

# Electronic Export Controls Recordkeeping Process for Academic Visitors (Selecting and Notifying a Guest Editor)

Office of Export Controls Services

March 2018



Pitt

# Selecting a Guest Editor

The primary requestor may not possess all the information required to complete the MyEC form. In this case, the primary requestor can recruit a guest editor to assist with data entry. In most cases, the guest editor will be the faculty member who will supervise the visitor during his or her time at the University. The primary requestor will have several opportunities to select and notify a guest editor.



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# Selecting a Guest Editor

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 on the Basic Information page allows you to select an individual to assist with data entry.



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# Selecting a Guest Editor

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## Basic Information

- Select the PITT Employee responsible for this request:**  
Charles Lyon
- Type of request:**
  - ☒ Visitor
  - ☐ Travel
  - ☐ Shipment
  - ☐ Visa (I-129 Part 6)
  - ☐ Procurement
  - ☐ Agreement
  - ☐ Collaboration
  - ☐ Payment Processing
  - ☐ Controlled Items
  - ☐ Technology and Software Controls
  - ☐ Miscellaneous
- Title (Visitor Last Name, Five Digit Area/Department Code, Date [mmddyy]):**  
Johnson, 10068, 052217
- Guest Editors (Note that any user added here will have edit access to your request):**  
  
Last Name First Name Dept  
There are no items to display

<< Back

Select One or More Persons

Filter by Last Name

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| Last Name                                   | First Name   | Department Name                  |
|---------------------------------------------|--------------|----------------------------------|
| <input type="checkbox"/> Aaldenberg         | Amy          | SHRS-Rehab Sci & Tech            |
| <input type="checkbox"/> Aarabi             | Mahmoud      | Ob/Gyn & Reproductive Sciences   |
| <input type="checkbox"/> Aaronson           | Stephanie    | IA-University Development        |
| <input type="checkbox"/> Abad               | Jorge Darwin | Civil & Environmental Engr       |
| <input type="checkbox"/> Abadjian           | Marie        | Medicine                         |
| <input type="checkbox"/> Abaloz             | Alyssa       | Student Life                     |
| <input type="checkbox"/> Abarca Millan      | Erika        | Hispanic Languages & Literatures |
| <input type="checkbox"/> Abaye              | Menna        | Biomedical Informatics           |
| <input type="checkbox"/> Abberbock          | Shira        | PCI Biostatistics                |
| <input type="checkbox"/> Abberbock          | Judah        | Biostatistics                    |
| <input type="checkbox"/> Abbey              | Jay          | Public Safety                    |
| <input type="checkbox"/> Abbonizio          | Taylor       | Intramurals and Recreation       |
| <input type="checkbox"/> Abbot              | Sydney       | Admissions & Fin Aid             |
| <input type="checkbox"/> Abbott             | Samantha     | Physical Therapy                 |
| <input type="checkbox"/> Abbott             | Kevin        | Law-Instruction                  |
| <input type="checkbox"/> Abbott             | Carla        | Commu Science & Disorders        |
| <input type="checkbox"/> Abbott             | Matthew      | Industrial Engineering           |
| <input type="checkbox"/> Abbott             | Mark         | Geology & Environmental Science  |
| <input type="checkbox"/> Abboud             | Andrew       | Med-Dean, Office of the          |
| <input type="checkbox"/> Abdel Fattah       | Mohammed     | Folk School                      |
| <input type="checkbox"/> Abdel Kawy Abdalla | Wael         | Radiology                        |
| <input type="checkbox"/> Abdel Massih       | Rima         | Medicine                         |
| <input type="checkbox"/> Abdelhak           | Mervat       | Health Information Management    |
| <input type="checkbox"/> Abdelhakim         | Mai          | SIS-Info Sci & Technology        |
| <input type="checkbox"/> Abdelhalim         | Ayman        | SIS-Info Sci & Technology        |

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If you do need a guest editor, then click on "Add" and a pop-up window will appear, which will allow you to select a guest editor. You will have an option to select a guest editor later in the process if you do not do so now.



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# Selecting a Guest Editor

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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
- 

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)

Last Name First Name

There are no items to display

I searched on my colleague, Jacquelyn Correll, and selected her to be the guest editor. You will be allowed to notify the guest editor later in the process.

Select One or More Persons - Mozilla Firefox

https://cs-stage.offices.pitt.edu/CommonAdministration/Choices/Entity/Choices/targetType=Person&actionType=Assign&selectionMode=multiple&postback=true&familyId=55&valueofidName=ExportControl.customAttributes.guestEditor\_settingsAdd&display=

Select One or More Persons

Filter by: Last Name

Total Selected: 1

| <input checked="" type="checkbox"/> Last Name | First Name | Department Name | Area/Department Code |
|-----------------------------------------------|------------|-----------------|----------------------|
| <input checked="" type="checkbox"/> Correll   | Jacquelyn  | Export Controls | 10068                |

Total Selected: 1

<< Back

Save | Print...

Continue >>



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# Selecting a Guest Editor

## 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](#)

The guest editor has now been entered into the form, and the primary requestor can notify him or her later in the process. See below for procedures that identify how to accomplish this task. As mentioned previously, you also will have another opportunity later in the process to select a guest editor.

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):

| <input type="text"/> |            |                 |                      | <input type="button" value="Add"/>    |
|----------------------|------------|-----------------|----------------------|---------------------------------------|
| Last Name            | First Name | Department Name | Area/Department Code |                                       |
| Correll              | Jacquelyn  | Export Controls | 10068                | <input type="button" value="Remove"/> |



# Notifying a Guest Editor

University of Pittsburgh

Edit: Export Control - EC000000361

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

## Basic Information

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

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):

| Last Name | First Name | Department Name | Area/Department Code |                                       |
|-----------|------------|-----------------|----------------------|---------------------------------------|
| Correll   | Jacquelyn  | Export Controls | 10068                | <input type="button" value="Remove"/> |

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

Basic Information  
Visit Information  
Visitor Information  
Additional Information

After identifying the guest editor, the primary requestor may later be unable to complete some aspects of the form.

One can initiate the guest editor notification process by terminating the data-entry process. Click on the "Jump To" tab and then click on "Additional Information."



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# Notifying a Guest Editor

University of Pittsburgh

Edit: Export Control - EC000000361

<< 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

| Name                          |  |
|-------------------------------|--|
| There are no items to display |  |

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

Save a Draft Submit

Then click on "Save a Draft," and you will be moved to the concluding page in the data entry process.



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## Notifying a Guest Editor

University of Pittsburgh

Test Requestor | My Inbox | Logoff

Home | Export Control | Facilities

Export Control > Johnson, 10068, 052217

Components

**Pre-Submission**

**EC000000361: Johnson, 10068, 052217**

Submitted by: Test Requestor  
Date Submitted:

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

The data entry process is now in a “Pre-Submission” state, which means that not all of the required data has been entered.

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

Notes to Requestor

My Current Actions

Edit Export Control  
Printer Version  
View Differences

History: Visitor Information Documents

Filter by Activity Go Clear Advanced

Submit  
Notify Guest Editors

No data to display.

Click on “Notify Guest Editors” and a pop-up window will appear.



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# Notifying a Guest Editor

University of Pittsburgh

Home Export Control Facilities

Export Control > Johnson, 10068, 052217

Pre-Submission

Submitted by: Test Requestor  
Date Submitted:

Requestor: Test Requestor  
Request Type: Visitor

Screening Request Status:

Pre-Submission → EC Review → Do R → Clarifications Requested → Clarifications Requested

Notes to Requestor

My Current Actions

Edit Export Control  
Printer Version  
View Differences

Submit

Notify Guest Editors

Execute "Notify Guest Editors" on EC000000361 - Mozilla Firefox

https://ec-ctrl-stage.offres.pitt.edu/Dev/ResourceAdministration/Activity/Form/ActivityType/com.webbridge.entity.Entity/EC000000361

Notify Guest Editors

Instructions:  
The following Guest Editor(s) have been selected:

1. Guest Editors:

| Name              | Organization             |
|-------------------|--------------------------|
| Jacquelyn Correll | University of Pittsburgh |

2. Please log any additional comments to be sent to the Guest Editors below:

Click OK to notify these editors to complete question 9 on the Position Information view. Click Cancel to return to the workspace.

OK Cancel

The previously identified guest editor's name appears as a default with the option of adding additional guest editors. The requestor also possesses the option of adding a new guest editor if he or she has not already done so.

Please provide instructions in the comment box regarding which questions the guest editor should answer.



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# Notifying a Guest Editor

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Home Export Control Facilities

Expert Control > Johnson, 10068, 052217

Components

**Pre-Submission** **EC000000361: Johnson, 10068, 052217**

Submitted by: Test Requestor Requestor: Test Requestor Screening Result (AR RPS):  
Date Submitted: Request Type: Visitor Visit Status:

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

Notes to Requestor

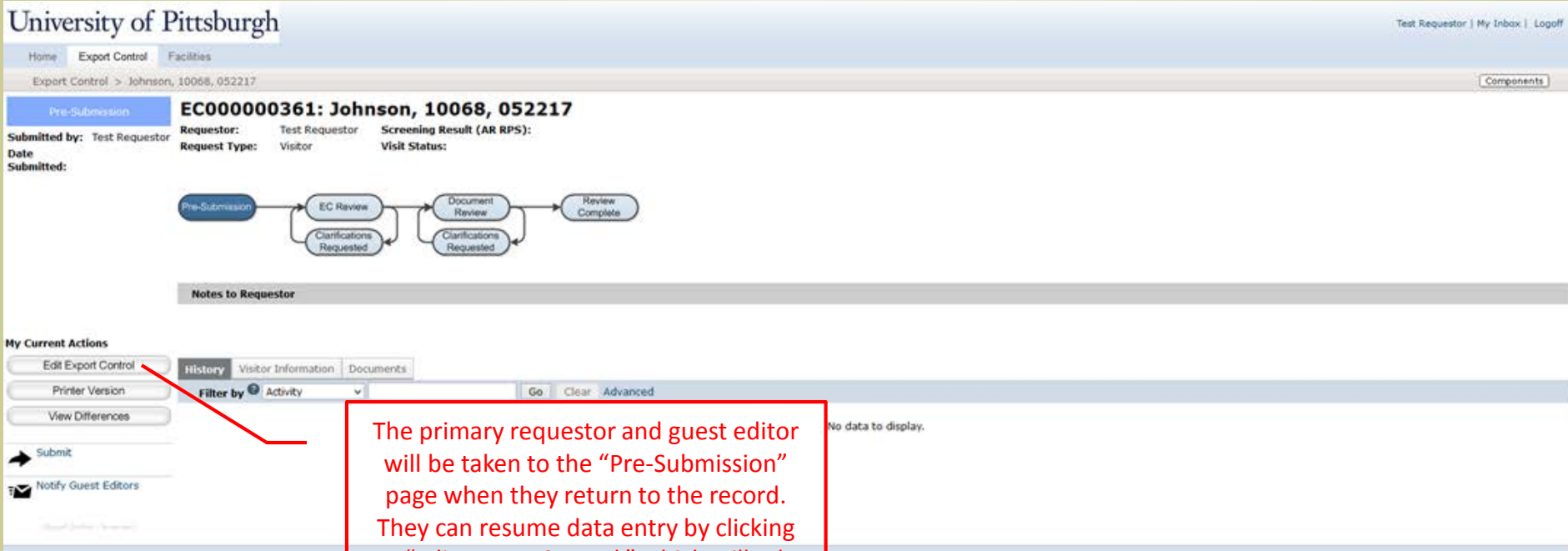
My Current Actions

Edit Export Control  
Printer Version  
View Differences  
Submit  
Notify Guest Editors

History Visitor Information Documents

Filter by Activity Go Clear Advanced

No data to display.



The primary requestor and guest editor will be taken to the "Pre-Submission" page when they return to the record. They can resume data entry by clicking on "Edit Export Control," which will take you to the first page of data entry.



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End



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