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

Office of Export Controls Services

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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.
Selecting a Guest Editor

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.
Selecting a Guest Editor

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.
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.
Selecting a Guest Editor

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.
Notifying a Guest Editor

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.”
Notifying a Guest Editor

Then click on “Save a Draft,” and you will be moved to the concluding page in the data entry process.
Notifying a Guest Editor

The data entry process is now in a “Pre-Submission” state, which means that not all of the required data has been entered. Click on “Notify Guest Editors” and a pop-up window will appear.
Notifying a Guest Editor

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.
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.
End