



USAID

FROM THE AMERICAN PEOPLE

TraiNet/VCS Newsletter

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News

New Version of TraiNet Web Deployed

An update to TraiNet Web was made public a couple months ago and a few minor changes have been released since then. The latest update has a number of key features to make entering and maintaining data easier.

Training Provider Address: IC and TC programs may use US contractors for training providers and users can now reflect this in the training provider address by choosing United States as the country.

Trash Can: Programs can be moved to the trash can when they have not already been sent to the VCS. Programs in the Trash Can will not show up in reports or program searches, and their participants will not show up in participant searches.

Deletes: Line items, components, groups/participants, dependents and top tier data can, in some cases, be deleted from TraiNet. There are rules surrounding components, participants and dependents that prohibit the deletion of these items when they have already been submitted to the VCS. SOs, IRs, Activities and user-defined questions can be deleted if no programs reference them.

Instructions: Some instructions that were previously inaccurate have been corrected.

Site-defined data: Site-defined data that could previously not be deleted may now be deleted.

One-day Programs: IC and TC programs that start and end on the same day can now be added.

Visa Category Selection Hints

TraiNet users must select a visa category when entering data on Exchange Visitors traveling to the United States. Here are some key words that might help you to choose the appropriate category for visitors. Refer to ADS 252 for more complete definitions and limitations. If you need help in selecting a category, please contact either Marina Gelles or James McDonald.

If the person is...	This category may be appropriate
a high level government official who is influential or distinguished	Government Visitor
studying toward an academic degree	Student
an expert with specialized knowledge	Specialist
participating in a structured training program	Trainee

Hints & Tips

Password Resets:

If you are a Verifier or Approver and need your VCS password reset, please contact Edward Pramuk at epramuk@usaid.gov.

TraiNet Web users, if you forget your password you can go to the TraiNet web site and reset your password yourself. Go to <http://trainetweb.usaid.org> and click the login link. Notice, on the left of the screen, the link that says **I Forgot My Password**; click this link and enter your user ID when requested. TraiNet will email you a new temporary password. Once you receive it you will be required to change it upon logging in for the first time. Go to <http://trainet.usaid.org/TNWebFAQ/> and follow the instructions for the first FAQ to change your password.

Key Contacts:

- ADS-252 Policy Interpretation: James McDonald (jmcdonald@usaid.gov)
- Visa and Immigration: Marina Gelles (mgelles@devis.com)
- TraiNet & VCS use - Email the Helpdesk (jvisa@devis.com) or call 703/527-4340. The Helpdesk is staffed by Patricia Cortes (pcortes@devis.com), Steve Tavella (stavella@devis.com) and Chris Kagy (ckagy@devis.com).
- DS-2019 status and shipping information, SEVIS status, VCS password resets - Ed Pramuk (epramuk@usaid.gov).

Return Status Updates:

Many R1s and R2s have been confused by the automated email message that states:
The program for the following participants has ended. Please confirm that they have left the United States and have returned to their home country. Please update TraiNet to

conducting research or in connection with a research program	Research Scholar
lecturing, consulting, demonstrating skills or training at a research institute, post-secondary educational institution	Short Term Scholar

There are other differences between these categories as well, such as the maximum time someone is allowed to stay in the United States.

Exchange Visitor Compliance and TraiNet Workshops

USAID is sponsoring one day workshops in Washington, DC on J visa compliance, using TraiNet Web and the VCS. Dates are October 10th, November 13th and December 11th. The workshops are held in the Ronald Reagan Building and are offered at no cost to USAID and partner staff. Contact Chris Kagy at ckagy@devis.com to register.

Some Statistics from Devis/Help Desk for FY 06

Now that fiscal year 2006 is nearing completion and fiscal year 2007 is nearly upon us, here are some statistics of interest from this past year:

- Number of TraiNet/VCS training trips Devis provided: **10**
 - Afghanistan
 - Cambodia
 - Egypt
 - Ghana
 - Indonesia
 - Morocco
 - Mozambique
 - Philippines
 - South Africa
 - Thailand
- Number of TraiNet Web and VCS training programs offered at the Ronald Reagan Building: **5**
 - April 28, May 1, July 10, Aug 7 and Sept 11
- Number of TraiNet Desktop-to-Web sites converted: **100+**
- Number of new TraiNet Web sites added: **289**
- Number of conference presentations by the Help Desk: **3**
 - NAFSA Regions VIII and X
 - LAC Workshop
 - HED Conference

reflect the final completion status...

The Help Desk has received numerous emails from users stating that they have updated the status of their Exchange Visitors to Achieved and the program to Completed. This message, however, is not referring to those two status fields.

You are now required to update the Return Status - in addition to the Participant and Program statuses - within three days of their arrival in their country of origin. In TraiNet Desktop this field is found on the Participant Information screen, Detail Tab; in TraiNet Web the update is made from the Participant wizard by clicking on the Participant icon . Remember to transfer or submit your change to the VCS after you've made it in TraiNet. Verifiers and Approvers do not need to act on this update.

Don't Forget! Remove Old TraiNet Web Users:

TraiNet Web Site Administrators, please do not forget to remove the TraiNet Web login account when a TraiNet Initiator leaves your organization or mission. Unlike TraiNet Desktop, which is accessible only from one PC or an organization's internal network, TraiNet Web can still be accessed over the internet after an individual leaves your organization.

To remove an account, follow these steps:

- Log into TraiNet Web;
- Click on the Manage Users hyperlink on the lower left side of the screen;
- Find the user you need to remove and click the Remove hyperlink at the far right of their row.

TraiNet/VCS Help Desk

jvisa@devis.com * phone 703.527.4340 * <http://usaidtraining.devis.com>

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