International
Services & Programs
HOUSTON COMMUNITY COLLEGE

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.
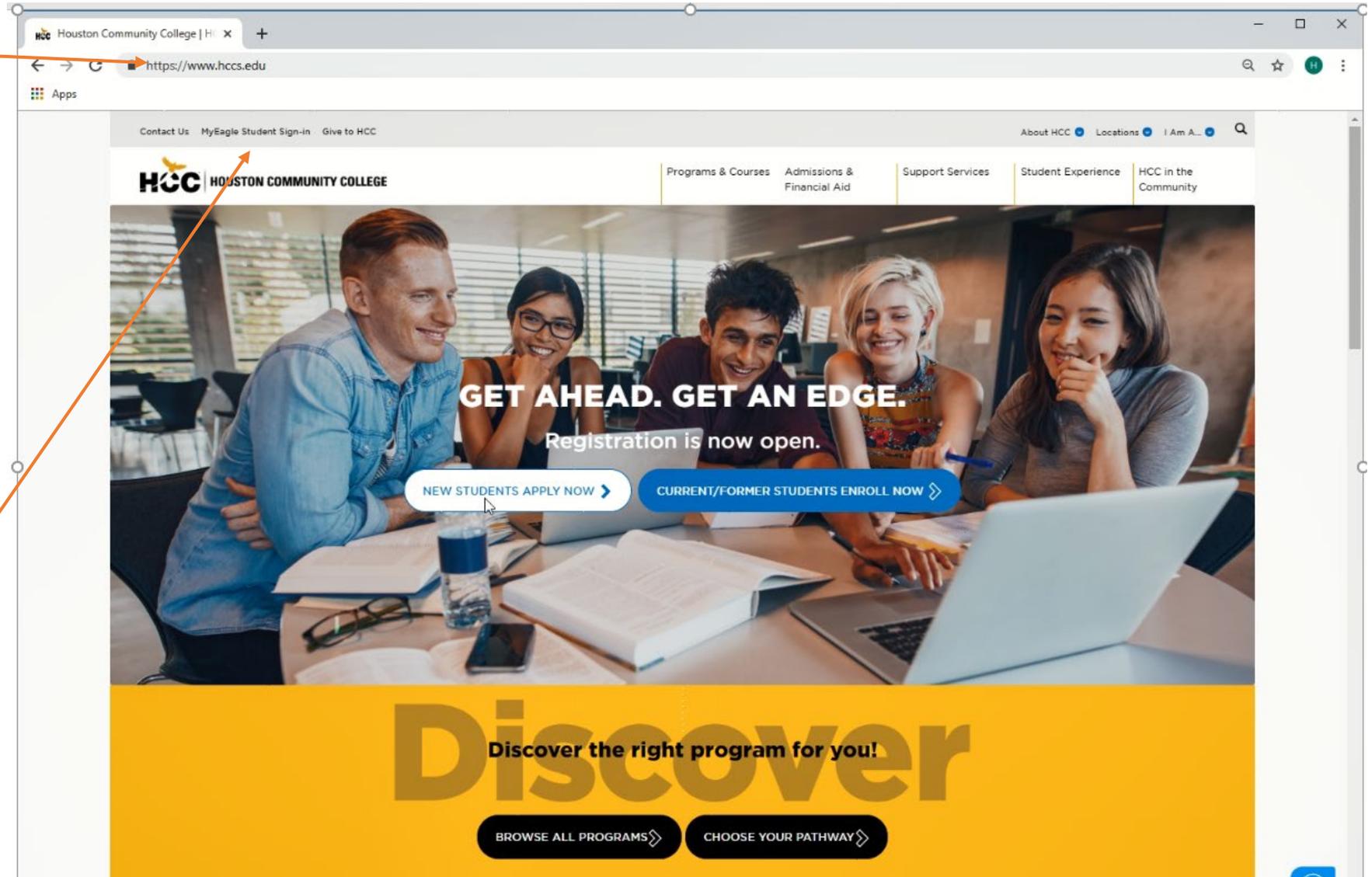
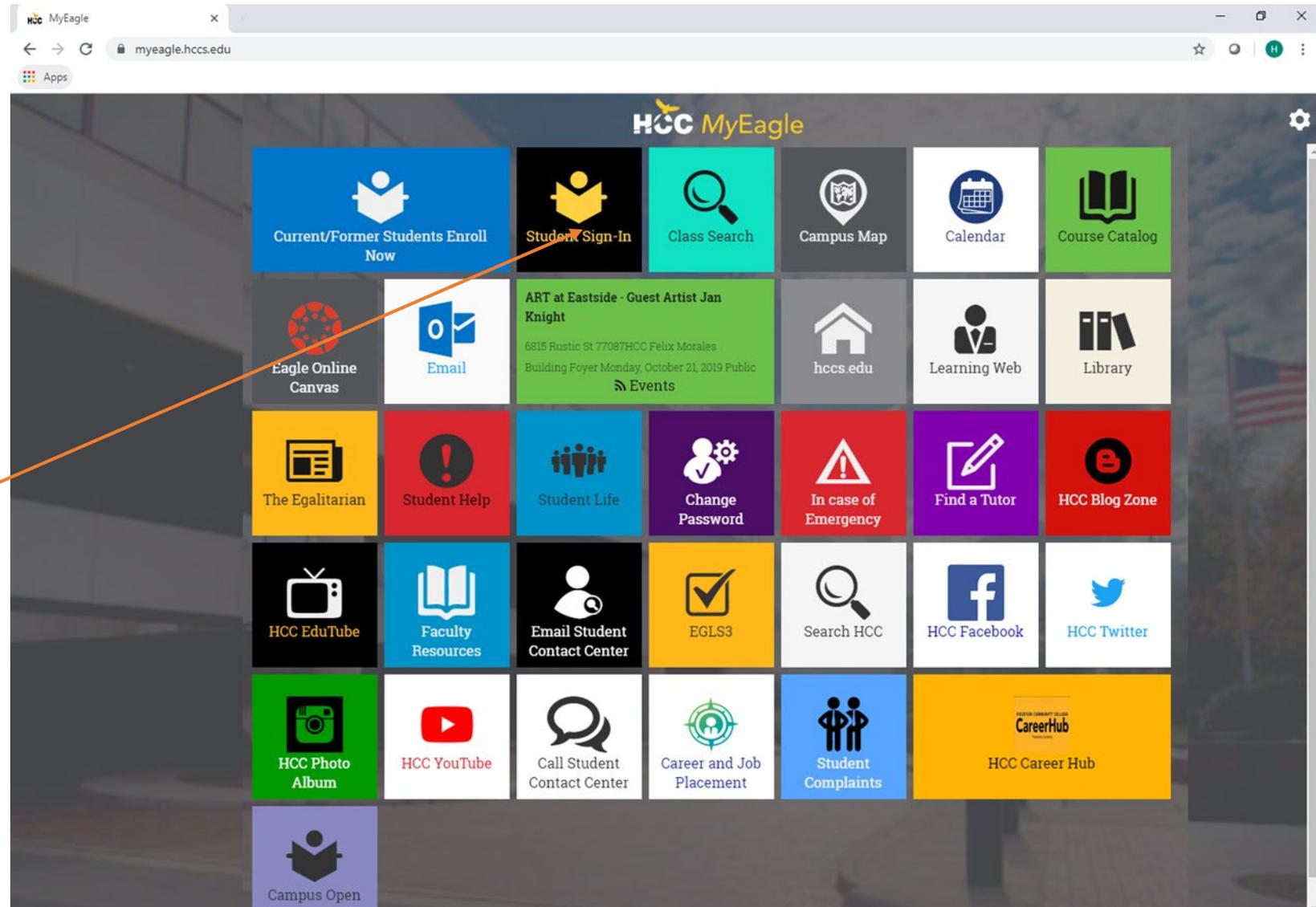Follow the steps indicated below.

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

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

Click on
Student Sign-In

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

Click on
Sign In

Click on **Checklists**

Click on
F1 Student Checklist

Click on
Optional Practical Training

8

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

Checklist Document Upload

< Tasks

New Window | Help | Personalize Page

Attach Record

Empl ID 212172151
Item: Optional Practical Training

Find | View All   First ◀ 1 of 1 ▶ Last

Attached File   Add

Save

Remember, only upload PDF files.
Read the instructions and click on
OK button
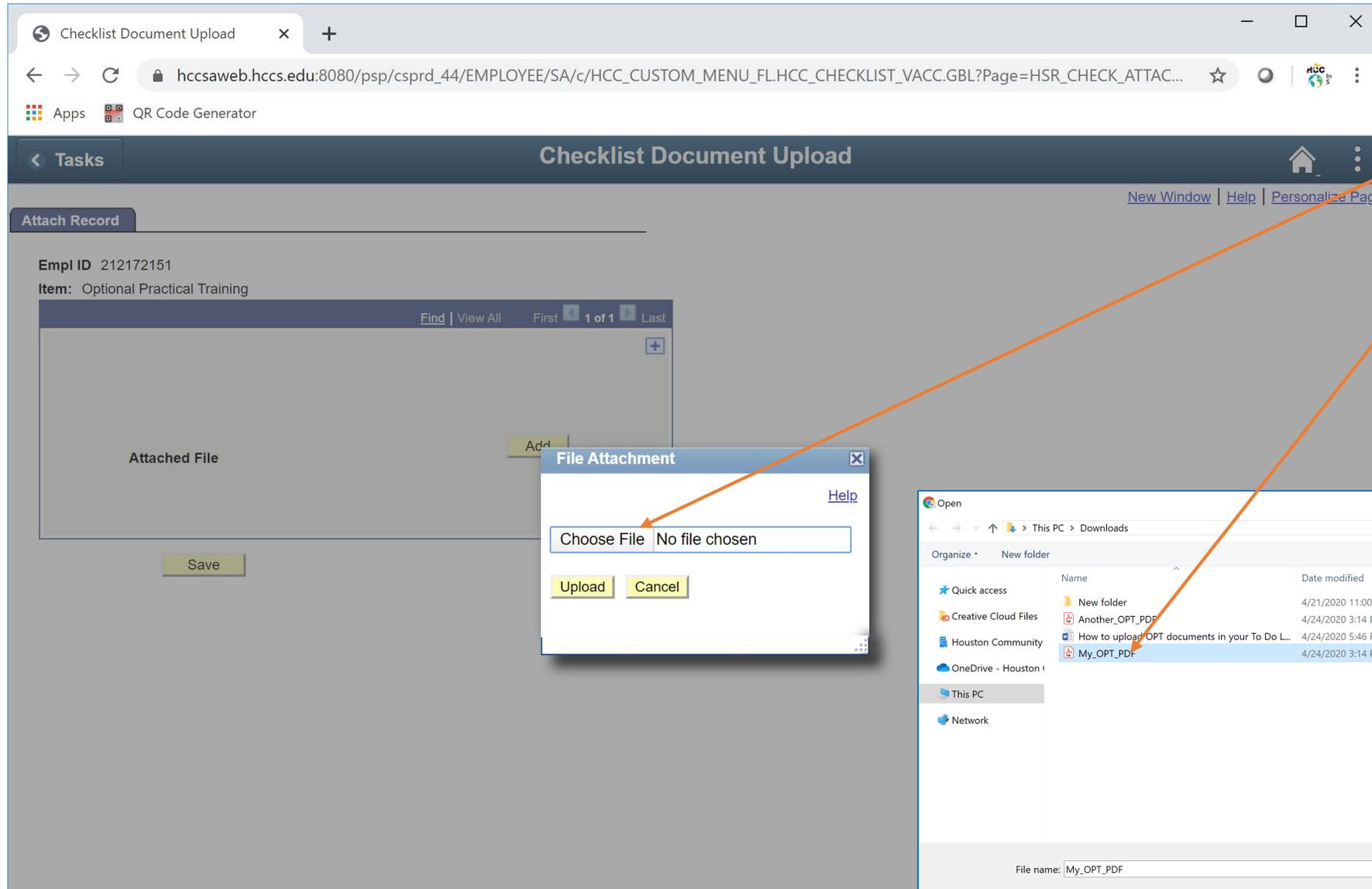
1 Click on **Choose File** button

2 Choose your PDF File

2 Click on **OPEN**
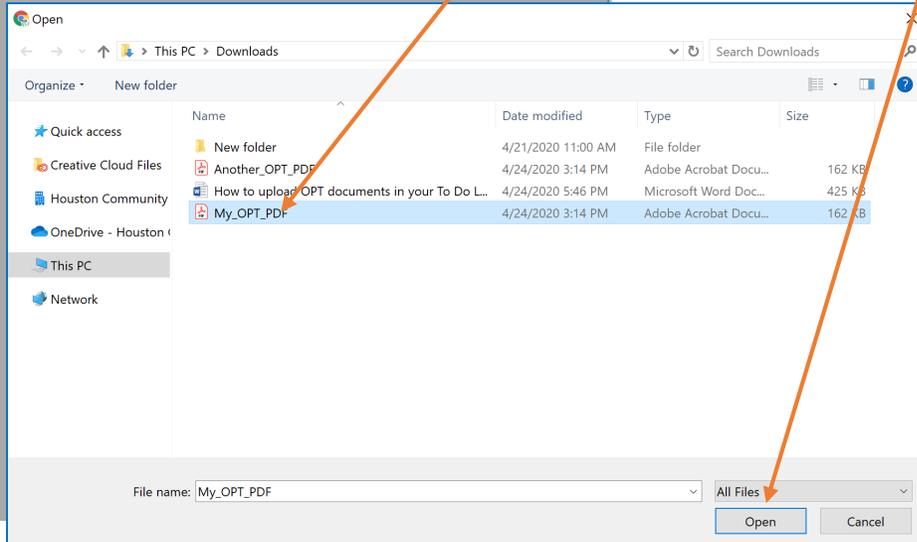
Check the name
Is this the file you wish to upload?

Click on
Upload button

Checklist Document Upload

New Window | Help | Personalize Page

Attach Record

Empl ID 212172151
Item: Optional Practical Training

Find | View All   First ◄ 1 of 1 ► Last

Attached File

Add

Save

File Attachment   Help

Choose File My_OPT_PDF.pdf

Upload   Cancel

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

2 Click on **Save** button
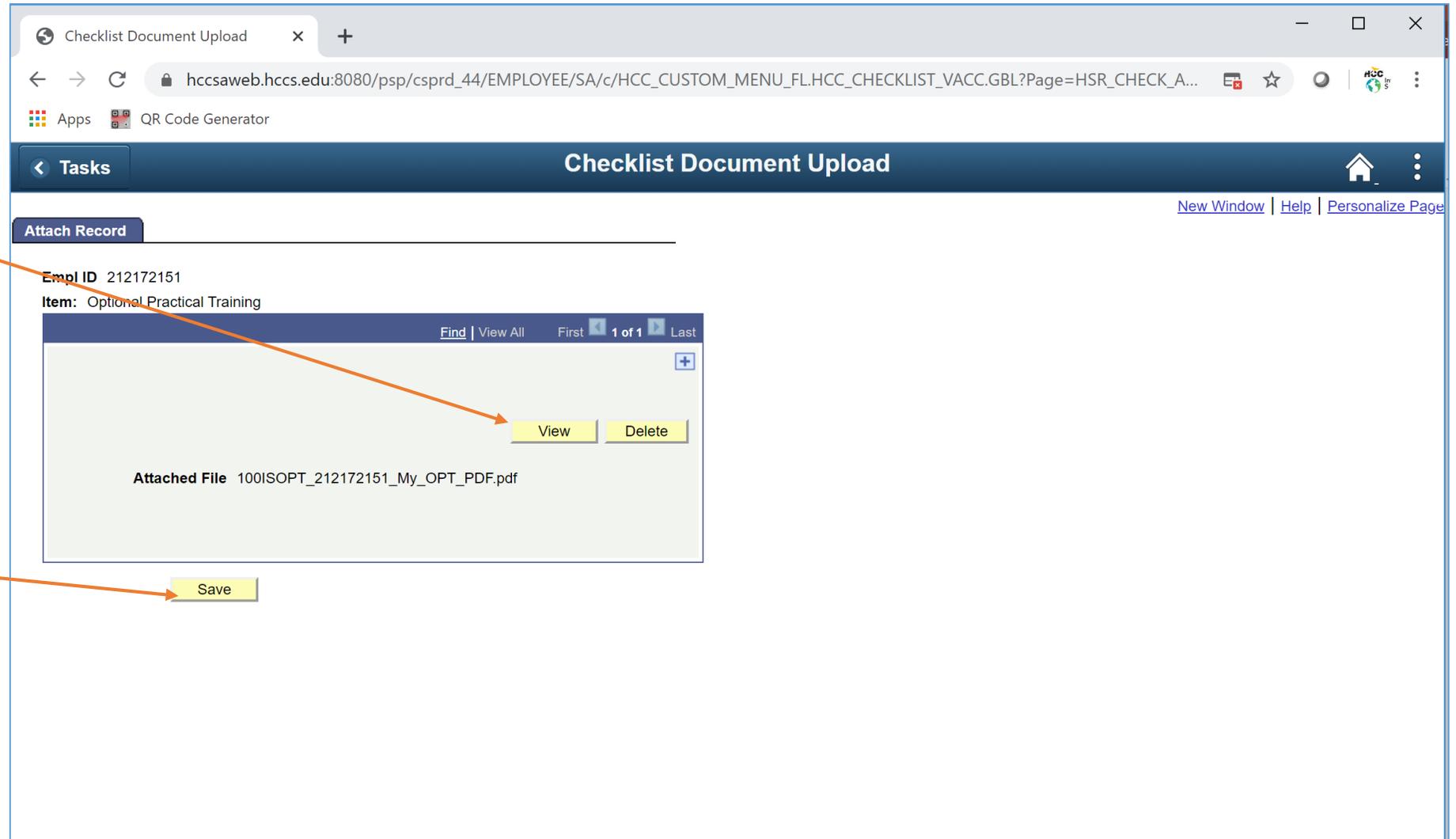
Checklist Document Upload

< Tasks

New Window | Help | Personalize Page

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.

Checklist Document Upload

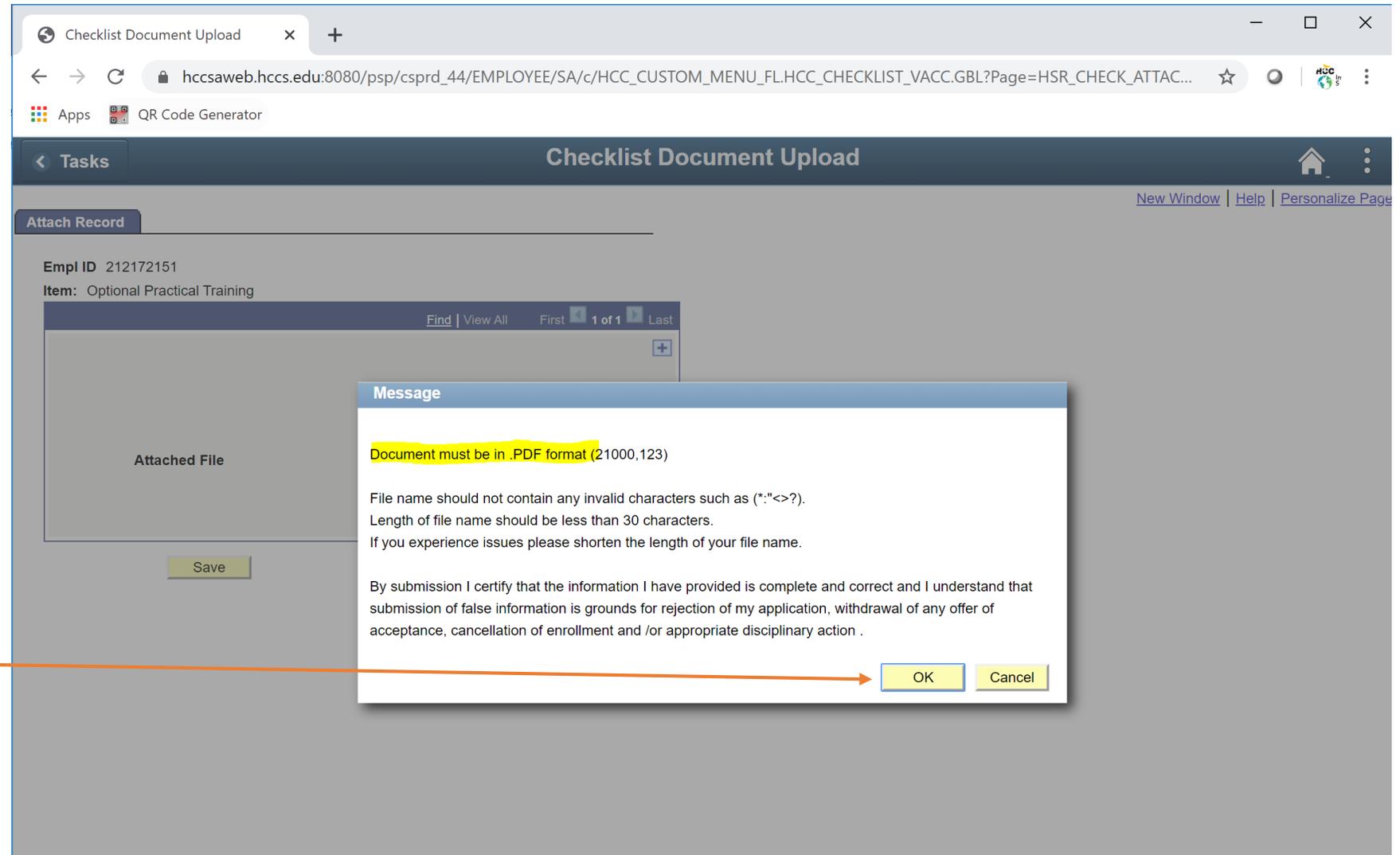hccsaweb.hccs.edu:8080/psp/csprd_44/EMPLOYEE/SA/c/HCC_CUSTOM_MENU_FL.HCC_CHECKLIST_VACC.GBL?Page=HSR_CHECK_A...

Apps   QR Code Generator

< Tasks   **Checklist Document Upload**

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

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...

Apps   QR Code Generator

< Tasks   **Checklist Document Upload**

New Window | Help | Personalize Page

Attach Record

Empl ID 212172151
Item: Optional Practical Training

Find | View All   First ◄ 2 of 2 ► Last

Attached File   Add

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.

Checklist Document Upload

Checklist Document Upload

Tasks

New Window | Help | Personalize Page

Attach Record

Empl ID 212172151
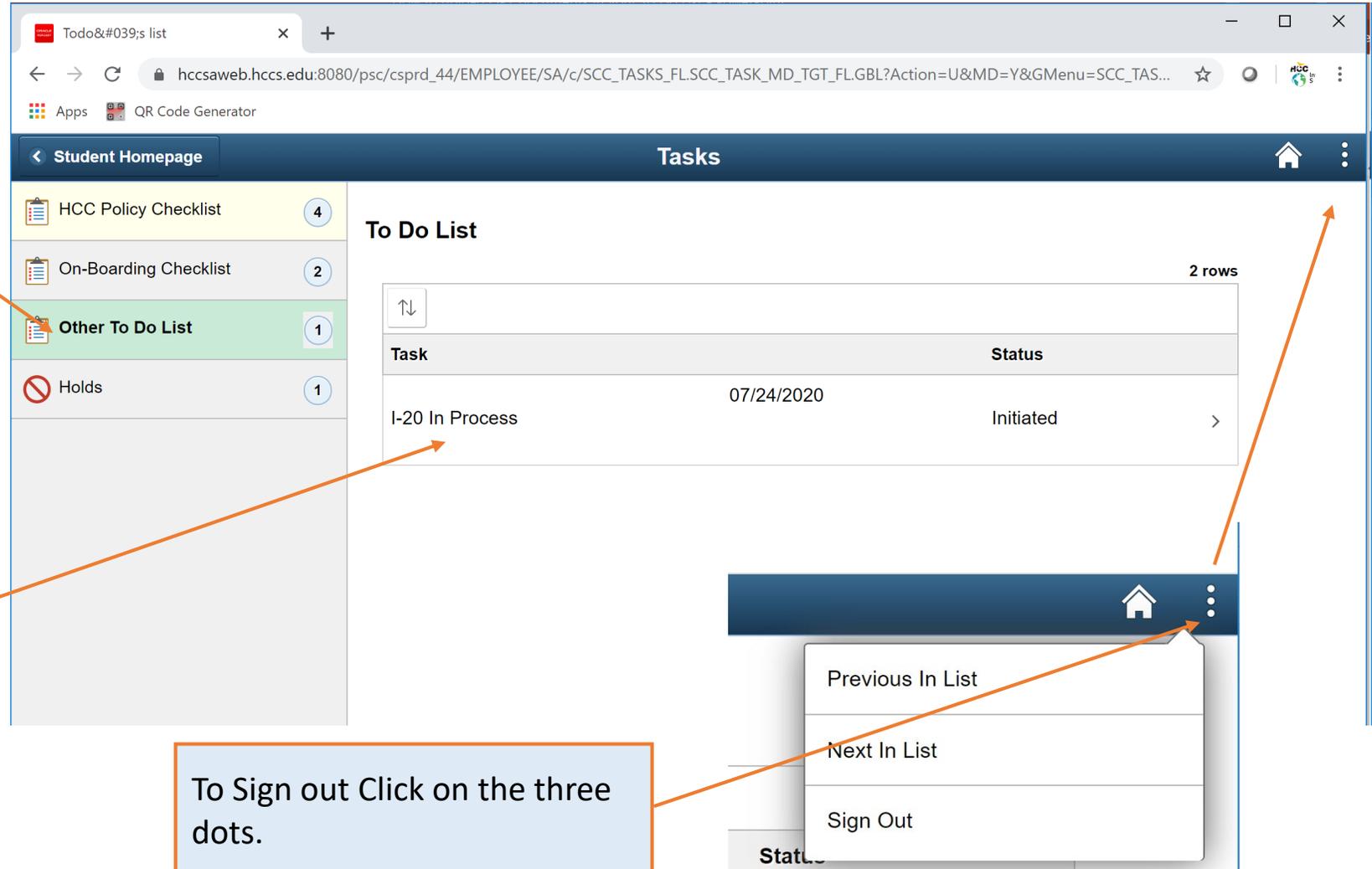
Item: Optional Practical Training

Find | View All   First ◄ 2 of 2 ► Last

View   Delete

Attached File 100ISOPT_212172151_Another_OPT_PDF.pdf

Save

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

HCC

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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.

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-/

3200 Main St, Houston, TX
P: 713.718.8521 |F: 713.718.2112
https://www.hccs.edu/international