

1 Getting Started with *iHawk*

1.1 What is *iHawk*?

iHawk is a comprehensive immigration case management system designed to proactively manage the international populations at U.S. universities. It is used by the international offices at KU (International Student Services and International Programs) to fulfill the institution's obligations in monitoring and reporting to the Department of Homeland Security, the Department of State and the Department of Labor for international students, employees and scholars. The *iHawk* system has a nightly interface through which it receives international student and employee records from KU's PeopleSoft system.¹ The web-based portal allows for administrative users and the international students and scholars themselves to complete, submit and route web-based forms (E-Forms) to the international offices at KU for review and processing of documents as well as other immigration-related information.

1.2 Requesting Access to *iHawk*

1. Open a web browser and navigate to the *iHawk* website: <https://ihawk.ku.edu>.
2. Click on the link for *Administrative Services for University Departments* located in the bottom left-hand corner (Figure 1).

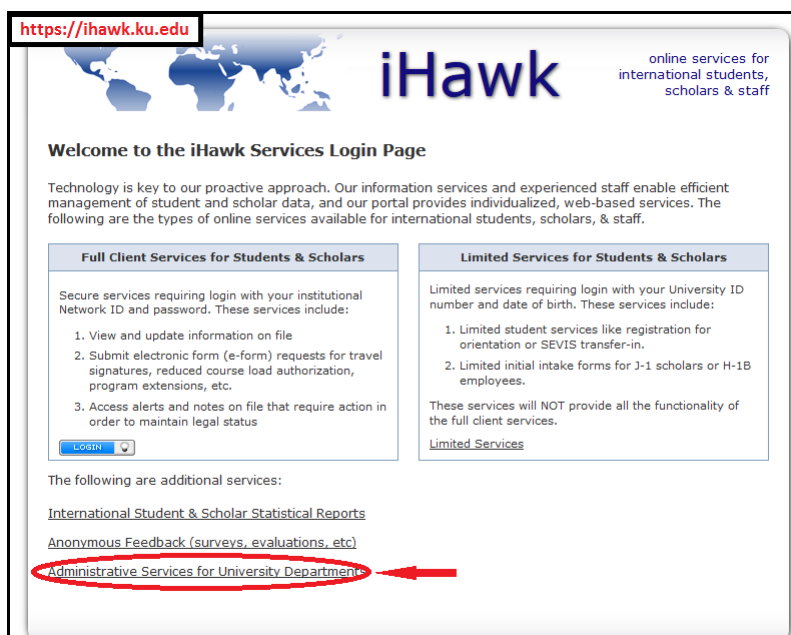


Figure 1: *iHawk* main page: link to departmental services

3. Log into *iHawk* using your KU online ID and password (Figure 2).

¹A nightly interface that will enable import of international scholar records into *iHawk* is currently being developed.

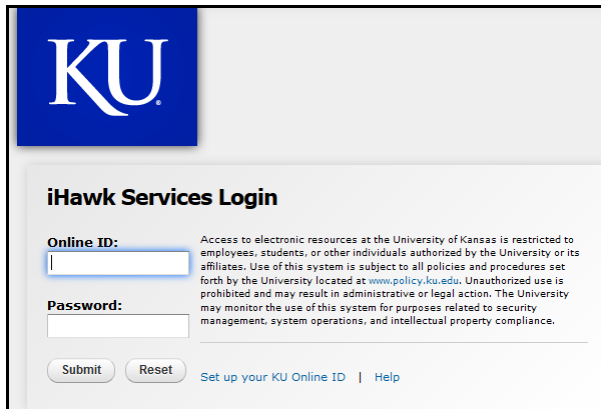


Figure 2: *iHawk* log-in screen

- Once you have successfully authenticated, make sure that the options under the *Departmental Services* tab on the left-hand side of the screen are expanded (Figure 3).



Figure 3: Expand *Departmental Services* menu

- Select the *Departmental Access Request* link (Figure 4).

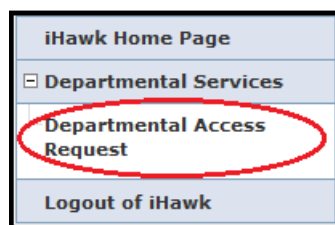


Figure 4: *Departmental Access Request* link

- Complete the required fields to request departmental access (Figure 5).
 - Your KU online ID should be pre-populated.
 - For *Campus*, you will need to select *University of Kansas* from the drop-down menu.

Figure 5: *Departmental Access Request* form

- For *Department*, enter the KU Department for which you work.
7. Once you have completed the *Departmental Access Request Form*, electronically “sign” the form by checking the box in the confirmation statement and clicking the “Request Access” button (Figure 6).

Figure 6: Submitting *Departmental Access Request* form

8. If you have attended the proper training, your request for access to the *iHawk* database will be approved within 3 days. If you need your access granted sooner, please send an email to OIP at intlscholar@ku.edu and we will expedite the approval. Administrators who have not attended training will not receive access to *iHawk*.

1.3 Navigating to *iHawk*

1. Once you have been approved for access to *iHawk*, you simply open a web browser and go to to <https://ihawk.ku.edu> each time you want to work in *iHawk*. The main

iHawk Services Login Page will display (Figure 7).

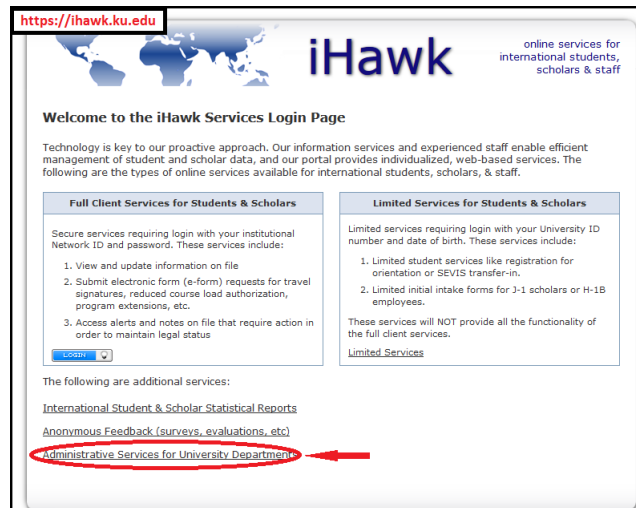


Figure 7: *iHawk Services Login Page*

2. Always select *Administrative Services for University Departments*. (Hint: *Full Client Services for Students & Scholars* and *Limited Services for Students & Scholars* are for the use of international students and scholars themselves as directed by the ISS and OIP).
3. You always need to authenticate using your KU online ID and password.
4. Once you have logged into *iHawk*, your request options are available on the left-hand side of the screen under the *Departmental Services* tab (Figure 8).

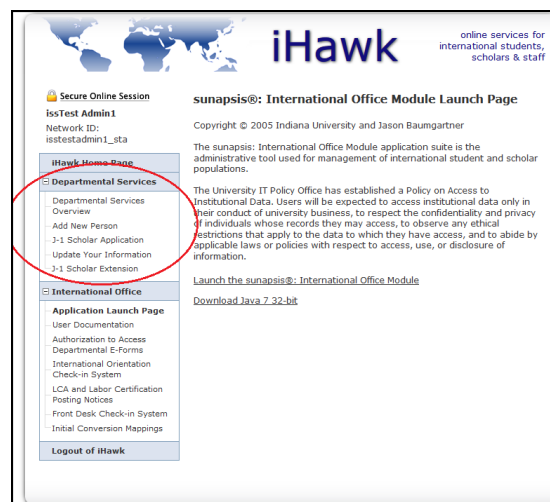


Figure 8: *Departmental Services* options