

I-Center Portal User Guide

For Students J-1 Scholars and Employees

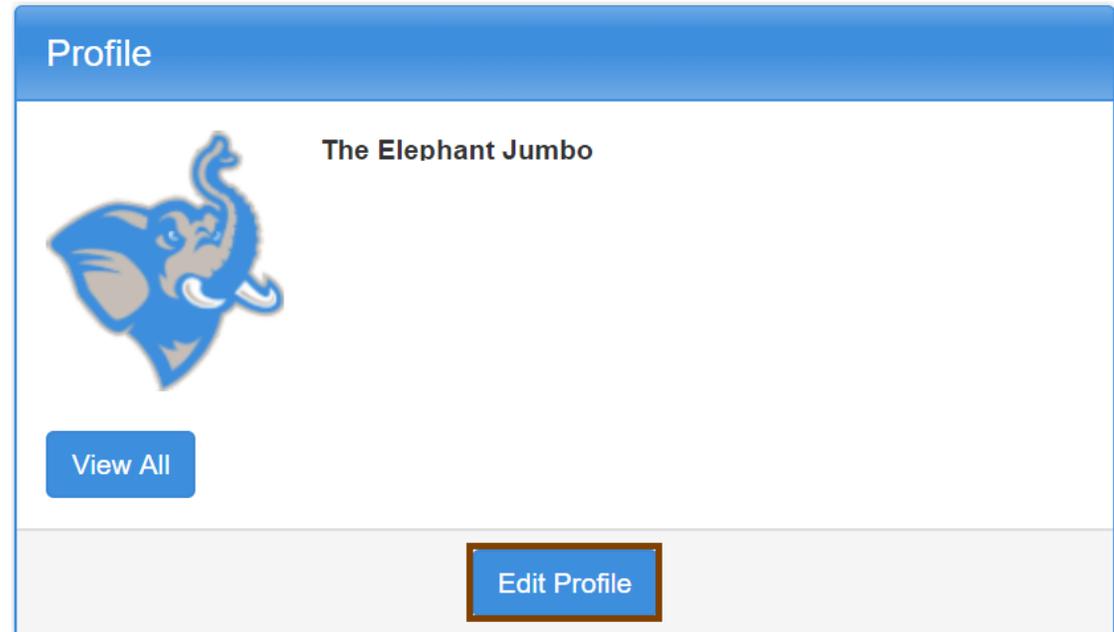
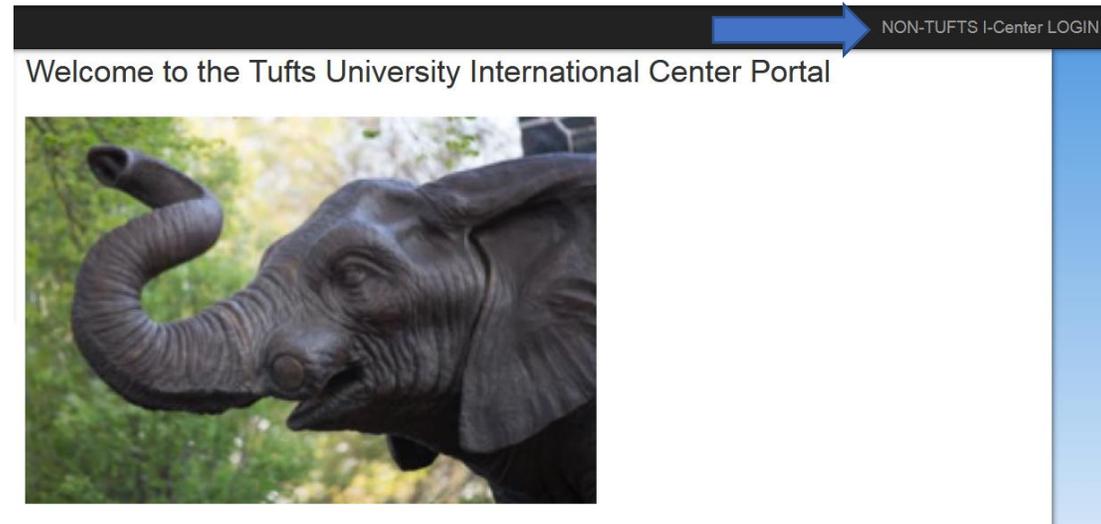
Retrieving I-Center Portal Login Credentials

- All J-1 Scholars and Employees possess an immigration profile in the I-Center Portal : <https://icenterportal.tufts.edu/>
- If you do not remember your login credentials you should:
 - Contact the International Center to request new login credentials or
 - Retrieve your password by using your email on file. Your email on file will likely be your Tufts work email.
 - You may try using your personal email if you have not provided the I-Center with your Tufts or TMC email or if you have not been issued with one.
 - Click on “Forgot your password?”. You will be prompted to select your security questions and your new password.

Updating Contact Information

Visit the I-Center Portal's main page:
<https://icenterportal.tufts.edu/>

- Click on the Non-Tufts Login Link
- Navigate to your User Menu > [My Home](#)
- Select "Edit Profile"



Address Information Page

Edit all fields by clicking on the Pencil Icon.

Profile

Information

Address Info

Address Info

Address Type	Address	Actions
Local US Address	Address not on file.	
US Mailing Address	Address not on file.	
Foreign Address	Address not on file.	
Emergency Contact (in Home Country)	Address not on file.	
Emergency Contact (in the U.S.)	Address not on file.	

Fields locked with Lock  Icon are not editable for users logged in with Tufts UTLN. If you need to make all of your contact fields editable, you must log in with an email address account.

Updating Contact Information

In the **Profile tab**, update your personal email address in the **Email Address** field.



Jumbo, The Elephant

Profile

Information

Address Info

First Name:

The Elephant

Middle Name:

Last Name:

Jumbo

Email Address:

Updating Contact information

Navigate to the **Information** tab and update your **Phone Number**.



Jumbo, The Elephant

Profile

Information

Address Info

Information

Phone Number:

Updating Contact Information

- Navigate to the **Address Info** tab and Click the Edit Pencil icon in the Actions column next to the address you would like to update.
- Please make sure there is a current US local address and foreign address and phone number.

Jumbo, The Elephant

[Profile](#) [Information](#) [Address Info](#)

Address Info

Address Type	Address	Actions
Local US Address	20 Sawyer Ave Medford MA 02155 United States	



Jumbo, The Elephant

Profile

Information

Address Info

Address Info

Address Type	Address	Actions
Local US Address	20 Sawyer Ave Medford MA 02155 United States	