Huron Education MyEC:
A User’s Guide for I-129 Request Processing
Link: https://myec.pitt.edu/MyEC

Log in screen

Choose “Create Export Control”
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

3. Title (max 50 characters):
   - Elkadi, Michael

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

Choose your name from the pop up menu & click OK

Title your request using the visa holder’s name.

Clicking “Add” will bring up a chooser menu like the one above.

Click Continue
Position Information

1. **Job title:**

2. **Department/School:**
   - Add
   - Organization
   - There are no items to display

3. **Supervisor name:**
   - Select...

4. **Supervisor email address:**
   - will auto populate based on choice 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?**
   - Yes
   - No
   - Clear

Choose from pop up menu & click OK

Choose from pop up menu & click OK

Your answer to this question leads to several branching questions.
See following pages.
First level branching

If you prefer that your guest editor answer these questions, use the “jump to” button at the top of the screen to navigate to the next section.

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
     - See page 7

   b. Are all projects the Foreign Hire will participate/collaborate on, considered “Fundamental Research”?
     - Yes
     - No
     - Clear
     - See page 7

   c. Will the results of the research be taught, published, or shared with the interested public?
     - Yes
     - No
     - Clear
     - See page 7

   d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?
     - Yes
     - No
     - Clear
     - See page 8

   e. Will any technology or technical data that will be released to the Foreign Hire be unpublished, subject to publication/dissemination restrictions, or subject to other access restrictions (such as off-limits to foreign nationals) at the time of its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
     - See page 8

   f. Will any software source code be released to the Foreign Hire?
     - Yes
     - No
     - Clear
     - See page 8

   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
     - See page 8

   h. Will the Foreign Hire be provided access to equipment designed or developed for military, space, or nuclear applications?
     - Yes
     - No
     - Clear
     - See page 8
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.).

b. Are all projects the Foreign Hire will participate/collaborate on, considered “Fundamental Research”?
   ☐ Yes  ☐ No  Clear
   1. If no, please explain:

c. Will the results of the research be taught, published, or shared with the interested public?
   ☐ Yes  ☐ No  Clear
   1. If no, please explain:

A negative response receives no second level branching questions.

An affirmative response to b or c receives no second level branching questions.
d. Are there any restrictions on the research projects the Foreign Hire will participate/collaborate on?
   Yes ○ No  Clear
   1. If yes, please explain:

Affirmative responses to questions d-h require further explanation.

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:

f. Will any software source code be released to the Foreign Hire?
   Yes ○ No  Clear
   1. If yes, please explain:

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:

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:

Click Continue
Additional Information

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

This could be a more detailed job description, an internal record keeping note or anything else that might be helpful to you or the Export Control Reviewer.

2. Attachments:

You can attach a copy of the passport, job description or other paperwork for the person’s file.

Click Save a Draft if you assigned a guest editor

Click Submit if you did NOT assign a guest editor
Status screen: Guest Editor

EC000000302: Elkadi - JMC test
Requestor: Test Requestor
Screening Result (AR RPS): 
Request Type: Visa (I-129 Part 6) Visit Status:

Click to email your guest editor
Guest Editor Notification

The following Guest Editor(s) have been selected:

1. **Guest Editors:**

   - Name: Jason Smith
   - Organization: University of Pittsburgh

   You can add additional editors

   The standard email will point the editor to question 9, but if you want your guest editor to review any other part of the entry, put that here.

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

   The standard email will point the editor to question 9, but if you want your guest editor to review any other part of the entry, put that here.

Click OK to notify these editors to complete question 9 on the Position Information view. Click Cancel to return to the workspace.
Choose Edit Export Control to begin entering additional information or to review the information added by your guest editor.
Once you and your guest editor are finished entering information, **you** will click Submit.
Confirmation screen

EC0000000213: ElKadi - JMC Test

Submitted by: Test Requestor
Date Submitted: 8/18/2016

Status: Restricted
Party Screening (RPS) result

Status of review

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.
Suspected RPS hit

Restricted Party Screening (RPS) result
A review of your Export Controls Submission has been completed. Changes and/or further clarification are needed as follows:

<Office of Export Controls comments will appear here>

Please make the required changes and/or clarification and re-submit your request.

Note from Export Control Reviewer explaining what is needed
Approved email and screen

Example of email you will receive from MyEC

The Office of Export Controls Services has reviewed the Visa (I-129 Part 6) request in the link above and determined that the Final Determination around this request is: **APPROVED**

Please contact the Office of Export Controls Services with any questions.

Screen you will see in MyEC
Denied email and screen

Example of email you will receive from MyEC

The Office of Export Controls Services has reviewed the Visa (I-129 Part 6) request in the link above and determined that the Final Determination around this request is **DENIED**.

Please contact the Office of Export Controls Services with any questions.

Screen you will see in MyEC

A denial would be rare, but should that situation occur, the Office of Export Controls will be in touch with the requestor.

Notes to Requestor

This Visit was denied. Please contact the Office of Export Controls Services (OEC) for more information.
The Office of Export Controls Services has reviewed the Visa (I-129 Part 6) request in the link above for Foreign Hire <name here> and determined that an export license will not be required. Further information with regards to this request can be seen below:

- <Reason for application>
- <Job title>
- Export license is not required

Please contact the Office of Export Controls Services with any questions.

It is rare that an export license would be required. Should that situation occur, the Office of Export Controls would be in touch with the requestor about the licensing process.
Should you have questions regarding MyEC, please contact the Office of Export Controls by email ECHelp@pitt.edu or one of us directly.

Allen DiPalma, Director
dipalma@pitt.edu
412 624-7415

Jacquelyn Correll, Export Controls Manager
jmcorrell@pitt.edu
412 624-0140