

ORC USE ONLY

Request #:

Date Received:

## Request to Activate or Deactivate Access to Visual Compliance



RESEARCH  
COMMERCIALIZATION  
OUTREACH

### Instructions and Certifications (Failure to follow may result in a delay in processing)

Complete this form to activate or deactivate access to Visual Compliance (Software) for an individual User who has a **business need** for its use.

Email any questions to the Research Compliance and Export Control Officer.

### By signing this Request to Activate or Deactivate Access to Visual Compliance (Request), the Requesting Department and the User certify the following:

1. TrainTraq Training "211212: Export Controls and Embargo Training - Basic Course" has been completed by the User, is current (expires after two years), and its Completion Report is included as an attachment;
2. Have read and understood the responsibilities set forth in TAMUCC Rule 15.02.99.C1 and the TAMUCC Export Control Manual (Manual) regarding export control;
3. The User is a U.S. citizen or a legal permanent resident alien of the U.S. and has a business need to use the Software;
4. The Requesting Department has completed a restricted party screening of the User, which did not raise any concern and has been included as an attachment, or has requested that the Office of Research Compliance (ORC) complete the same, which did not raise any concern and has been included as an attachment;
5. The User will follow the Manual and institutional, departmental, and/or ORC policies, as applicable, in using the Software and will use the Software only for TAMUCC business purposes within the scope of his/her employment;
6. Have submitted the Request a **minimum of thirty (30) days in advance** of the anticipated use; will communicate whether there is a firm start date or other deadline associated with this Request;
7. Will keep a copy of this Request, if approved, for five (5) years after the approval date; and
8. Will promptly submit a Request to deactivate the User's account when there is no longer a business need for his/her access.

**After completing the foregoing, submit the Request with supporting documentation via email to the Research Compliance and Export Control Office:**

Research.compliance@tamucc.edu

### Activation or Deactivation

Indicate the type of request.

Activate New Account

Deactivate Account

*Note: Past searches will remain accessible after deactivation of a User's account.*

Effective Date of Activation or Deactivation:

## Requesting Department; User; Business Need for Use

Requesting Department:

User Name:

User Address (*Building and Room*):

User Email:

User Phone:

Provide the User's **business need** for use of the Software with justification.

## Requesting Department and User Signatures

By signing this Request, the Requesting Department and the User certify that they have read and understood the requirements and responsibilities set forth in the section entitled "Instructions and Certifications" in relation to use of the Software. In addition, the Requesting Department and the User certify that they will abide by any and all applicable federal, state, and/or institutional regulations, including any requirements from the TAMUCC Office of Research Compliance (ORC) or the System Office of Research Compliance or similar authority.

### User

Name:

Signature:

Date:

### Requesting Department

Name:

Signature:

Date:

### TAMUCC ORC

Restricted Party Screening Passed

TrainTraq Course Completed

Approved

Not Approved

Comments:

Signature:  Date:

### TAMU ORC

Approved

Not Approved

Comments: