

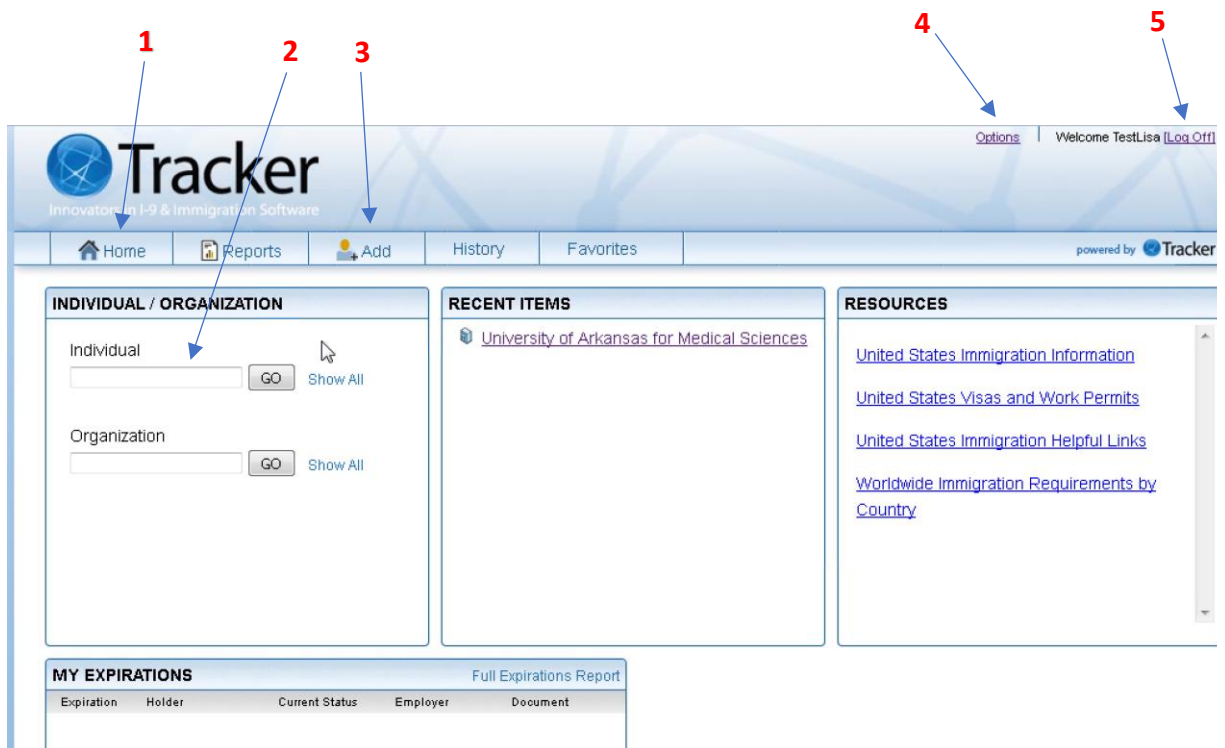
Immigration Tracker HR Portal – Quick Reference Guide

Immigration Tracker Website: <https://uams.casemgmtsys.com/>

Obtaining Immigration Tracker Portal Access

1. Email AskImmigration@uams.edu and request portal access.
2. You will receive a “Welcome to Tracker IMS” email from support@trackercorp.com. Click on the link in that email to set up your User ID and password.

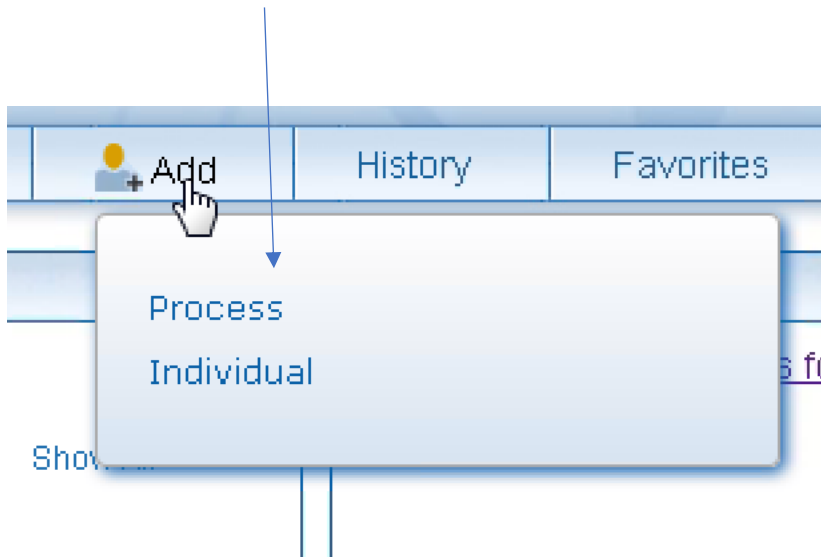
Navigating the Immigration Tracker HR Portal



- 1) Home: click Home button from anywhere in Tracker portal to return to Dashboard
- 2) Individual: Search for an Individual
- 3) Add: add a Process/Individual from anywhere in Tracker
- 4) Options: Self-service area for password management and dashboard configuration
- 5) Log Off: click to log out of Tracker web portal

Opening a Case

1. Hover over or click on the Add button
2. Click on Process



3. Under “New Service Request,” open the Process drop-down box. Choose the type of case you’d like to initiate (H-1B or J-1 Consular).

University of Arkansas for Medical Sciences		Client Number #:	
Main Phone: (501) 686-7073	Headquarters:	Assistant: Courtney Richter	
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Website: www.uams.edu			
ORGANIZATION'S PRIVATE NOTES		PUBLIC NOTES	
0 of 0			
ORGANIZATION DETAILS ▶	NEW SERVICE REQUEST		
ORGANIZATIONAL UNITS ▶	Questionnaire		
CONTACTS/SIGNATORY ▶	UAMS Intake - Add New Process/Employee		
WORKSITES ▶	Add a new H-1B or J-1	Country	United States ▼
JOB LIBRARY ▶	Process to a New or Existing Employee	Process	= New -
DOCUMENTS ▶		Individual	H-1B J-1 Consular ▼
	QUESTIONNAIRES TO BE COMPLETED		

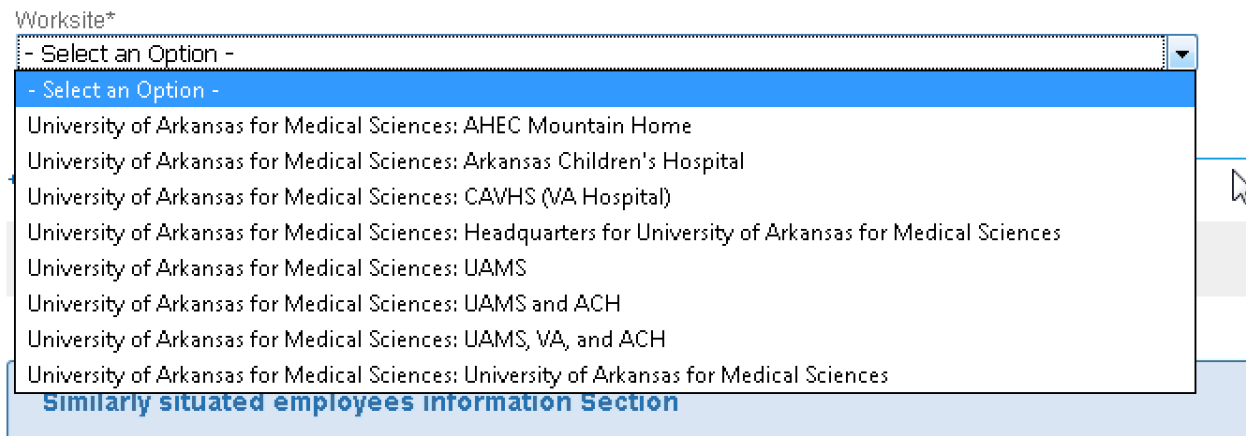
- For a new employee, click on “UAMS Intake – Add New Process/Employee” (blue hyperlink).
For an existing employee, select the employee in the “Individual” dropdown list, then click on “UAMS Intake – Add New Process/Employee” (blue hyperlink).

Completing an Intake

- Provide as much information as possible in Intake. (Asterisks indicate required fields.)
- In the Employment Status drop-down box, please choose the appropriate selection using the following definitions:
 - **Current** – (N/A – do not use)
 - **Current/Intended** – For extensions of the current position – existing employees only
 - **Intended** – For new employees or promotions/transfers of existing employees
 - **Previous** – (N/A – do not use)

Employment

- In the Worksite drop-down box, please select the location(s) where the employee will be working.



8. Click on “Save and Exit” to save the information and return to the Intake at a later time.
9. Click on “Submit Questionnaire” button to submit the information to the UAMS Immigration Services team.

Contact the Immigration Services office if you need assistance.

AskImmigration@uams.edu

501-686-8132