TO ACCESS SUNAPSIS

Note: Sunapsis is a web based program and will run on Java. Make sure you have the latest version of Java.

- 1) LOG-IN USING THE LINK: https://sunapsis.byuh.edu
- 2) This page will open up. Now click to log in where the arrow is pointing.



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3) You will be directed to the BYUH portal so you need to use your BYUH NET ID and password here.

BYU	
Sign In	
Username:	
Password:	
□ Warn me before logging me into other sites.	
LOGIN	
Forgot your BYU-H Net ID or password?	
Contact Us	
For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!	

- 1) The page below will open. The content for F students will be different from J students. Domestic students should only be able to see Departmental Service as noted by the arrow.
- 2) Look for the E-FORM you want to fill out
 - a. J-1 students Open the page for J-1 students and look for the request form you are looking for.
 - b. F-1 students Open the page that is labeled F-1 and look for the request form you are looking for.
 - c. For the BREAK SEMESTER FORM Open the <u>DEPARTMENTAL SERVICE FOLDER</u> and fill out the BREAK SEMESTER FORM



 Fill out the needed form and submit. Then email Pat Macy (<u>Patrick.macy@byuh.ed</u>) or Ara Meha (<u>ara.meha@byuh.edu</u>) to inform them you've submitted the form.