

Electronic Export Controls Recordkeeping Process for Academic Visitors (Accessing the MyEC System)

Office of Export Controls Services

March 2018

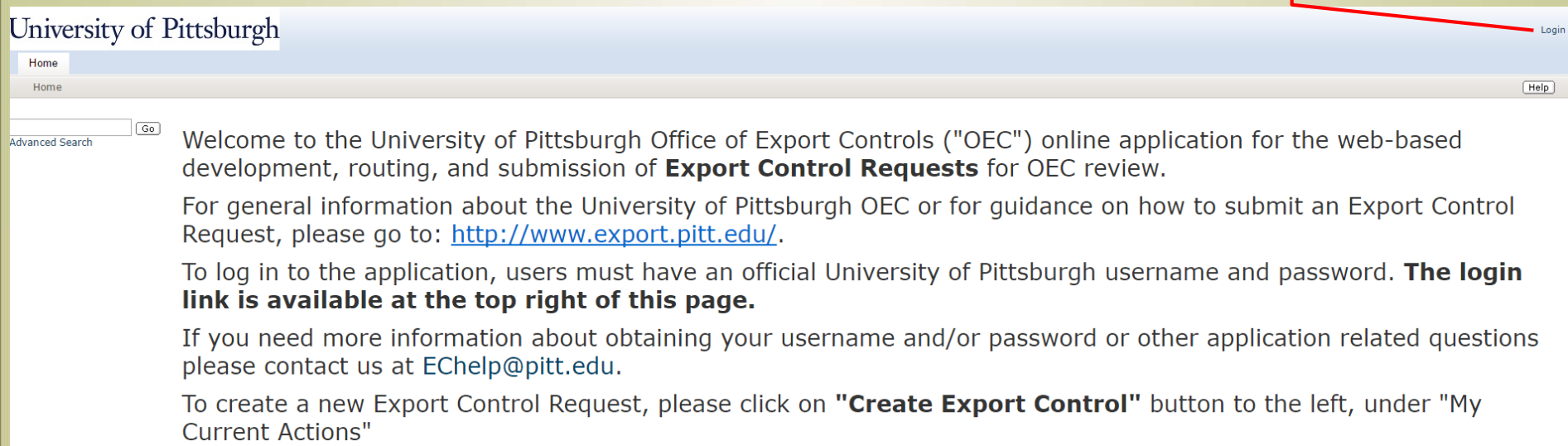


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Accessing the MyEC System

The MyEC System is accessed at <https://myec.pitt.edu/MyEC>

Click on the
"Login" button
to proceed from
the home page.



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Welcome to the University of Pittsburgh Office of Export Controls ("OEC") online application for the web-based development, routing, and submission of **Export Control Requests** for OEC review.

For general information about the University of Pittsburgh OEC or for guidance on how to submit an Export Control Request, please go to: <http://www.export.pitt.edu/>.

To log in to the application, users must have an official University of Pittsburgh username and password. **The login link is available at the top right of this page.**

If you need more information about obtaining your username and/or password or other application related questions please contact us at EChelp@pitt.edu.

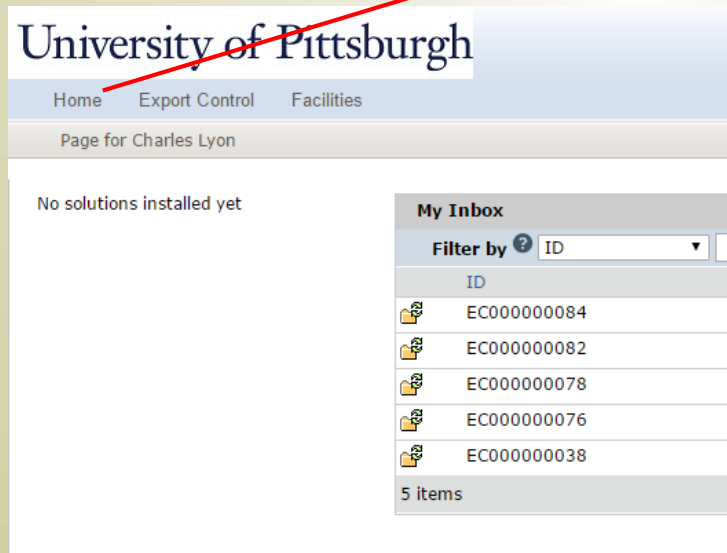
To create a new Export Control Request, please click on **"Create Export Control"** button to the left, under "My Current Actions"



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Accessing the MyEC System

You will then navigate through the University of Pittsburgh's single-sign-on process. Your MyEC home page will then appear.



Next, click on "Home" in the upper left-hand corner.



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Finally, click "Create Export Control" in order to initiate the data entry process.

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Create Export Control

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Accessing the MyEC System

You are now ready to enter data for a visit and visitor.

University of Pittsburgh New: Export Control

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Basic Information

1. * Select the PITT Employee responsible for this request: 2
Charles Lyon Select... Clear

2. * Type of request:
☐ Visitor
☐ Travel
☐ Shipment
☐ Visa (I-129 Part 6)
☐ Procurement
☐ Agreement
☐ Collaboration
☒ Payment Processing
☐ Controlled Items
☐ Technology and Software Controls
☐ Miscellaneous
Clear

3. Title (Visitor Last Name, Five Digit Area/Department Code, Date {mmddyy}):

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Your name should appear as the requestor. If it does not, click on "Select" and choose your name from the available options.

See the Brief Visit, Humanities and Social Sciences Visit, and STEM Visit presentations for information on how to navigate through the data-entry process.



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End



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