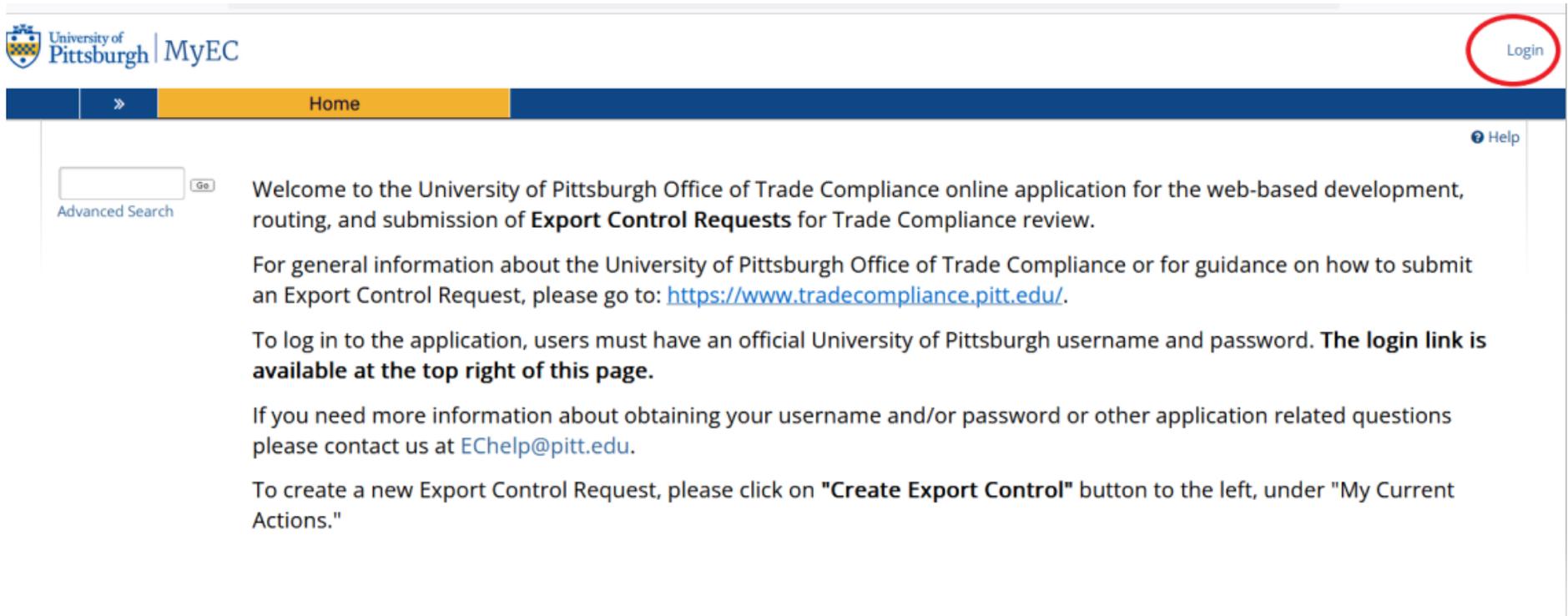


**Huron Education MyEC:  
A User's Guide for I-129 Request Processing**

If you have questions regarding MyEC, please contact the Office of Research Security and Trade Compliance by email [ResearchSecurity@pitt.edu](mailto:ResearchSecurity@pitt.edu)

1. Go to <https://myec.pitt.edu>

2. Click on Login



University of Pittsburgh | MyEC

Home

Advanced Search

Welcome to the University of Pittsburgh Office of Trade Compliance online application for the web-based development, routing, and submission of **Export Control Requests** for Trade Compliance review.

For general information about the University of Pittsburgh Office of Trade Compliance or for guidance on how to submit an Export Control Request, please go to: <https://www.tradecompliance.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](mailto:EChelp@pitt.edu).

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

Help

Login

### 3. Enter Pitt Passport login information and click on Submit

University of Pittsburgh

Pitt Passport

**Username**

Enter username

**Password**

Password

**Submit** ↗

[Forgot password?](#) | [Need Help?](#)

[New Account Activation](#)

**Important Login Information**

Before entering your University Computing Account credentials, verify that the URL for this page begins with: [passport.pitt.edu](https://passport.pitt.edu). In the Safari browser, you may need to click or tap your address bar to view the URL.

Your credentials are your key to accessing online resources at Pitt. Never share them with anyone---for any reason.

You must completely exit your web browser when you are done accessing services that require authentication, otherwise your login will remain in effect.

## 4. Click on Create Export Control

The screenshot shows the MyEC application interface. At the top left is the University of Pittsburgh logo and 'MyEC'. At the top right, it says 'Hello, Heather Stewart'. Below this is a navigation bar with tabs: 'My Inbox', 'Home' (highlighted in yellow), 'Export Control', 'Site Administration', and 'Facilities'. To the right of the navigation bar are links for 'Components', 'Properties', 'Permissions', 'Subscribe', and 'Help'. On the left side, there is a search box labeled 'Advanced Search' and a section titled 'My Current Actions' which contains a button labeled 'Create Export Control' circled in red. The main content area contains the following text:

Welcome to the University of Pittsburgh Office of Trade Compliance online application for the web-based development, routing, and submission of **Export Control Requests** for Trade Compliance review.

For general information about the University of Pittsburgh Office of Trade Compliance or for guidance on how to submit an Export Control Request, please go to: <https://www.tradecompliance.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 [researchsecurity@pitt.edu](mailto:researchsecurity@pitt.edu)

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

5. Enter the Basic Information required, then click Continue at the bottom, right side of the page

Basic Information

1. \* Select the PITT Employee responsible for this request:  
Heather Stewart   Your name will automatically populate in this field

2. The email address for the responsible PITT employee:  
HES165@pitt.edu  Your email address will automatically populate in this field

3. \* Type of request:  
 Visitor  
 Foreign Travel  
 Shipment  
 Visa (I-129 Part 6)  Click on Visa (I-129 Part 6)  
 Procurement  
 Agreement  
 Payment Processing  
 Controlled Items  
 Technology Control Plan (TCP)  
 Miscellaneous  
[Clear](#)

4. \* Title (Visitor Last Name, Five Digit Area/Department Code, Date [mmddyy]):  
  Title your request using the visa holder's name

5. Guest Editors (Note that any user added here will have edit access to your request):  
   Clicking on the ellipsis will open a menu to search and add other Pitt employees

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

Click Continue 

## 6. Enter the Foreign Hire information, then click Continue at the bottom, right side of the page

Foreign Hire Information

- \* First Name (as it appears on passport):  
 Enter their name as it appears on the passport, include the middle initial or middle name
- Middle initial/name (as it appears on passport):
- \* Last name (as it appears on passport):
- \* Country of Citizenship:  
 Select country of citizenship from the drop-down
- \* Reason for application:  
 Select the Reason for application from the drop-down
- If the individual is already a Pitt employee, please provide his/her email address:

Navigation: Back, Save, Exit, Hide/Show Errors, Print, Jump To, Continue

**7. Enter Position Information. At Question 9, a Yes response will expand into additional questions. If you select No, you can click Continue without additional questions.**

Pittsburgh *myECU* 8011 - System Admin - 1/24/2019 10:29:22 AM

---

**Position Information**

1. \* Job title:

2. \* Department/School:  
  **← Select in the pop-up menu and click OK**  

ID  
There are no items to display

3. \* Supervisor name:  
  **← Select in the pop-up menu and click OK**

4. \* Supervisor email address:  
 **← Will auto-populate based on the supervisor entered above**

5. \* Start Date:  
 

6. \* End Date:  
 

7. \* Brief Job Description:

8. \* Status:  
 Staff  
 Faculty  
 Other Academic Appointment  
[Clear](#)

9. \* Will the Foreign Hire work/participate/collaborate in Research? **← Selecting Yes will lead to several branching questions. See following page for examples. If you select no, you can click Continue.**  
 Yes  
 No  
[Clear](#)

---

← Back Save Exit Show/Hide Errors Print Jump To Continue 

- **Make selections for the additional information required for Question 9. Depending on the answer, there will be expanding information requested, please see the following pages for examples.**

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes

No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"? ⓘ

Yes  No [Clear](#)

c. Will the results of the research be taught, published, or shared with the interested public?

Yes  No [Clear](#)

d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?

Yes  No [Clear](#)

e. Will any technology or technical data that will be released to the Foreign Hire be unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its release?

Yes  No [Clear](#)

f. Will any software source code be released to the Foreign Hire?

Yes  No [Clear](#)

g. Will the Foreign Hire be provided access to any third party-owned technical data or technology that is considered proprietary or confidential to the third party owner? This includes US Government furnished technical data with dissemination controls or other restrictive markings. ⓘ

Yes  No [Clear](#)

h. Will the Foreign Hire be provided access to equipment designed or developed for military, space, or nuclear applications?

Yes  No [Clear](#)

- Expanded section of Question 9a if answer is Yes.

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes

No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

Yes  No [Clear](#)

1. If yes, please describe:

2. If yes, please provide the project identification number(s) (i.e. research cost accounting or InfoEd numbers) currently known:

3. Please describe in detail the research that will be performed (technical scope; major technologies involved; etc.).

- Expanded section of Question 9b if answer is No.

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes

No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"? [?](#)

Yes  No [Clear](#)

1. If no, please explain:

- Expanded section of Question 9c if answer is No.

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes

No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"? 

Yes  No [Clear](#)

c. Will the results of the research be taught, published, or shared with the interested public?

Yes  No [Clear](#)

1. If no, please explain:

- Expanded section of Question 9d if answer is Yes.

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes

No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"? 

Yes  No [Clear](#)

c. Will the results of the research be taught, published, or shared with the interested public?

Yes  No [Clear](#)

d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?

Yes  No [Clear](#)

1. If yes, please explain:

- Expanded section of Question 9e if answer is Yes.

9. \* Will the Foreign Hire work/participate/collaborate in Research?

- Yes
- No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

- Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"? 

- Yes  No [Clear](#)

c. Will the results of the research be taught, published, or shared with the interested public?

- Yes  No [Clear](#)

d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?

- Yes  No [Clear](#)

e. Will any technology or technical data that will be released to the Foreign Hire be unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its release?

- Yes  No [Clear](#)

1. If yes, please explain:



- Expanded section of Question 9f if answer is Yes.

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes

No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"? 

Yes  No [Clear](#)

c. Will the results of the research be taught, published, or shared with the interested public?

Yes  No [Clear](#)

d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?

Yes  No [Clear](#)

e. Will any technology or technical data that will be released to the Foreign Hire be unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its release?

Yes  No [Clear](#)

f. Will any software source code be released to the Foreign Hire?

Yes  No [Clear](#)

1. If yes, please explain:

- Expanded section of Question 9g if answer is Yes.

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes

No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"? 

Yes  No [Clear](#)

c. Will the results of the research be taught, published, or shared with the interested public?

Yes  No [Clear](#)

d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?

Yes  No [Clear](#)

e. Will any technology or technical data that will be released to the Foreign Hire be unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its release?

Yes  No [Clear](#)

f. Will any software source code be released to the Foreign Hire?

Yes  No [Clear](#)

g. Will the Foreign Hire be provided access to any third party-owned technical data or technology that is considered proprietary or confidential to the third party owner? This includes US Government furnished technical data with dissemination controls or other restrictive markings. 

Yes  No [Clear](#)

1. If yes, please explain:

- Expanded section of Question 9h if answer is Yes.

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes

No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?

Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"? 

Yes  No [Clear](#)

c. Will the results of the research be taught, published, or shared with the interested public?

Yes  No [Clear](#)

d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?

Yes  No [Clear](#)

e. Will any technology or technical data that will be released to the Foreign Hire be unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its release?

Yes  No [Clear](#)

f. Will any software source code be released to the Foreign Hire?

Yes  No [Clear](#)

g. Will the Foreign Hire be provided access to any third party-owned technical data or technology that is considered proprietary or confidential to the third party owner? This includes US Government furnished technical data with dissemination controls or other restrictive markings. 

Yes  No [Clear](#)

h. Will the Foreign Hire be provided access to equipment designed or developed for military, space, or nuclear applications?

Yes  No [Clear](#)

1. If yes, please explain:

## 8. Once Question 9 is complete, click on Continue

3/20/2025

9. \* Will the Foreign Hire work/participate/collaborate in Research?

Yes  
 No

[Clear](#)

a. Will any of the research be sponsored, in whole or in part, by either the University or an external sponsor, including the federal government?  
 Yes  No [Clear](#)

b. Are all projects the Foreign Hire will participate/collaborate on, considered "Fundamental Research"?   
 Yes  No [Clear](#)

c. Will the results of the research be taught, published, or shared with the interested public?  
 Yes  No [Clear](#)

d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?  
 Yes  No [Clear](#)

e. Will any technology or technical data that will be released to the Foreign Hire be unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its release?  
 Yes  No [Clear](#)

f. Will any software source code be released to the Foreign Hire?  
 Yes  No [Clear](#)

g. Will the Foreign Hire be provided access to any third party-owned technical data or technology that is considered proprietary or confidential to the third party owner? This includes US Government furnished technical data with dissemination controls or other restrictive markings.   
 Yes  No [Clear](#)

h. Will the Foreign Hire be provided access to equipment designed or developed for military, space, or nuclear applications?  
 Yes  No [Clear](#)

[Back](#) [Save](#) [Cut](#) [Hide>Show Errors](#) [Print](#) [Jump To](#)

 [Continue](#)

9. Additional Information can be added in this section. If you added a Guest Editor, click on Save a Draft so the Guest Editor can enter information before submitting the request. If not, click Submit.

The screenshot shows a web form titled "Additional Information" with a grey header bar containing navigation options: "Back", "Save", "Exit", "Hide/Show Errors", "Print", "Jump To", "Save a Draft", and "Submit".

**Additional Information**

1. **Attachments:** You can attach a copy of the passport, job description, or other paperwork related to the file.

+ Add

Name	Modified Date
There are no items to display	

2. **Additional Information:** You can enter a more detailed job description, and internal record keeping note, or anything else that might be helpful during the review process.

click Save a Draft if you added a guest editor and want them to make changes. If not, click Submit.

A red arrow points to the "Save a Draft" button in the bottom right corner of the form.

10. If you need a Guest Editor to add information before clicking on Submit, they can click on Edit Export Control to make changes before submitting the form.

The Restricted Party Screening result will also appear in this section.

**EC Review**

Submitted by: Heather Stewart  
Date Submitted: 12/4/2023

**EC000006943: Test, Test 55555, 12-4-23**

Requestor: Heather Stewart  
Request Type: Visa (I-129 Part 6)

Screening Result (AR RPS):  
Visit Status: Cleared Inactive

**MY CURRENT ACTIONS**

- Edit Export Control
- Printer Version
- View Differences

**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 re

Activity	Author	Activity Date
Submitted	Stewart, Heather	12/4/2023 12:55 PM

**11. After submitting the request, this screen will appear with a message that the Office of Research Security and Trade Compliance will respond within two business days.**

**EC Review**

Submitted by: Heather Stewart  
Date Submitted: 12/4/2023

**EC000006943: Test, Test 55555, 12-4-23**

Requestor: Heather Stewart  
Request Type: Visa (I-129 Part 6)

Screening Result (AR RPS): Cleared  
Visit Status: Inactive

```

graph LR
    A[Pre-Submission] --> B[EC Review]
    B --> C[Document Review]
    C --> D[Review Complete]
    B --> B1[Clarifications Requested] --> A
    C --> C1[Clarifications Requested] --> B
    
```

**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.

History | Documents

Filter by Activity  Q + Add Filter ✖ Clear All

	Activity	Author	Activity Date
➔	Submitted	Stewart, Heather	12/4/2023 12:55 PM

**MY CURRENT ACTIONS**

[Edit Export Control](#)

[Printer Version](#)

[View Differences](#)

12. After the review is complete, an email will be sent to the Requestor and copied to [oisicert@pitt.edu](mailto:oisicert@pitt.edu). The Link goes directly to the file for the request in MyEC.

There are three different responses (yellow highlighted section):

- An Approval
- A request for clarification or additional documents/information
- A Denial – Denials are rare, but if that situation would occur, the Office of Research Security and Trade Compliance will contact the Requestor directly

Visa (I-129 Part 6) Request Determination



ResearchSecurity@pitt.edu  
To Stewart, Heather



Mon 12/4/2023 4:52 PM



**To:** [oisicert@pitt.edu](mailto:oisicert@pitt.edu); Heather Stewart ←

**Link:** [Test, Test 55555, 12-4-23](#) ←

The Office of Trade Compliance Services has reviewed the Visa (1-129 Part 6) request in the link above for Foreign Hire, Test Tester and determined that the **Final Determination around this request is: Not Cleared**. Further information with regards to this request can be seen below:

- **Reason for Application:** Initial Request
- **Job Title:** Assistant
- **Deemed Export License Required:** Yes

Please contact the Office of Research Security and Trade Compliance with any questions