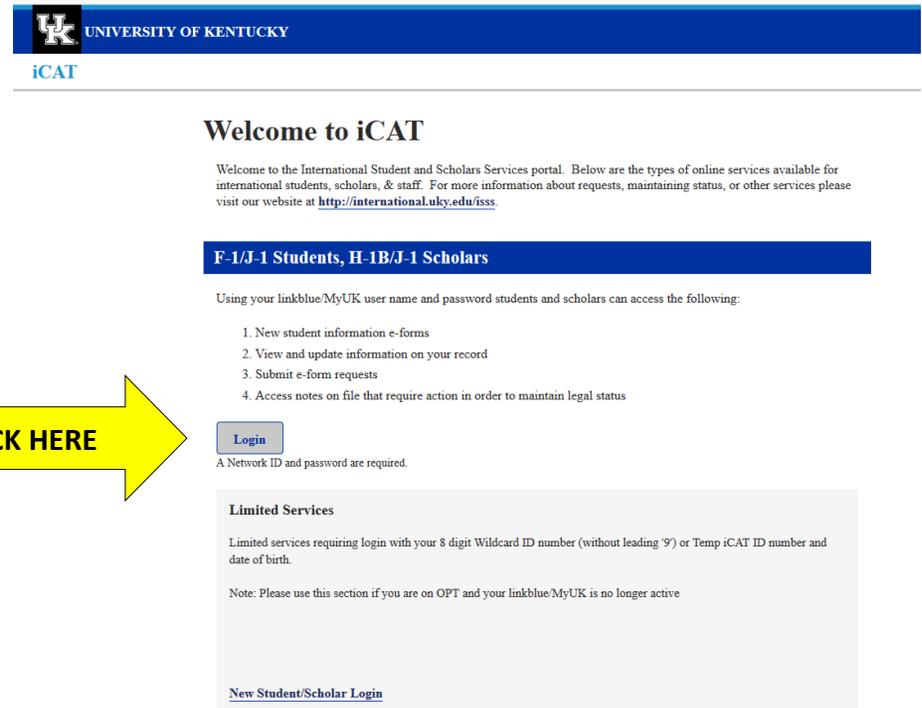


# Request iCAT Access for Departments

STEP 1: OPEN BROWSER AND GO TO iCAT WEBSITE (HTTPS://ICAT.UKY.EDU)



STEP 2: CLICK ON THE LOGIN BUTTON FOR THE ADMINISTRATIVE SERVICES LINK

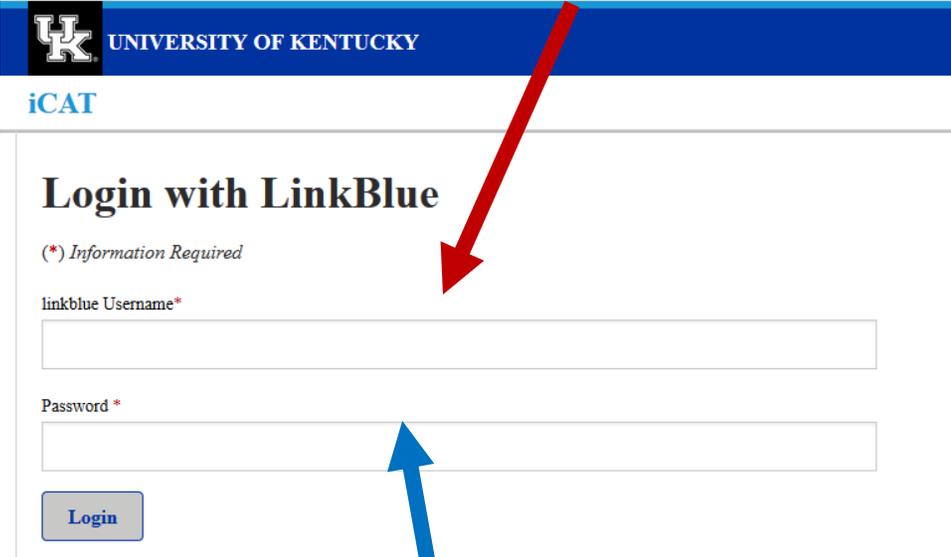
The screenshot shows the iCAT website interface. At the top, there is a blue header with the University of Kentucky logo and the text 'UNIVERSITY OF KENTUCKY' and 'iCAT'. Below the header, the main content area is titled 'Welcome to iCAT'. The text below the title reads: 'Welcome to the International Student and Scholars Services portal. Below are the types of online services available for international students, scholars, & staff. For more information about requests, maintaining status, or other services please visit our website at <http://international.uky.edu/iss>.' Below this text, there is a blue bar with the text 'F-1/J-1 Students, H-1B/J-1 Scholars'. Underneath, it says 'Using your linkblue/MyUK user name and password students and scholars can access the following:' followed by a list of four items: 1. New student information e-forms, 2. View and update information on your record, 3. Submit e-form requests, 4. Access notes on file that require action in order to maintain legal status. Below the list, there is a blue button labeled 'Login'. Under the button, it says 'A Network ID and password are required.' Below this, there is a section titled 'Limited Services' with the text: 'Limited services requiring login with your 8 digit Wildcard ID number (without leading '9') or Temp iCAT ID number and date of birth.' and a note: 'Note: Please use this section if you are on OPT and your linkblue/MyUK is no longer active'. At the bottom of the page, there is a link labeled 'New Student/Scholar Login'.

# Request iCAT Access for Departments

STEP 3: ENTER LINKBLUE USERNAME AND  
PASSWORD

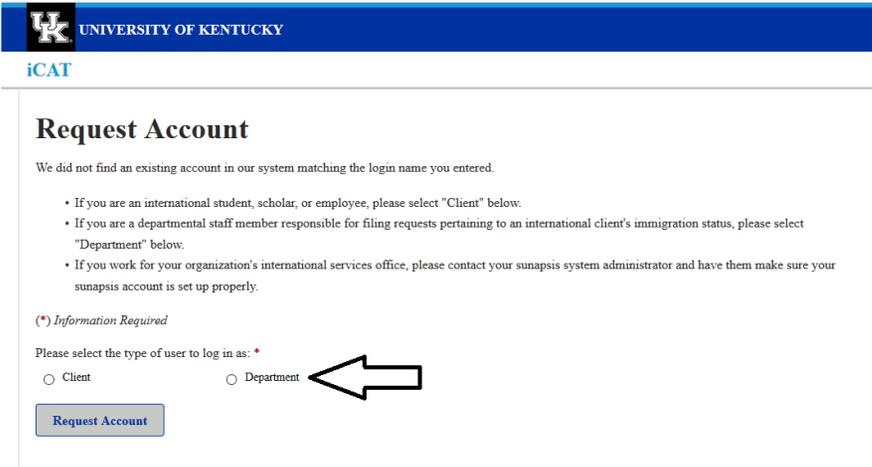
STEP 4: Select Department and complete the  
request form

**LINKBLUE USERNAME**



The screenshot shows the iCAT login interface. At the top is the University of Kentucky logo and name. Below it is the iCAT logo. The main heading is "Login with LinkBlue". Underneath is a note: "(\*) Information Required". There are two input fields: "linkblue Username\*" and "Password\*". A red arrow points from the text "LINKBLUE USERNAME" to the first input field. A blue arrow points from the text "LINKBLUE PASSWORD" to the second input field. A "Login" button is located at the bottom left of the form.

**LINKBLUE PASSWORD**



The screenshot shows the "Request Account" page. At the top is the University of Kentucky logo and name, followed by the iCAT logo. The heading is "Request Account". Below it is a message: "We did not find an existing account in our system matching the login name you entered." This is followed by three bullet points: "If you are an international student, scholar, or employee, please select 'Client' below.", "If you are a departmental staff member responsible for filing requests pertaining to an international client's immigration status, please select 'Department' below.", and "If you work for your organization's international services office, please contact your sunapsis system administrator and have them make sure your sunapsis account is set up properly." Below this is another note: "(\*) Information Required". Then it says "Please select the type of user to log in as: \*". There are two radio buttons: "Client" and "Department". A white arrow points from the text "Request Account" to the "Department" radio button. A "Request Account" button is at the bottom left.