

Weekly Muster

Week of: For Immediate Implementation
Topic: Changes to the SEVIS Login Process
References: Memorandum and the ICE.gov/sevis website
Headquarters POC: (b) (6), (b) (7)(C)
Office: Admissibility and Passenger Programs

- On December 4, 2015, the Student and Exchange Visitor Program (SEVP) will release a software update that will require government users to create a profile in Student and Exchange Visitor Information System (SEVIS).
- All CBP officers with SEVIS access will be required to create a profile upon first logging into SEVIS.
- New SEVIS users will create this profile upon gaining access to SEVIS for the first time.
- (b) (7)(E)
- Use the following three-step process to create your profile:

(b) (7)(E)

Note: When you log into SEVIS, your identifying account information on file in (b) (7)(E) . It includes your (b) (7)(E) . This information **cannot** be edited.

Please ensure this muster is provided to all frontline personnel. If you have any questions or require additional information, please contact (b) (6), (b) (7)(C) Acting Director, Enforcement Programs Division at (b) (6), (b) (7)(C) Program Manager at (b) (6), (b) (7)(C)

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