

Electronic Export Controls Recordkeeping Process for Academic Visitors (Data Entry Procedures for a Brief Visit)

Office of Export Controls Services

March 2018



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Visitor Information Data Entry Procedures

Brief Visits



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Brief Visits

A brief visit...

“...does not extend beyond 14 days and does not involve use of clinical or laboratory space. Brief visits can include a speaking engagement or similar activity such as a guest lecturer, presenter, debate participant, or panel participant as well as on-campus scholarship or research activities as long as they remain within the defined parameters of a brief visit.”



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Brief Visits

The following steps are optional but recommended for brief visits, since they both create a permanent record of the visit and screen visitors against restricted party lists (RPS).

U.S. Government agencies maintain lists of individuals and entities barred or restricted from entering into certain types of transactions with U.S. persons. Conducting an RPS checks the status of a visitor against these lists.

At a minimum, if you do not utilize MyEC to create a record of your brief visit, you should run RPS against your visitors using the Amber Road restricted party screening tool.



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Visitor Information Data Entry Procedures

Accessing the MyEC System

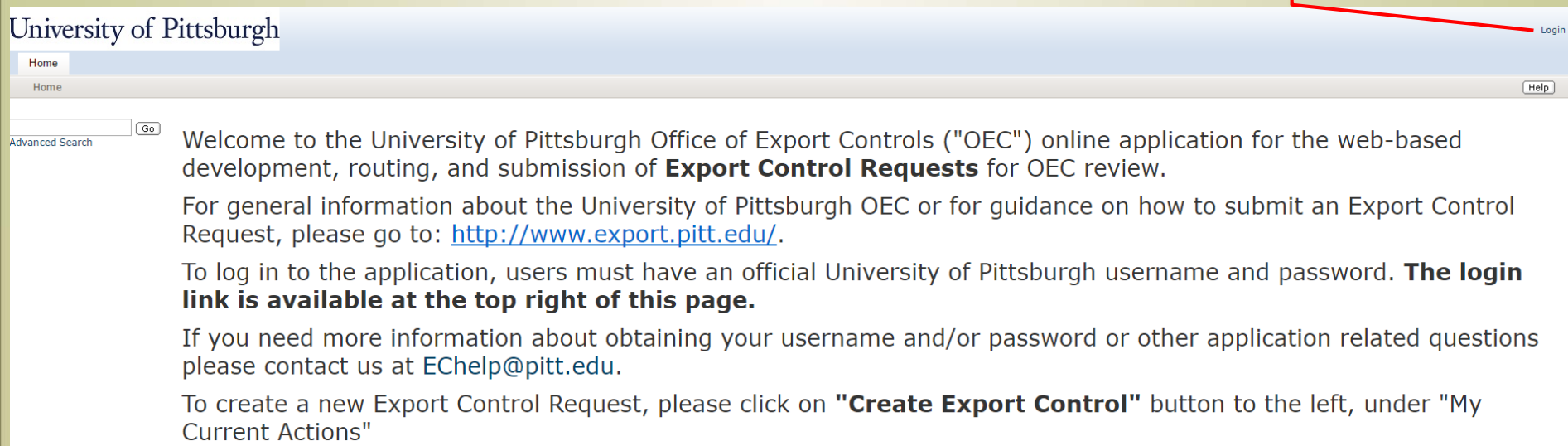


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Accessing the MyEC System

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

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



University of Pittsburgh

Home

Home

Help

Advanced Search

Go

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.

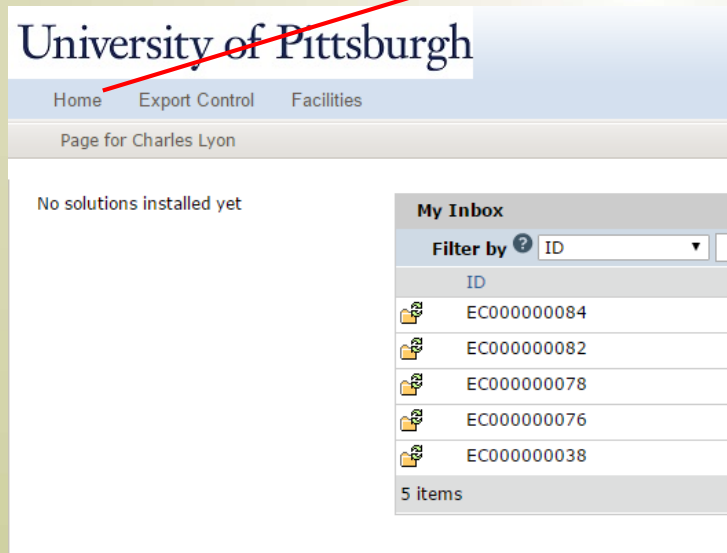
To create a new Export Control Request, please click on **"Create Export Control"** button to the left, under "My Current Actions"



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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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Accessing the MyEC System

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

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Charles Lyon | My Inbox | Logoff

Home Export Control Facilities

Home

Subscribe Help

Advanced Search Go

My Current Actions

Create Export Control

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.

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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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Visitor Information Data Entry Procedures

Basic Information



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Basic Information

Basic information includes...

- The name of the individual completing the form;
- The type of request;
- The name of the file;
- And, if necessary, the name of a guest editor who will help complete the form.



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Basic Information

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New: Export Control

<< Back

Save | Print...

Continue >>

Basic Information

1. * Select the PITT Employee responsible for this request: ?

Charles Lyon

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]):

<< Back

Save | Print...

Continue >>

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



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Basic Information

University of Pittsburgh

New: Export Control

<< Back Save | Print... Continue >>

Basic Information

1. * Select the PITT Employee responsible for this request: ?
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]):

4. Guest Editors (Note that any user added here will have edit access to your request):

Add

Last Name	First Name	Department Name	Area/Department Code
There are no items to display			

<< Back Save | Print... Continue >>

Now select the
"Visitor" button in
question two.

Finally, name the file according
to the naming nomenclature
"Visitor Last Name, Five Digit
Area/Department Code, Date."



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Basic Information

University of Pittsburgh New; Export Control

<< Back Save | Print... Continue >>

Basic Information

1. * Select the PITT Employee responsible for this request: ?
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]):
Johnson, 10068, 052217

4. Guest Editors (Note that any user added here will have edit access to your request):
Add

Last Name	First Name	Department Name	Area/Department Code
There are no items to display			

<< Back Save | Print... Continue >>

In some cases, you will not possess all the information required to complete the form. The "Guest Editor" function allows you to select an individual to assist with data entry. You do not need to complete this field if you will not need a guest editor.



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Basic Information

University of Pittsburgh New; Export Control

<< Back Save | Print... Continue >>

Basic Information

1. * Select the PITT Employee responsible for this request: ?
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]):
Johnson, 10068, 052217

4. Guest Editors (Note that any user added here will have edit access to your request):
Add

Last Name	First Name	Department Name	Area/Department Code
There are no items to display			

<< Back Save | Print... Continue >>

You have now completed all questions for the Basic Information fields (i.e., page one). The responses to these queries will not differ from visitor to visitor (except potentially for guest editors). The responses to the queries on the following two pages will vary depending upon the type of visit and visitor.

Click on "Continue" to proceed to the next page of data entry.



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Visitor Information Data Entry Procedures

Visit Information



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Visit Information

Visit information includes...

- The start and end date of the visit;
- The locations visited;
- The type and category of visit.



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Visit Information

Click on "Add" in question one and a pop-up window will appear, in which you can enter the start and end dates of the visit.

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Edit: Export Control - EC000000354

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Visit Information

Continue >>

Visit Information

- 1. * Date(s) of Visit:**
Add
Start Date
There are no items to display
- 2. * Identify the campus location(s) to be visited:**
Add
Campus
There are no items to display
- 3. * Type of Visit:**
▼
- 4. * Category of Visit:**
▼ For definitions related to this question
- 5. * Reason/Purpose of visit:**

Add Visit Dates - Mozilla Firefox

https://ec-clk-stage.offres.pitt.edu/Dev/CommonAdministration/Choosers/Entity/CustomDataType/DataEntry/Form/postbacks16dfpm=0

Add Visit Dates

Date

- 1. * Start Date:**
- 2. * End Date:**
- 3. Notes:**

* Required

OK OK and Add Another Cancel

Notes

Continue >>



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Visit Information

Click on "Add" in question two and another pop-up window will appear, in which you can enter the specific campus and actual location of the visit.

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Edit: Export Control - EC000000356

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Visit Information

Continue >>

Visit Information

1. * Date(s) of Visit: ?

Add
Start Date
Update 5/23/2017

2. * Identify the campus location(s) to be visited: ?

Add
Campus
There are no items to display

3. * Type of Visit:

4. * Category of Visit:

5. * Reason/Purpose of visit:

<< Back

Add Location - Mozilla Firefox

https://ec-ck-stage.offices.pitt.edu/Dev/CommonAdministration/Choosers/Entity/CustomDataType/DataEntry/Form/postbackx1&form=0-

Add Location

1. * Campus:

2. * Primary Areas Visited (Building, Room Number):

* Required

OK OK and Add Another Cancel

The "Campus" question is answered via a drop-down menu. Please answer the open-ended location question as specifically as possible.

Note the ability to add more than one location.



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Visit Information

University of Pittsburgh

Edit: Export Control - EC000000365

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Visit Information Continue >>

Visit Information

1. * **Date(s) of Visit:** ?

Add

Start Date	End Date	Notes
Update 5/23/2017	5/30/2017	

Delete

2. * **Identify the campus location(s) to be visited:** ?

Add

Campus	Areas Visited
Update Oakland (main campus)	505 Benedum
Update Oakland (main campus)	710 Benedum

Delete Delete

3. * **Type of Visit:**

4. * **Category of Visit:**

For definitions related to this question, please visit: <http://www.export.pitt.edu/glossary-visitor-terms>

5. * **Reason/Purpose of visit:**

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Visit Information Continue >>

The appropriate date and location information is now entered into the form.



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Visit Information

University of Pittsburgh

Edit: Export Control - EC000000365

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Visit Information ▾

Continue >>

Visit Information

1. * Date(s) of Visit: ?

Add

Start Date	End Date	Notes
Update 5/23/2017	5/30/2017	Delete

2. * Identify the campus location(s) to be visited: ?

Add

Campus	Areas Visited
Update Oakland (main campus)	505 Benedum Delete
Update Oakland (main campus)	710 Benedum Delete

3. * Type of Visit:

▼
Academic Visitors
Academic Graduate Student Visitors
Reason/Purpose of Visit.

For definitions related to this question, please visit: <http://www.export.pitt.edu/glossary-visitor-terms>

Next, select whether the visitor is a non-student “Academic Visitor” or an “Academic Graduate Student Visitor.” Information for undergraduate student visitors should not be entered on this form or using this process.

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Visit Information ▾

Continue >>



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Visit Information

University of Pittsburgh Edit: Export Control - EC000000424

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Visit Information Continue >>

Visit Information

- Date(s) of Visit:**

Start Date	End Date	Notes
5/23/2017	5/30/2017	
- Identify the campus location(s) to be visited:**

Campus	Areas Visited
Oakland (main campus)	505 Benedum
Oakland (main campus)	710 Benedum
- Type of Visit:**
Academic Visitors
- Category of Visit:**
For definitions related to this question, please visit: <http://www.export.pitt.edu/glossary-visitor-terms>
- Short-term, non-laboratory visits lasting less than 14 days
Long-term, non-laboratory visits lasting more than 14 days
Visits of any length that involve laboratory or clinically based research

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Visit Information Continue >>

Page two of data entry is now complete. Click on "Continue" to proceed to the next page of data entry.

Next, select the "Category of Visit." For purposes of this illustration, I will select a short-term, non-laboratory visit lasting less than 14 days, i.e., a Brief Visit.

Finally, in question five, provide a reason and purpose of the visit.



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Visitor Information Data Entry Procedures

Visitor Information



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Visitor Information

Visitor information includes...

- The visitor's name;
- The visitor's country or countries of citizenship;
- The visitor's employer(s), significant affiliation(s), and/or funding sources.

Please note that all relevant citizenships, employers, affiliations, and funding sources for the visitor should be provided on the form.



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Visitor Information

Visitor Information

* Visitors: ?

Add

Name	Countries of Citizenship
There are no items to display	

<< Back

Click on “Add” and a pop-up window will appear. Responses to questions one, three, and four, First Name, Last Name, and Citizenship are required, but responses to the remaining questions (not including six) are preferred. A response to question six also is required.

Add Visitor - Mozilla Firefox

https://ec-clk-stage.offres.pitt.edu/Dev/CommonAdministration/Choosers/Entity/CustomData

Add Visitor

Visitor

- * First name (as it appears on passport): ?
- Middle initial/name (as it appears on passport):
- * Last Name (as it appears on passport): ?
- * Countries of Citizenship: ?
 Add
Name
There are no items to display
- Legal permanent resident (Greencard holder) of U.S?
☐ Yes
☐ No
[Clear](#)
- * Current employer(s) and affiliated institutions: ?
Add
Unemployed and Unaffiliated Institution Address Line 1 Address Line 2 City State Country
There are no items to display

For question four, click on “Add” and another pop-up window will appear, from which you can select the relevant citizenship(s)



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Visitor Information

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Edit: Export Control - EC00000042

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Visitor Information Continue >

Visitor Information

* Visitors: ?

Add

Name Countries of Citizenship
There are no items to display

<< Back

Questions one through five are now complete. For questions six and seven, click on the respective "Add" buttons and additional pop-up windows will appear.

Add Visitor - Mozilla Firefox

https://ec-dk-stage.offres.pitt.edu/Dev/CommonAdministration/Choosers/Entity/CustomData

3. * Last Name (as it appears on passport): ?
Johnson

4. * Countries of Citizenship: ?
Add
Name
Australia Remove
USA Remove

5. Legal permanent resident (Greencard holder) of U.S?
☒ Yes
☐ No
[Clear](#)

6. * Current employer(s) and affiliated institutions: ?
Add
Unemployed and Unaffiliated Institution Address Line 1 Address Line 2 City State Country
There are no items to display

7. Financial Sponsor(s):
Add
Self Funded? Is Sponsor and Employer Same? Institution Address Line 1 Address Line 2 City State Country
There are no items to display

* Required OK OK and Add Another Cancel

As an aside, note the ability to add more than one visitor to the same visit. Simply click "OK and Add Another" after completing questions one through seven for each visitor.



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Visitor Information

University of Pittsburgh

Edit: Export Control - EC00000042

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Visitor Information

Continue >

Visitor Information

* Visitors: ?

Add

Name Countries of Citizenship
There are no items to display

<< Back

Edit EmployersInstitutions - Mozilla Firefox

https://ec-clk-stage.offres.pitt.edu/Dev/CommonAdministration/Choosers/Entity/CustomData

Edit EmployersInstitutions

Institution

- * Is visitor unemployed and unaffiliated? ?
☐ Yes ☐ No [Clear](#)
- * Select an organization:
 [Select...](#)
If you cannot find the organization in the list above, enter its information here:
Contracting Party Name:

3. Address:
Address Line 1:

Address Line 2:

City:

State:

* Country:

* Required

OK OK and Add Another Cancel

The pop-up window for question six focuses upon the visitor's employers and affiliations. Please enter the names (and appropriate countries) for all relevant organizations. You need not enter any information for a visitor who is unemployed and unaffiliated. In the latter case, simply click on the appropriate box.

Note the ability to add multiple organizations for the same visitor.



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Visitor Information

University of Pittsburgh

Edit: Export Control - EC00000042

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Visitor Information

Continue >

Visitor Information

* Visitors: ?

Add

Name Countries of Citizenship

There are no items to display

<< Back

The pop-up window for question seven focuses upon the visitor's financial sponsors. Please enter the names (and appropriate countries) for all relevant organizations. You need not enter any information for a visitor who is self funded or whose sponsors are the same as the visitor's affiliations or employers. In the latter cases, simply click on the appropriate boxes

Add EmployersInstitutions - Mozilla Firefox

https://ec-dlk-stage.offres.pitt.edu/Dev/CommonAdministration/Choosers/Entity/CustomDataType/L...

Financial Sponsor

- * Are you Self-Funded? ?
☐ Yes ☒ No [Clear](#)
- * Are the sponsor and affiliated or employed organization the same?
☐ Yes ☒ No [Clear](#)
- * Select an organization:
 [Select...](#)
If you cannot find the organization in the list above, enter its information here:
Contracting Party Name:
- * Address:
Address Line 1:

Address Line 2:

City:

State/Province:

* Country:
-- Select One --

* Required

OK OK and Add Another Cancel

Note the ability to add multiple organizations for the same visitor.



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Visitor Information

University of Pittsburgh

Edit: Export Control - EC000000365

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Visitor Information ▾

Continue >>

Visitor Information

Visitors:

Add

	Name	Countries of Citizenship	Permanent Resident	Employer(s)	Address	
Update	John Johnson	Australia USA	no	Albert Einstein College of Medicine University of Melbourne	USA Australia	Delete

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Visitor Information ▾

Continue >>

Page three of data entry is now complete.
Click on "Continue" to proceed to the final
page of data entry.



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Visitor Information Data Entry Procedures

Additional Information



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Additional Information

Additional information includes any relevant information that will help the Office of Export Controls make a determination in the case, particularly if the Restricted Party Screening produces a “hit.” Of particular interest are...

- The visitor’s CV;
- The visitor’s passport and/or green card.

This section can also serve as a central repository for staff members to use in the future to refer to important visitor-related documents.



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Additional Information

Text notes can be provided in the space allocated under question one.

Files can be uploaded via the “Add” attachments button in question two.

After attaching any documents or entering any notes, the final page of data entry will now be complete. Click on “Submit” to proceed to the next steps.

University of Pittsburgh

Edit: Export Control - EC000000365

<< Back

Save | Exit | Hide/Show Errors | Print... | Jump To: Additional Information

Save a Draft Submit

Additional Information

1. Additional information relevant to the review of this request:

2. Attachments:

Add

None
There are no items to display

<< Back

Save a Draft Submit

No Title - Mozilla Firefox

https://ec-clk-stage.offres.pitt.edu/Dev/ResourceAdministration/Document/FormForProperty?postback=1

Submit a Document Help

Title: If not provided, the name of the file will be used

* File: No file selected.

Show Advanced Options

* Required

OK OK and Add Another Cancel



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Visitor Information Data Entry Procedures

Data Review



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Data Review

Clicking “Submit” on the final data-entry page initiates the process of restricted party screening.



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Data Review

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Test OEC | My Inbox | Logoff

Home Export Control Facilities

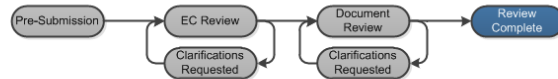
Export Control > Johnson, 10068, 060917

No Review Required

EC000000365: Johnson, 10068, 060917

Submitted by: Test OEC
Date Submitted: 6/9/2017

Requestor: Test OEC
Request Type: Visitor
Screening Result (AR RPS): Cleared
Visit Status: Active



Notes to Requestor

Good News! This Visit was cleared. You can now officially invite the Visitor(s) to the University of Pittsburgh.

My Current Actions

View Export Control

Printer Version

View Differences

History

Visitor Information

Documents

Filter by

Activity

Go

Clear

Advanced

Activity

Submitted

Author

OEC, Test

Activity Date

6/9/2017 4:23 PM



Add Comment

(Export Control - In-review)

In this case, the visitor's name and employing, affiliated, and/or funding institution(s) have been screened and cleared. The staff member may now invite the visitor.



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Data Review

University of Pittsburgh

Home Export Control Facilities

Export Control > Johnson, 10068, 052217

EC Review

EC000000361: Johnson, 10068, 052217

Submitted by: Test Requestor
Date Submitted: 6/1/2017

Requestor: Test Requestor
Request Type: Visitor
Screening Result (AR RPS): Suspected Hit
Visit Status: Inactive

Pre-Submission → EC Review → Document Review → Review Complete
Clarifications Requested → Clarifications Requested

Notes to Requestor

Your submission has been forwarded to the Office of Export Controls Services for review. Typical processing times average 0-2 business days, but may be longer depending on office workload and complexity of request.

My Current Actions

View Export Control
Printer Version
View Differences

History Visitor Information Documents

Filter by Activity Go Clear Advanced

Activity	Author	Activity Date
Submitted	Requestor, Test	6/1/2017 3:16 PM

Log Comment to DEC

Export Controls - 31 4014611

In this case, the visitor's name and employing, affiliated, and/or funding institution(s) have been screened and one or several of them produced a suspected "hit."

Further action is required by the Office of Export Controls in order to determine the source of the "hit." The staff member may not invite the visitor until the Office of Export Controls researches the relevancy of the suspected "hit."



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End



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