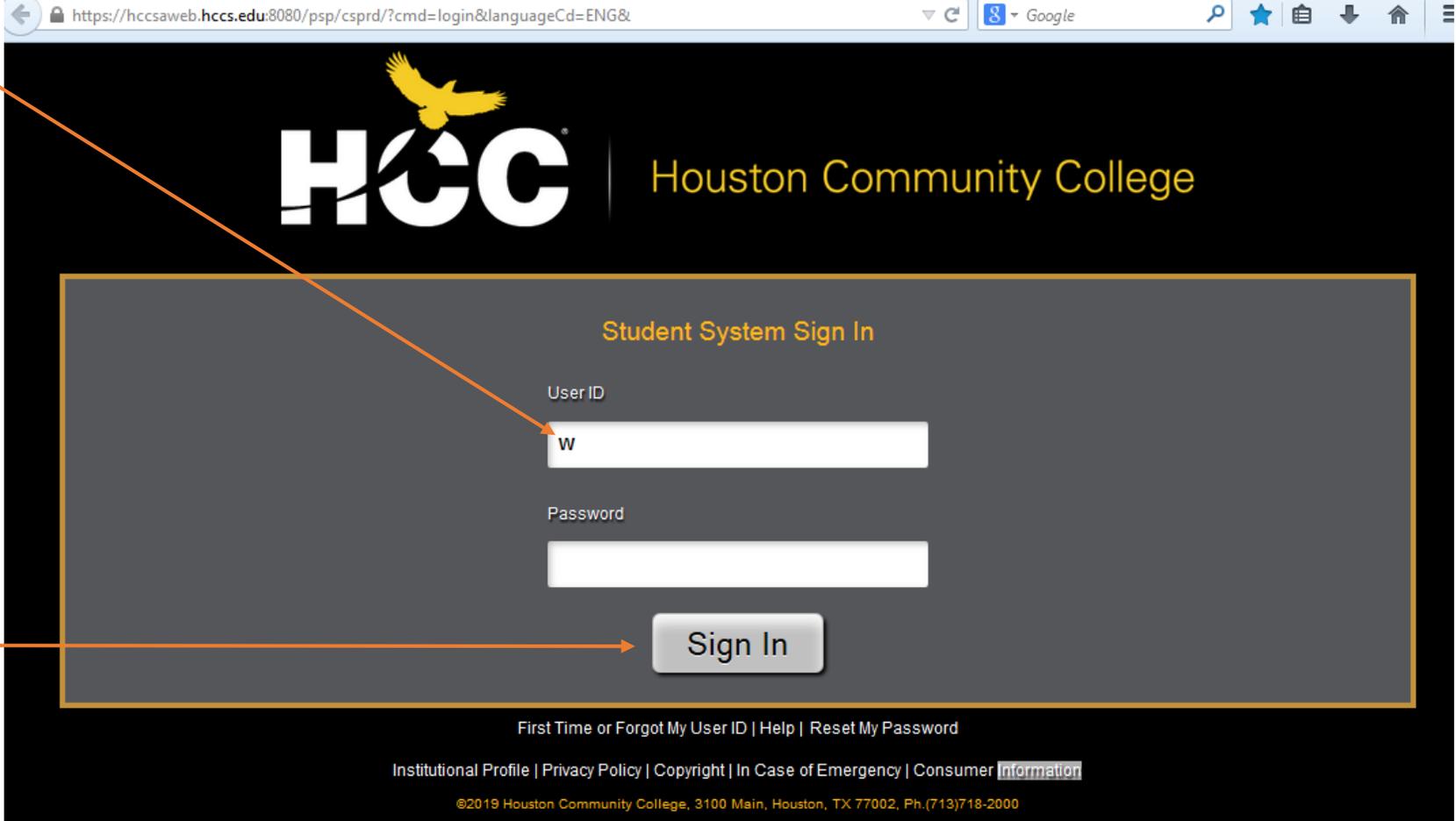


The screenshot shows the HCC MyEagle dashboard with the following tiles:

| | | | | | | |
|------------------------------------|------------------------|---|--------------------------|----------------------|----------------|---------------|
| Current/Former Students Enroll Now | Student Sign-In | Class Search | Campus Map | Calendar | Course Catalog | |
| Eagle Online Canvas | Email | ART at Eastside - Guest Artist Jan Knight 6815 Rustic St 77087 HCC Felix Morales Building Foyer Monday, October 21, 2019 Public Events | | hccs.edu | Learning Web | Library |
| The Egalitarian | Student Help | Student Life | Change Password | In case of Emergency | Find a Tutor | HCC Blog Zone |
| HCC EduTube | Faculty Resources | Email Student Contact Center | EGLS3 | Search HCC | HCC Facebook | HCC Twitter |
| HCC Photo Album | HCC YouTube | Call Student Contact Center | Career and Job Placement | Student Complaints | HCC Career Hub | |
| Campus Open | | | | | | |

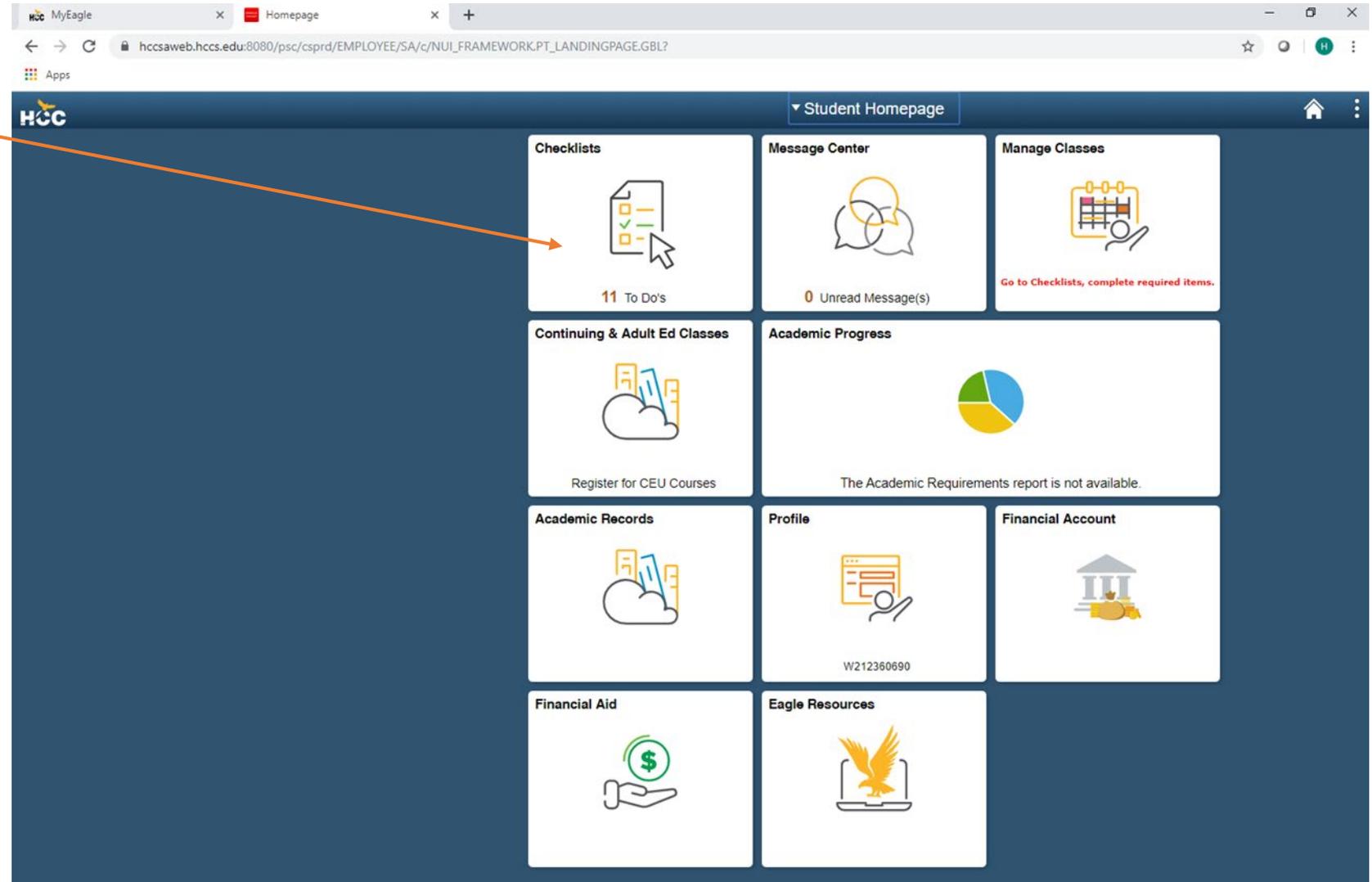
Click on Student Sign-In

Type in your
User ID with "W" in front
and Password

A screenshot of a web browser displaying the HCC Student System Sign In page. The browser's address bar shows the URL: https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG&. The page header features the HCC logo and the text 'Houston Community College'. The main content area is titled 'Student System Sign In' and contains two input fields: 'User ID' with the letter 'W' entered, and 'Password'. Below the fields is a 'Sign In' button. At the bottom of the page, there are links for 'First Time or Forgot My User ID', 'Help', and 'Reset My Password', along with a footer containing 'Institutional Profile | Privacy Policy | Copyright | In Case of Emergency | Consumer Information' and a copyright notice for 2019 Houston Community College.

Click on
Sign In

Click on
Checklists

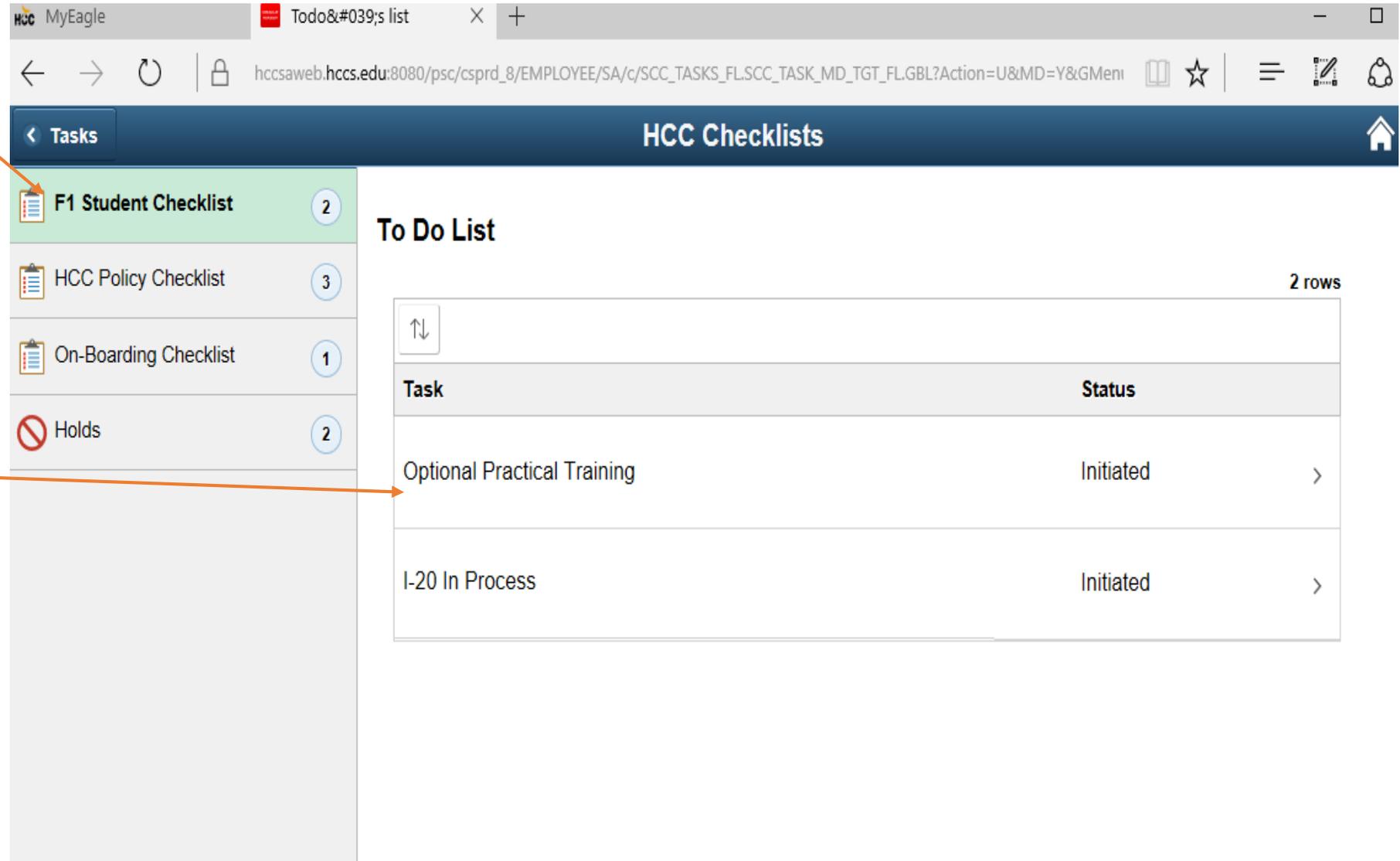


The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psc/csprd/EMPLOYEE/SA/c/NUL_FRAMEWORK.PT_LANDINGPAGE.GBL?`. The page title is "MyEagle" and "Homepage". The dashboard is titled "Student Homepage" and features several widgets:

- Checklists:** Shows 11 To Do's. An orange arrow from the callout box points to this widget.
- Message Center:** Shows 0 Unread Message(s).
- Manage Classes:** Includes a red text prompt: "Go to Checklists, complete required items."
- Continuing & Adult Ed Classes:** Includes a link to "Register for CEU Courses".
- Academic Progress:** Shows a pie chart and a message: "The Academic Requirements report is not available."
- Academic Records:** Includes a link to "Register for CEU Courses".
- Profile:** Shows the ID number W212360690.
- Financial Account:** Includes a link to "Register for CEU Courses".
- Financial Aid:** Includes a link to "Register for CEU Courses".
- Eagle Resources:** Includes a link to "Register for CEU Courses".

Click on
F1 Student Checklist

Click on
**Optional Practical
Training**



Tasks

HCC Checklists

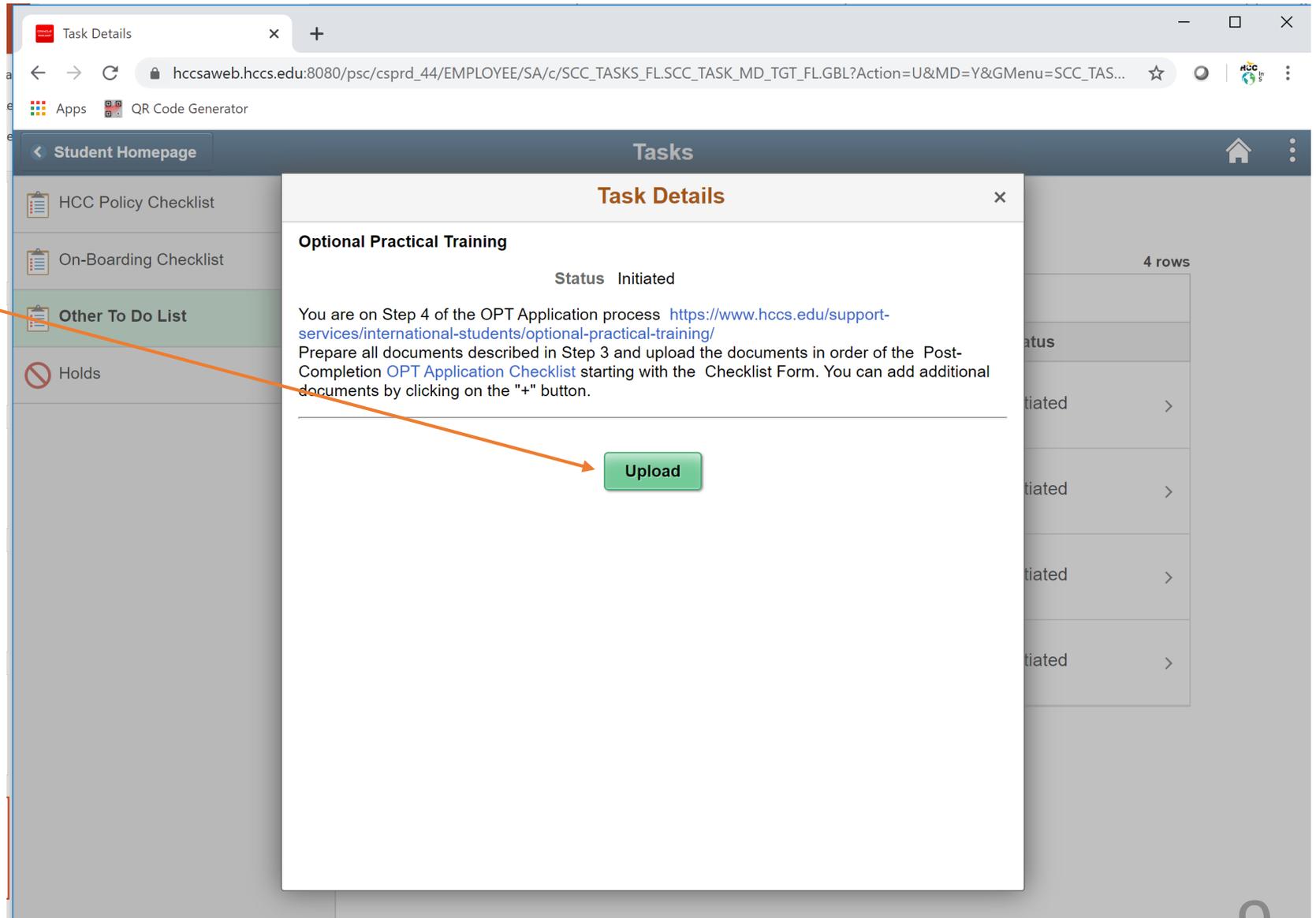
- F1 Student Checklist (2)
- HCC Policy Checklist (3)
- On-Boarding Checklist (1)
- Holds (2)

To Do List

2 rows

| Task | Status |
|-----------------------------|-----------|
| Optional Practical Training | Initiated |
| I-20 In Process | Initiated |

Click on
UPLOAD button



The screenshot shows a web browser window with a 'Task Details' modal open. The browser address bar shows the URL: hccsaweb.hccs.edu:8080/psc/csprd_44/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TAS.... The modal window is titled 'Task Details' and contains the following text:

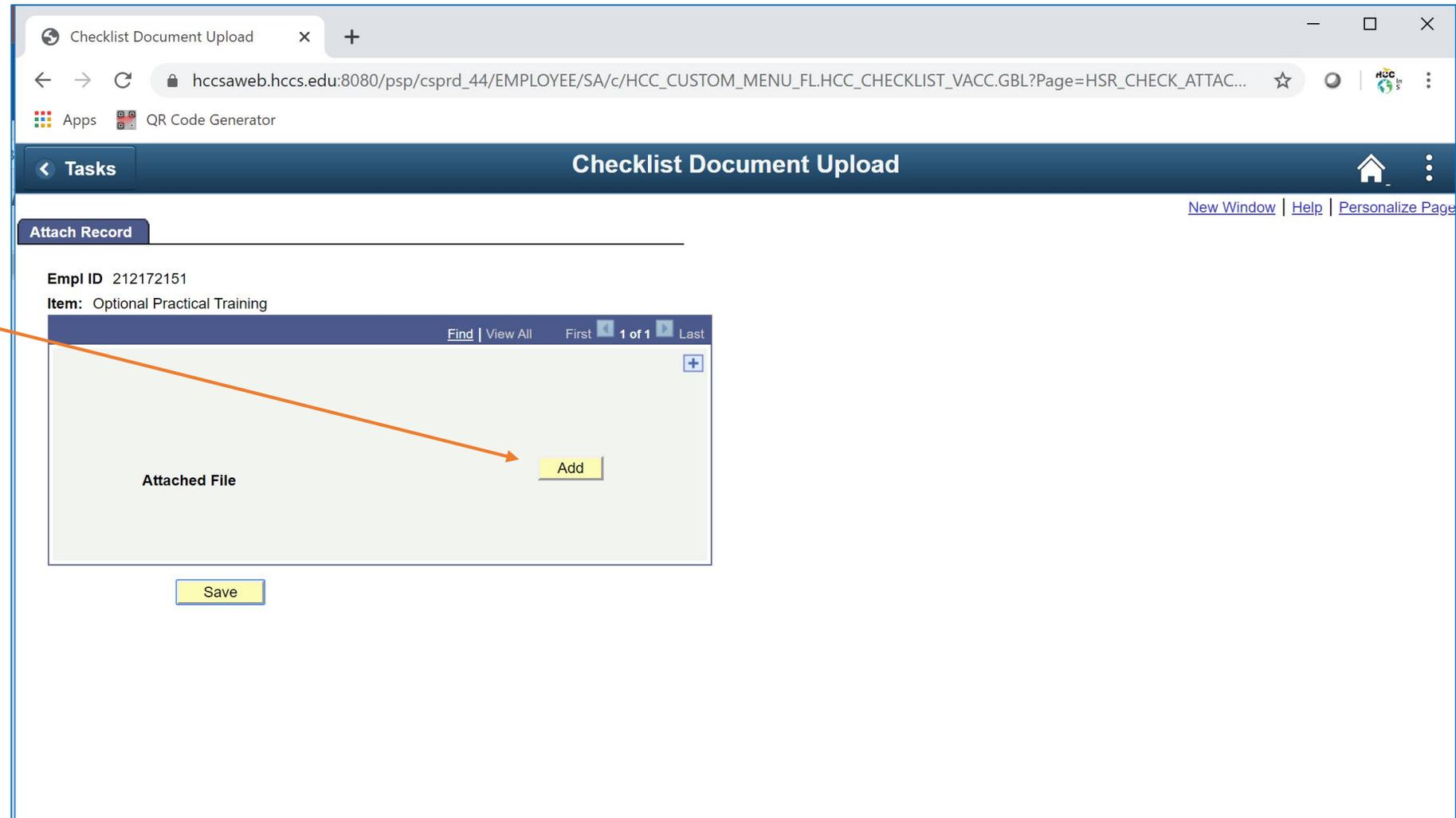
Optional Practical Training

Status Initiated

You are on Step 4 of the OPT Application process <https://www.hccs.edu/support-services/international-students/optional-practical-training/>
Prepare all documents described in Step 3 and upload the documents in order of the Post-Completion [OPT Application Checklist](#) starting with the Checklist Form. You can add additional documents by clicking on the "+" button.

At the bottom of the modal, there is a green 'Upload' button. An orange arrow points from a text box on the left to this button. In the background, a table with 4 rows is partially visible, showing 'Initiated' status and right-pointing chevrons.

Click on **ADD** button and follow the next steps to upload:



Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_44/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTAC...

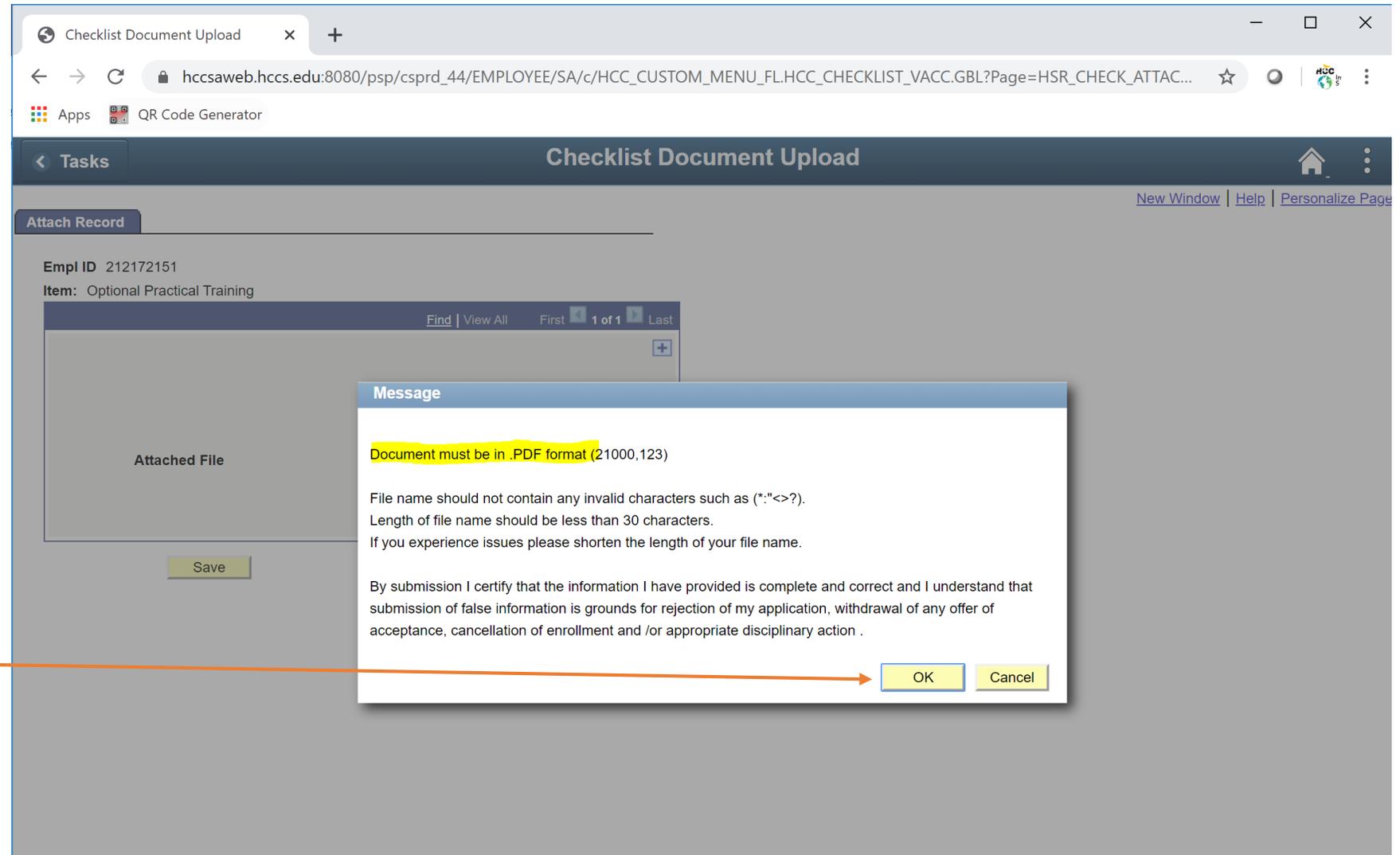
Tasks Checklist Document Upload

Attach Record

Empl ID 212172151
Item: Optional Practical Training

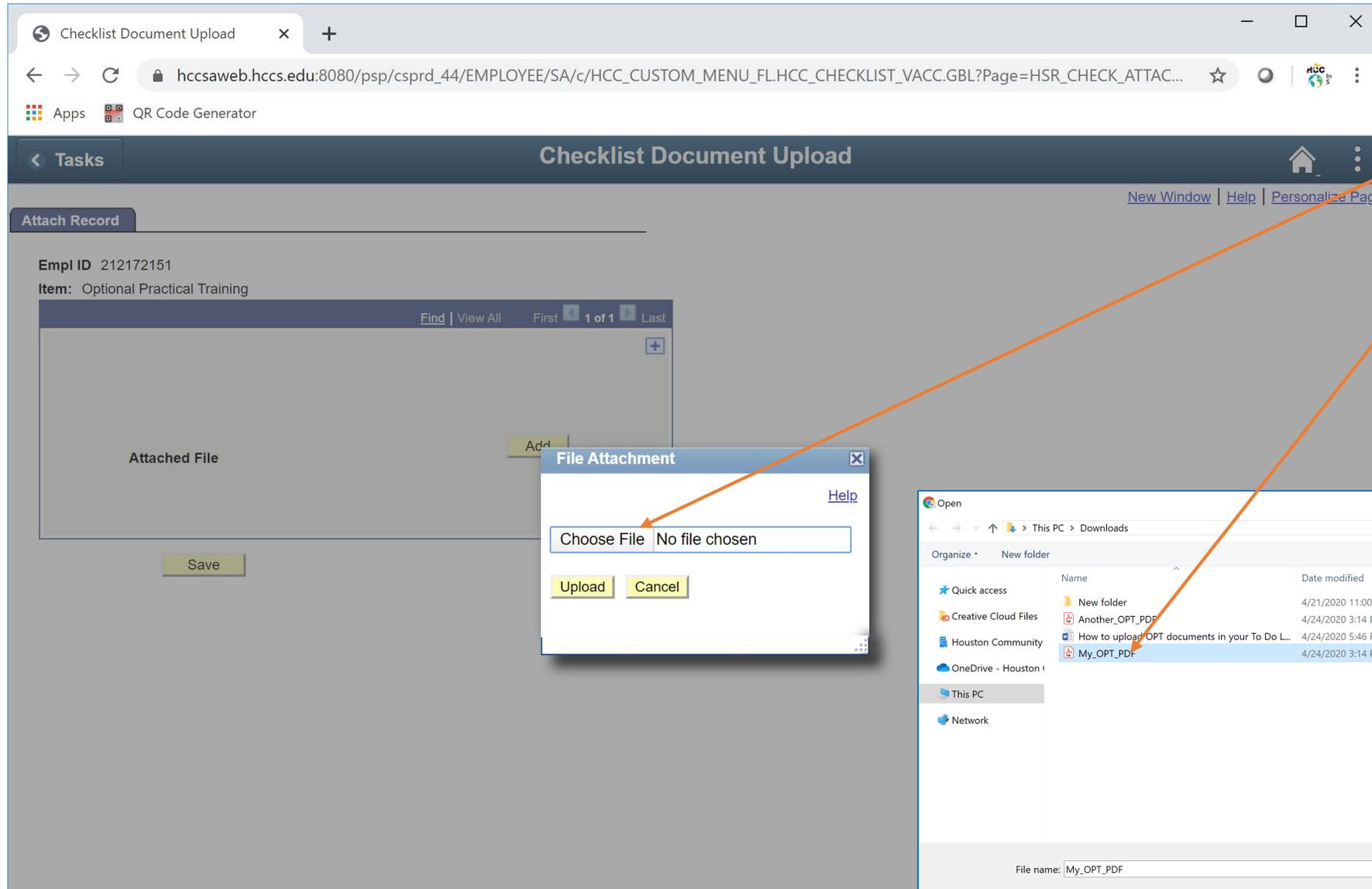
| Attached File | |
|---------------|-----|
| | Add |

Save



The screenshot shows a web browser window with the address bar displaying 'hccsaweb.hccs.edu:8080/psp/csprd_44/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTAC...'. The page title is 'Checklist Document Upload'. Below the title, there is a 'Tasks' button and a 'Home' icon. The main content area shows 'Attach Record' with 'Empl ID 212172151' and 'Item: Optional Practical Training'. A 'Save' button is visible below the 'Attached File' section. A 'Message' dialog box is overlaid on the page, containing the following text: 'Document must be in .PDF format (21000,123)', 'File name should not contain any invalid characters such as (*:"<>?)', 'Length of file name should be less than 30 characters.', 'If you experience issues please shorten the length of your file name.', and 'By submission I certify that the information I have provided is complete and correct and I understand that submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and /or appropriate disciplinary action .'. The dialog box has 'OK' and 'Cancel' buttons at the bottom.

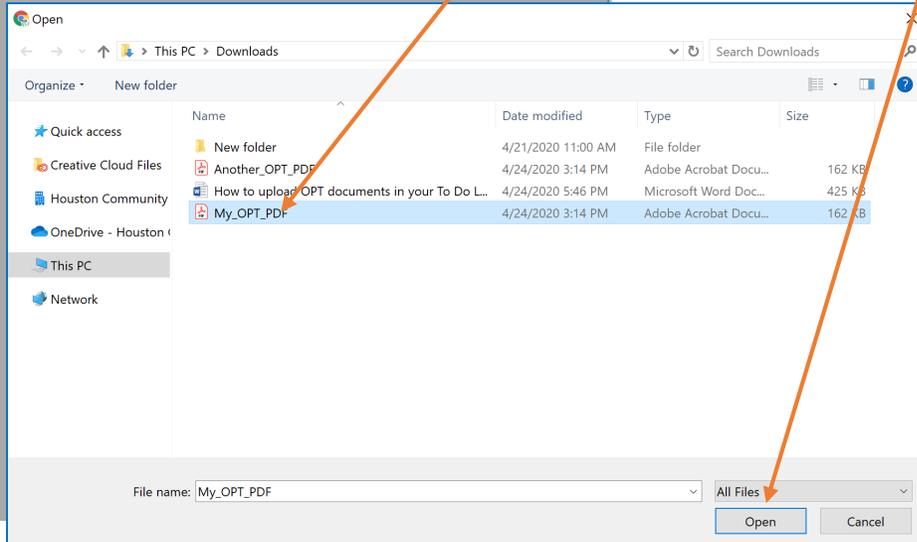
Remember, only upload PDF files.
Read the instructions and click on OK button



1 Click on **Choose File** button

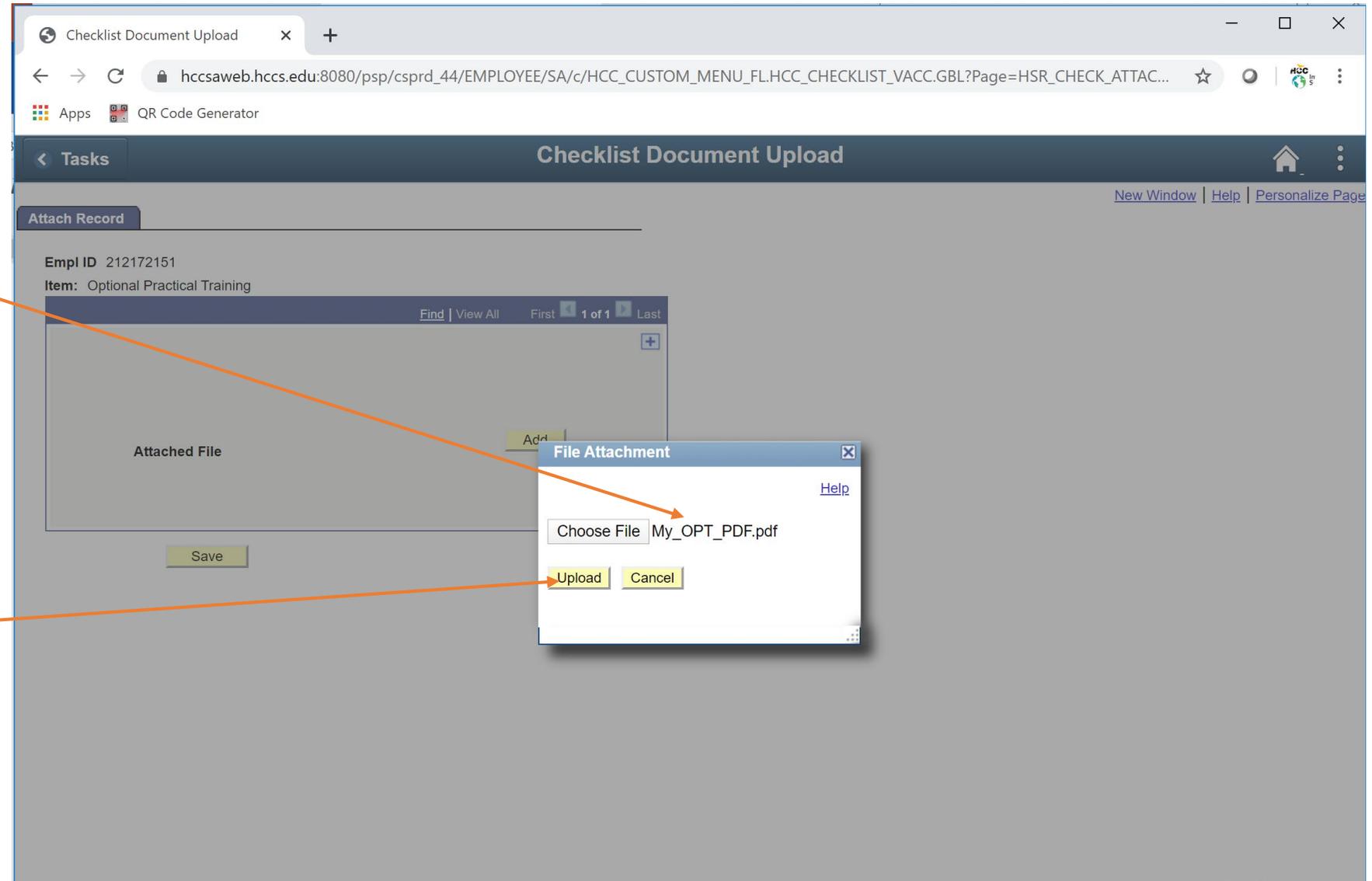
2 Choose your PDF File

2 Click on **OPEN**



Check the name
Is this the file you wish to upload?

Click on
Upload button



Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_44/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_ATTAC...

Tasks Checklist Document Upload

Attach Record

Empl ID 212172151
Item: Optional Practical Training

Attached File

File Attachment

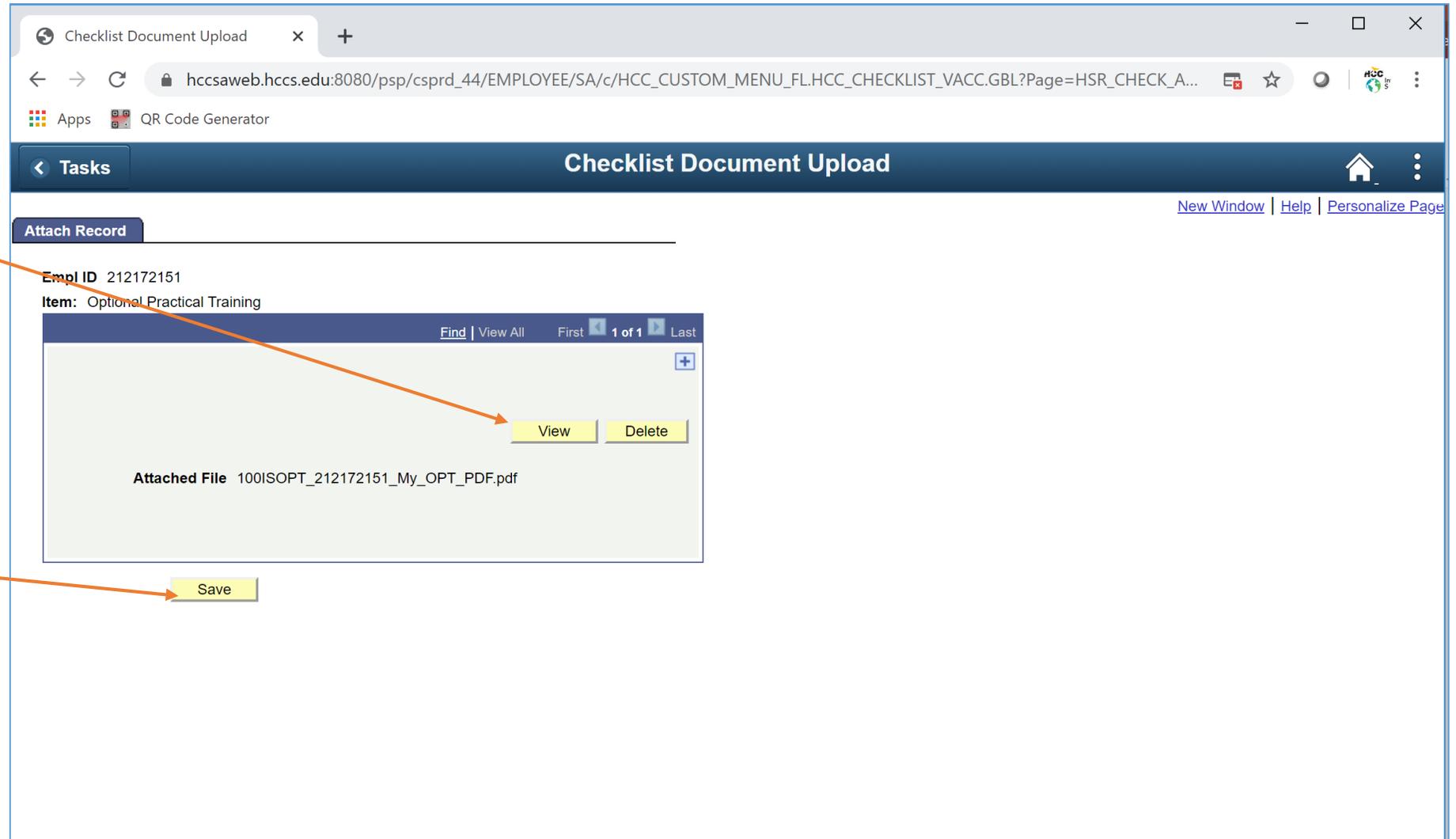
Choose File My_OPT_PDF.pdf

Upload Cancel

Save

1 Click on **View** button to check that your document was right uploaded.

2 Click on **Save** button



Checklist Document Upload

Tasks

Attach Record

Empl ID 212172151

Item: Optional Practical Training

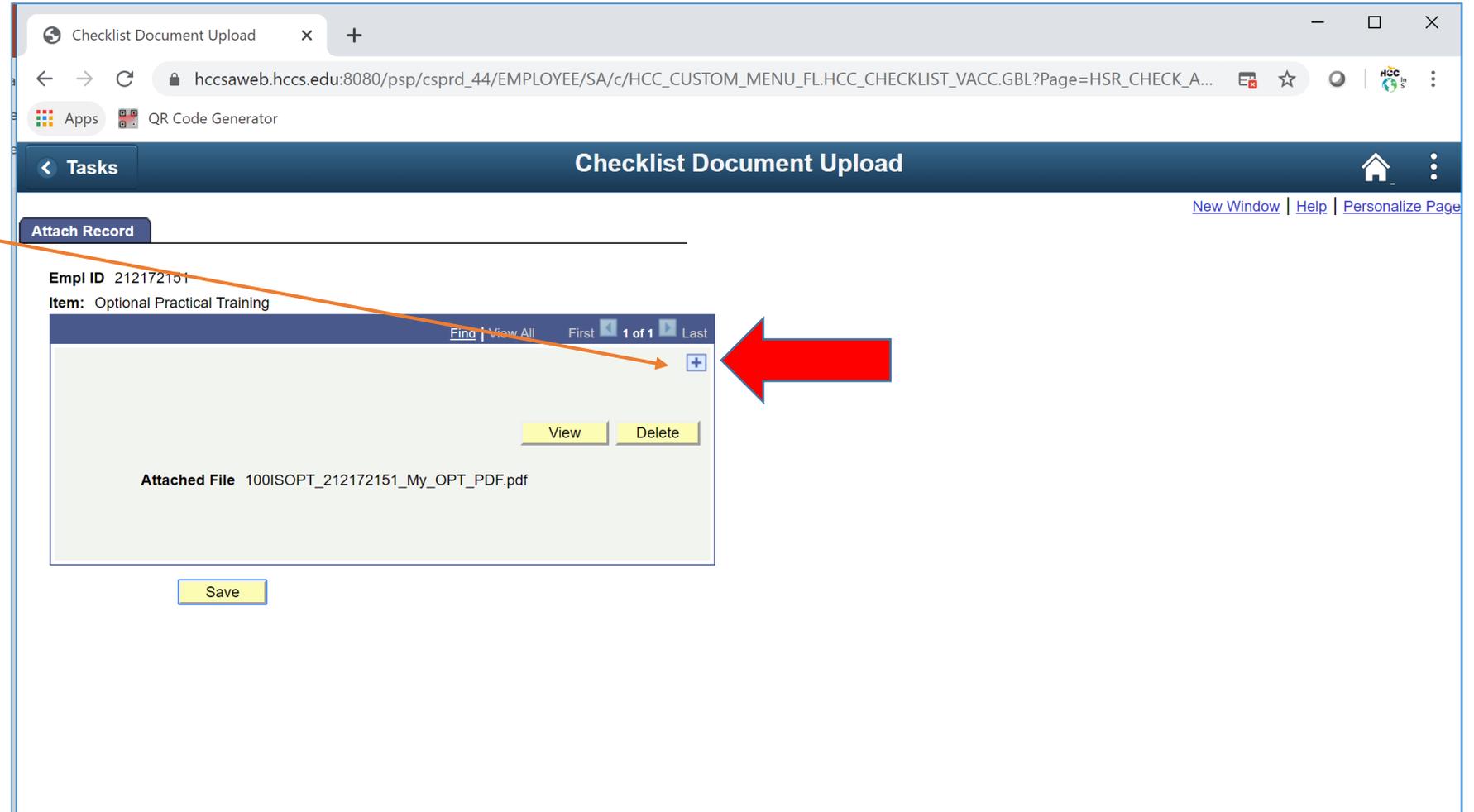
Find | View All | First 1 of 1 Last

View Delete

Attached File 100ISOPT_212172151_My_OPT_PDF.pdf

Save

If you would like to add files separately, you may click **+** sign to add another PDF file.



The screenshot shows a web browser window with the address bar displaying the URL: `hccsaweb.hccs.edu:8080/psp/csprd_44/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_A...`. The page title is "Checklist Document Upload".

The interface includes a navigation bar with a "Tasks" button and a "Checklist Document Upload" header. Below the header, there are links for "New Window", "Help", and "Personalize Page".

The main content area is titled "Attach Record" and displays the following information:

- Empl ID: 212172151
- Item: Optional Practical Training

A table with one row is shown, containing the following details:

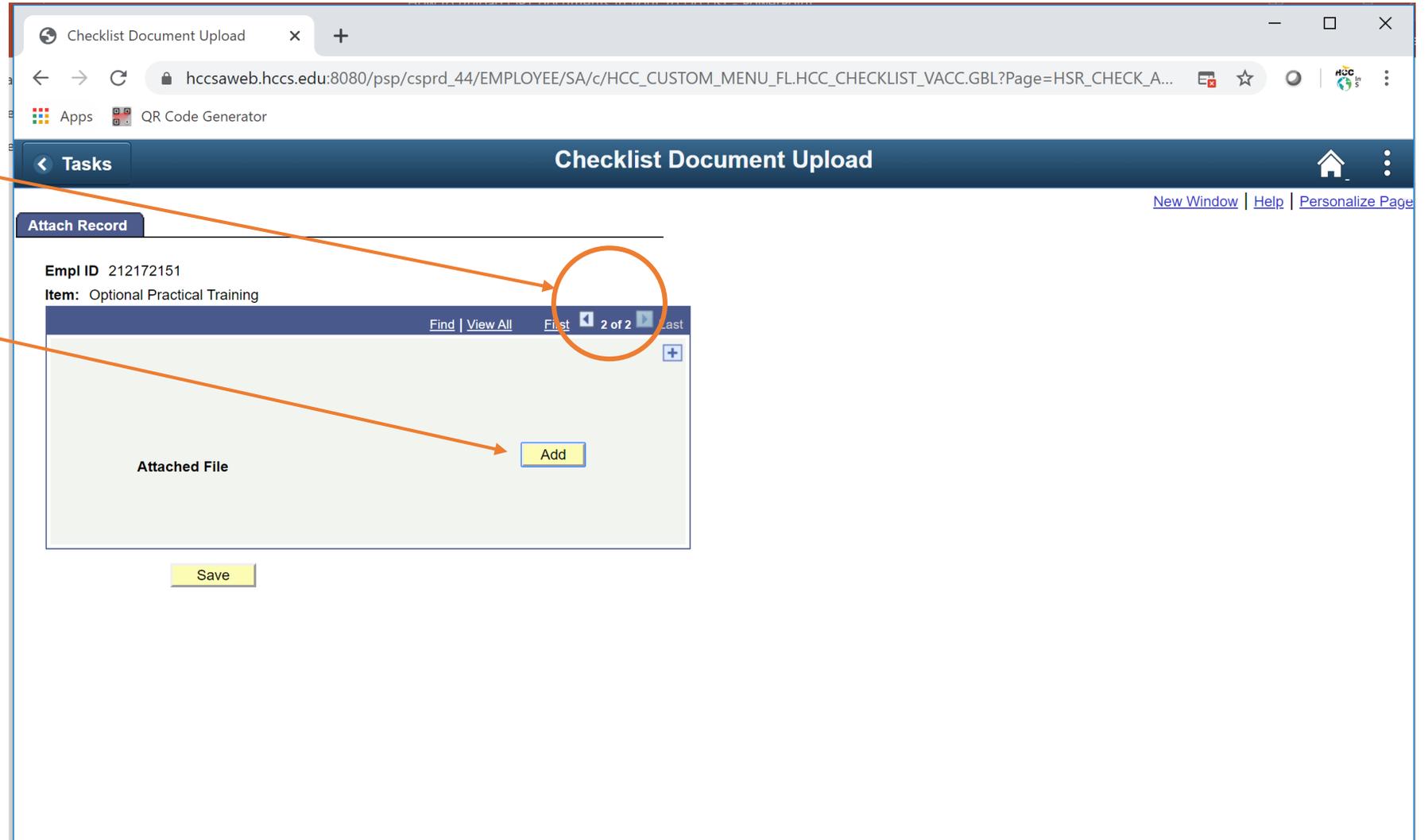
| Find | View All | First | 1 of 1 | Last |
|--|----------|-------|--------|------|
| + | | | | |
| View Delete | | | | |
| Attached File: 100ISOPT_212172151_My_OPT_PDF.pdf | | | | |

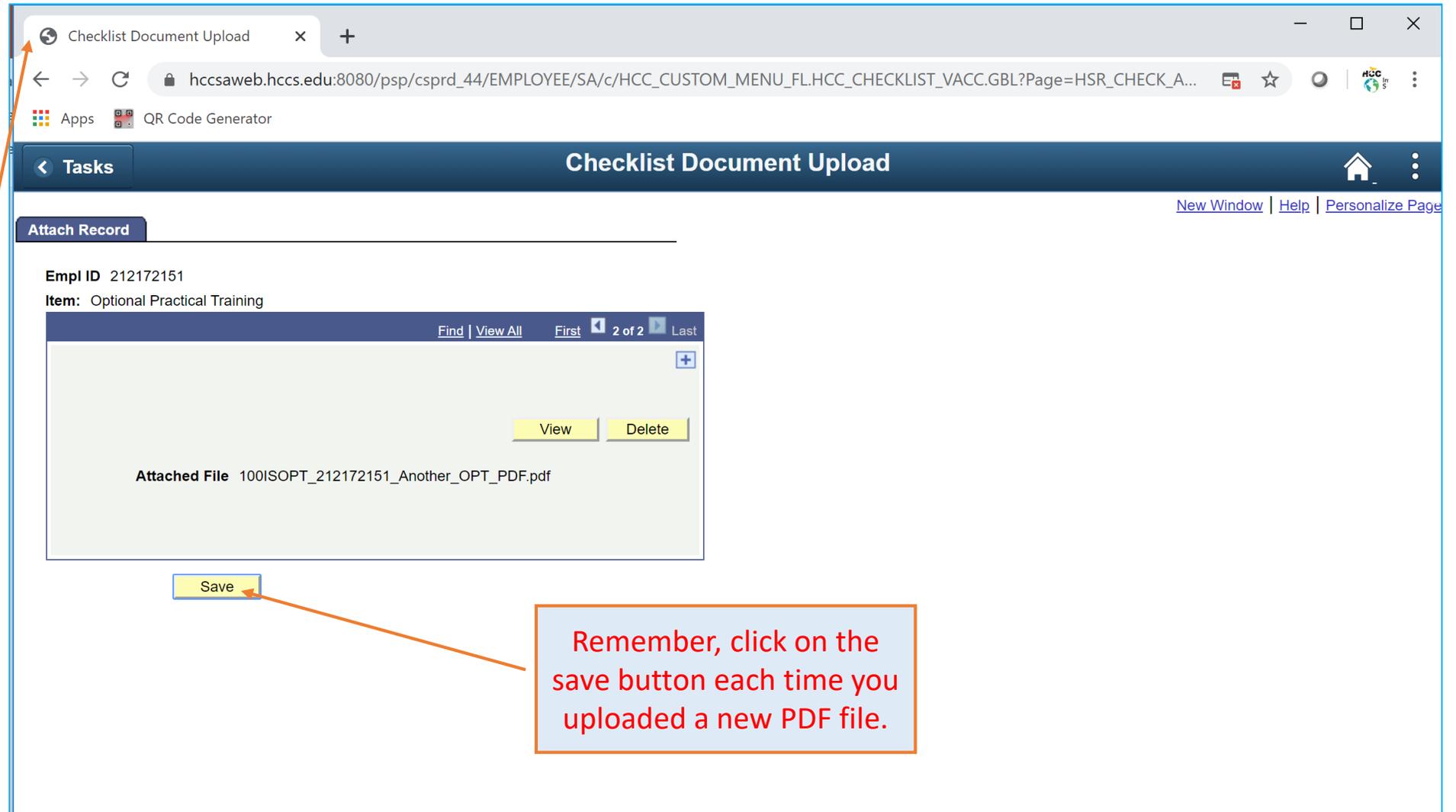
At the bottom of the interface, there is a "Save" button.

An orange arrow points from the text box on the left to the "+" sign in the table header. A red arrow points from the right side of the image to the "+" sign.

You can view the number of additional PDF documents.

Repeat steps on pages 10 to 14





Checklist Document Upload

hccsaweb.hccs.edu:8080/psp/csprd_44/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_A...

Tasks Checklist Document Upload

Attach Record

Empl ID 212172151

Item: Optional Practical Training

Find | View All | First 2 of 2 Last

View Delete

Attached File 100ISOPT_212172151_Another_OPT_PDF.pdf

Save

When you finish uploading your files, click in **Tasks** to return to the main menu.

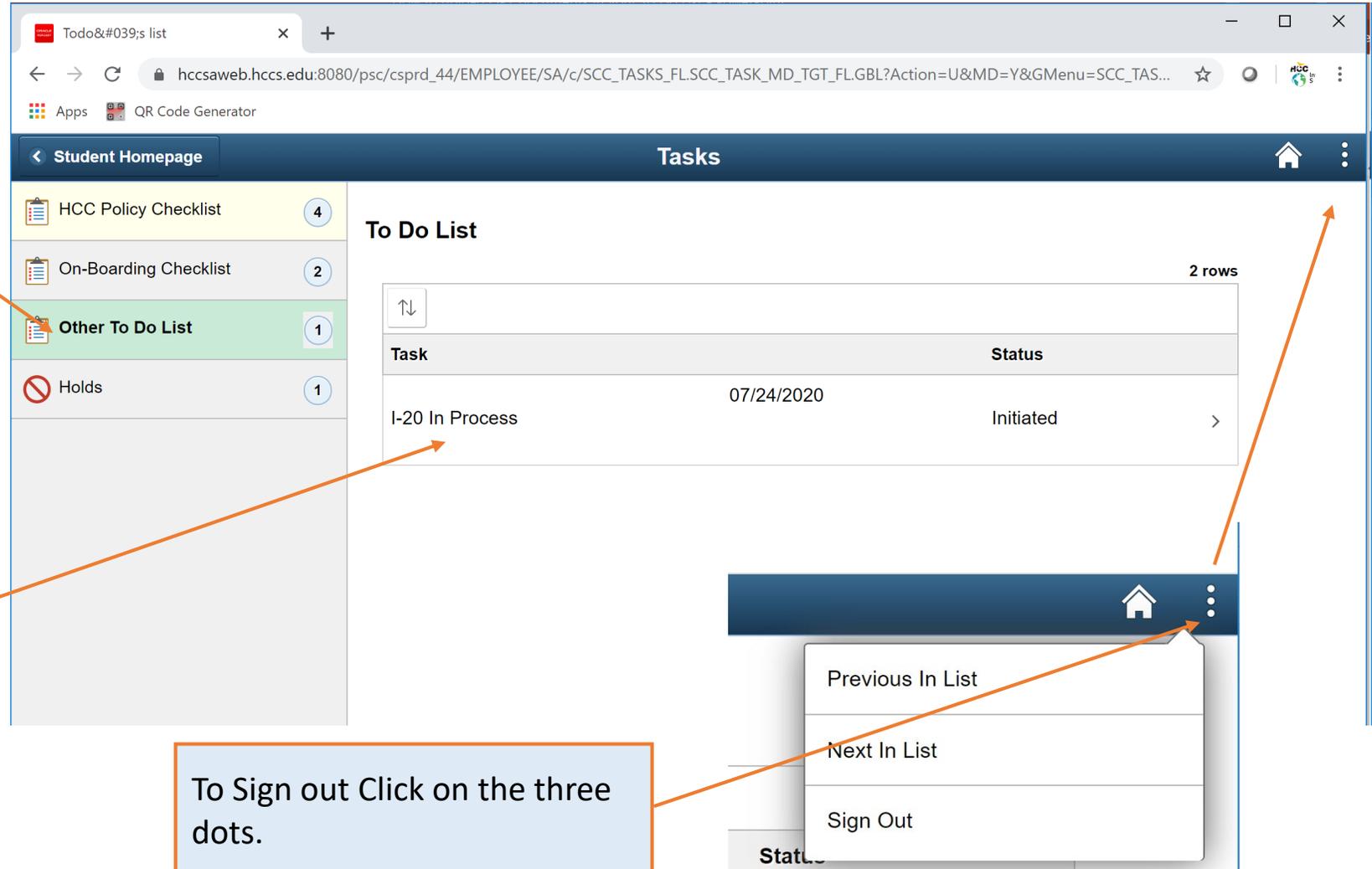
Once you leave this screen, the OPT checklist item will disappear and you won't be able to add more items.

Remember, click on the save button each time you uploaded a new PDF file.

Click on
Other To Do List

The item "I-20 in Process" will disappear when your DSO sends you the I-20 with OPT authorization.

To Sign out Click on the three dots.



The screenshot shows a web browser window with the URL `hccsaweb.hccs.edu:8080/psc/csprd_44/EMPLOYEE/SA/c/SCC_TASKS_FL.SCC_TASK_MD_TGT_FL.GBL?Action=U&MD=Y&GMenu=SCC_TAS...`. The page title is "Tasks". On the left, there is a sidebar menu with the following items: "HCC Policy Checklist" (4), "On-Boarding Checklist" (2), "Other To Do List" (1), and "Holds" (1). The "Other To Do List" item is highlighted in green. The main content area is titled "To Do List" and shows a table with 2 rows. The table has columns for "Task" and "Status". The first row contains the task "I-20 In Process" with a date of "07/24/2020" and a status of "Initiated". Below the table, there is a navigation menu with a home icon and three dots. The menu is open, showing options: "Previous In List", "Next In List", and "Sign Out".

| Task | Status |
|-----------------|-----------|
| I-20 In Process | Initiated |

Next steps

- Contact your assigned DSO by email to inform that you have uploaded the OPT documents. Allow us minimum 5 business days to review and process your OPT I-20.
- Find your assigned DSO in the below link

<https://www.hccs.edu/support-services/international-students/international-advisors-/>





International Services & Programs

HOUSTON COMMUNITY COLLEGE

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