

MUSC Terra Dotta OPT User Guide

All F-1 post-completion OPT users must be 'nonintegrated users' in the Terra Dotta system. **This means that you cannot use your MUSC NetID credentials to login to Terra Dotta after your I-20 program completion date** (even if you are employed at MUSC). You must use your personal email address and a password that you choose to access Terra Dotta.

Upload copy of new EAD card

- Login to your [Terra Dotta portal](#)
- User > My Home > click Optional Practical Training (OPT) record
- Under Questionnaire section, click 'Upload Copy of Employment Authorization Document'
- Upload a color copy of your EAD card in the questionnaire, then click Submit
- Return to the Optional Practical Training (OPT) record main page and click Submit (top of page)

Verify or update contact information

- Login to your [Terra Dotta portal](#)
- User > My Home > click Edit Profile
- To edit address information: click Address Info button; click pencil icon in Actions column for appropriate address type
 - Make sure that both your US physical address and US mailing address are correct
- To edit phone number or email: click Profile button; update phone number and/or email fields > click Update

Report OPT employment

- Create an [OPT Employment Verification](#) record*
- For the type of verification question, select 'Post-Completion OPT'
- Enter all required details for your OPT employment
- Upload a copy of your employment offer letter
- Click Update

Report end of employment

- Login to your [Terra Dotta portal](#)
- User > My Home > click the most recent OPT Employment Verification record for this employment
- Under the Questionnaire section, click 'OPT Employer End Date'
- Enter your last day of employment with this employer
- Click Submit for the questionnaire portion
- Return to the OPT Employment Verification record main page and click Submit (top of the page)

Report new employment

- Create a new [OPT Employment Verification](#) record*
- For the type of verification question, select 'Post-Completion OPT'
- Enter all required details for your new employment
- Upload a copy of your new employment offer letter
- Click Update

**To create a new OPT Employment Verification record, you must click the link provided herein. You cannot access the new record application page from within your Terra Dotta portal. After you have created an OPT Employment Verification Record, you will be able to access it from the Record section of your Terra Dotta user home page.*