Visitor Information Data Entry Procedures

Brief Visits
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.”
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.
Visitor Information Data Entry Procedures

Accessing the MyEC System
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The MyEC System is accessed at https://myec.pitt.edu/MyEC

Click on the “Login” button to proceed from the home page.

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 EHelp@pitt.edu.

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

Finally, click “Create Export Control” in order to initiate the data entry process.
Visitor Information Data Entry Procedures

Basic Information
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.
Your name should appear as the requestor. If it does not, click on “Select” and choose your name from the available options.
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.”
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.
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.
Visitor Information Data Entry Procedures

Visit Information
Visit Information

Visit information includes...

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

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

Page two of data entry is now complete. Click on “Continue” to proceed to the next page of data entry.
Visitor Information Data Entry Procedures

Visitor Information
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.
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.

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

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.
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.
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.

Note the ability to add multiple organizations for the same visitor.
Page three of data entry is now complete. Click on “Continue” to proceed to the final page of data entry.
Visitor Information Data Entry Procedures

Additional Information
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.
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.
Visitor Information Data Entry Procedures

Data Review
Data Review

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

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.”