

Adding a New Person in Cystart

Once you receive departmental access to Cystart you are ready to begin a J-1 application to request Form DS-2019 to invite an exchange visitor. If the prospective scholar/employee has never been to ISU before, you must add him/her to the Cystart database.

1. Request a copy of the demographic page (photo, personal information) of the applicant's passport.
2. Expand the Departmental Services menu if it is not already expanded.
3. Select "Add New Person"
4. Complete the information.
 - Names and DOBs
 - Some nationalities have two or three parts to the surname/family name and all should be included
 - All given names (what we think of as first and middle) are included in the given name field
 - In most passports, unlike in the US, the date of birth will be entered in the **dd/mm/yyyy** order
 - The email address does not have to be an official university address.
 - The "institutional university ID" refers to an ISU ID number. If the applicant has been issued a real ISU ID (not the internal Workday ID number), enter that number. If you select "no", Cystart will assign a temporary ID number starting with "TEMP" and followed by six numbers to the record.
 - The "network ID" refers to the ISU Net-ID. Most likely they won't have one yet, so you can leave this blank.
5. Click "Add New Person".