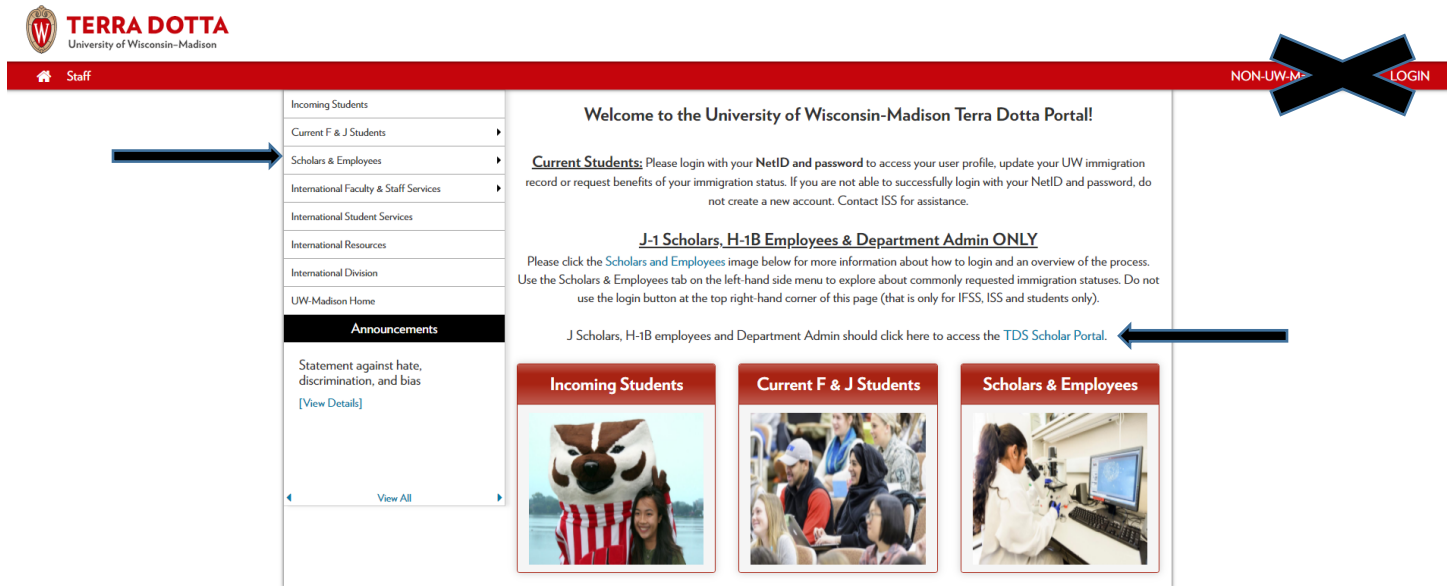


Option 1 – Through the main terradotta.wisc.edu homepage:

1. Go to terradotta.wisc.edu in your browser. We recommend using Chrome or Firefox. Internet Explorer is not recommended.



The screenshot shows the Terra Dotta portal homepage. On the left is a navigation menu with items like 'Incoming Students', 'Current F & J Students', 'Scholars & Employees', 'International Faculty & Staff Services', 'International Student Services', 'International Resources', 'International Division', 'UW-Madison Home', and 'Announcements'. A black arrow points to the 'Scholars & Employees' menu item. The main content area has a red header with 'TERRA DOTTA University of Wisconsin-Madison' and a 'NON-UW-M LOGIN' button with a large black 'X' over it. Below the header is a 'Welcome to the University of Wisconsin-Madison Terra Dotta Portal!' message. It includes instructions for 'Current Students' and a section for 'J-1 Scholars, H-1B Employees & Department Admin ONLY'. A black arrow points to the text 'J Scholars, H-1B employees and Department Admin should click here to access the TDS Scholar Portal.' Below this are three image tiles: 'Incoming Students', 'Current F & J Students', and 'Scholars & Employees'. A black arrow points to the 'Scholars & Employees' tile.

2. Click the Scholars & Employees picture or click Scholars & Employees from the menu on the left.
3. Click “TDS Scholar Profile”.



The screenshot shows the 'Scholars & Employees' page. It features a large heading 'Scholars & Employees' and a sub-heading 'Congratulations on your appointment at the University of Wisconsin!'. Below this is a paragraph: 'We believe you'll find this to be a supportive and diverse community, characterized by exceptional people doing important and satisfying work. We are glad you are here!'. At the bottom, another paragraph states: 'The first step in sponsoring your immigration status is completed by your department, hiring unit, or campus. Click here to access the TDS Scholar Portal.' A black arrow points to the 'TDS Scholar Portal' link.

4. Enter the email you provided to your Department Admin as your username and your password (you should have received an email from Terra Dotta with your password for your first time logging in). If you cannot remember your password, click Forget Password. Click Login (DO NOT CLICK IFSS STAFF LOGIN).






International Faculty
and Staff Services

Welcome to the Scholar and Employee Portal!

IFSS LOGIN

or Login in with

 **Username ***
Please enter your user name




 **Password ***
Please enter your password 


LOGIN


[Forgot your password?](#)

5. Your dashboard when you login will look similar to this (the real site has UW logo and banner across top is red):

The Header

 **H-1B Request** Dwayne, Bravo  

 **Dwayne, Bravo**
H-1B
Start date: 09/05/2019
Classification:

 Email

[Beneficiary](#) [Additional Information](#) [Documents](#)

Option 2 – Login directly to the Terra Dotta Scholar Portal using link below.

- Go to <https://terradotta.wisc.edu/index.cfm?FuseAction=scholarportal.department#/login> in your browser search bar. You may bookmark this link.
 - Again, we recommend using Chrome or Firefox. Internet Explorer is not recommended.
 - This link will take you directly to the #4 above to enter your username and password.