USER GUIDE
International Agreement Management System
Introduction

This guide provides information on how to use the International Agreement Management System. Prior to reading this tutorial, please visit the following link and familiarize yourself with the new layout of the system:

http://international.ucf.edu/agreements/index.php

The topics covered in this tutorial are:

» Creating a new user account
» Updating your personal “account information”
» Initiating an agreement
» Navigating the “public records” section
» Signing an agreement
» The to-do list

Creating a New User Account

You will already have an account in this system if you were registered in the last version. If you have not been a user in the past, you will need to create an account to use the International Agreement Management System.

1. To create a new account, visit the following webpage

   http://international.ucf.edu/agreements/index.php?view=1

2. You can get to the same Webpage by clicking on the hyperlink at the bottom of the “Create an Account” link.

3. Please provide the required personal and account information.

   Once you have completed the form, click the “submit” button at the bottom of the form.

4. Clicking the “submit” button will direct you to the next page which will request your UCF “identity”, which is your position with the university.
An example of an identity is the following:

Unit: College of Arts and Humanities  
Position: Faculty  
Campus: main-Orlando

The above identity is a member of the Faculty for the College of Arts and Humanities at UCF’s Main campus (Orlando).

IAGS will not approve an account without the identity information. **Note:** If you have more than one identity, choose your main one. You will able to add additional ones later in your account settings.

5. Once you submit the form, you will see a screen confirming that your information has been received. You will not be able to login to your account immediately. Your information has been sent to an administrator. The administrator will verify the information and ensure that you do not already have an account. Once the administrator has approved your request to create an account, you will receive an email informing you that your account was approved. You should be able to login at that time.

6. If you already have an account, but forgot your password, click the “Retrieve Password” link. If you still have problems logging in, contact IAGS at intagreements@ucf.edu or call 407-882-2300.

7. If your account was rejected, you will receive an email stating that your account was rejected. If you feel that a rejection was made in error, please contact the System Administrator at 407-823-4376.

### Updating Account Information

To update your account information, login at:


If you do not have an account, follow instructions listed above.

1. Once you have logged in, you are taken to a welcome screen. Locate the navigational links (menu) at the top of the page and click on the link that reads “Account.”

2. The “Account” page displays the information currently in the system. Please maintain this information updates to ensure that you receive notices associated with the agreements you have initiated. Everything that has the link entitled “Edit” next to it can be updated. Click the link to open a form where you may update information. Click the “update” button to save the information to the account.

3. You may also add or remove identities with the university under the account section entitled “UCF Positions.”
Initiating an Agreement

Step 1
Log into the system at http://www.international.ucf.edu/agreements

The UCF International Partnership Management System is intended to facilitate the approval and maintenance of international agreement records at UCF. It provides access to agreement information for agreements initiators (UCF faculty and staff), authorizers (heads of the units involved in the implementation of the activities associated with the agreement) and other members of the community. The instructions on each page should guide you through the process. However, if you technical assistance with the operation of the system please contact International Studies at 407-823-2308. If you have other questions about international partnerships at UCF please contact 407-823-4375.

Note:
Data collected in this system will be used only for authorizing and maintain records of UCF International Partnerships. The information will be archived for the period of time designated by the state of Florida’s archiving policies. We will not disclose your information to third parties or other government agencies, unless we have gotten your consent or are required to do so by Florida law, Federal law. Our Web server does automatically recognize the Internet domain and IP address from which you accessed the site. However, OS only compiles aggregated statistics about the volume and timing of access to our Web site.
Step 2
Click on the “My Agreements” option

Step 3
Click the “Initiate an Agreement” link.
Step 4

1. Make sure that you have gathered the information that you will need to provide to initiate an agreement.
2. Click the “Accept and Continue” link.

Step 5

Select the country where the institution is located. Then press “Select.”
Step 6A
Review the current list of institutions. If the institution is listed, select it and press “Submit.” If the institution was not listed, go to Step 6B; otherwise go to step 7.

Step 6B
To suggest an institution fill out the requested information. Once you have suggested an institution you must wait for an approval from the administrator before you can move forward with the rest of the agreement process.
Step 7
Create a description for the record. This is for your own organizational purposes. Others will not be able to view your description. Scroll to the second drop box and select your position at UCF. If you wear multiple hats at UCF, select the position that you want to link to this particular agreement. The position you select will be one of the bases for the review process. After you have selected the appropriate position click the “Submit” button.

International Agreements
Fill out preliminary information about the agreement.
Create a title/short description for your program:
This title/description will be used to help organize your information. It is not an official title and will only be displayed in your account.

Select your UCF position for this agreement:
Orlando-Main Campus - International Studies - Office of - Staff

Submit
Step 8
Complete the required information.

International Agreements

Contact Information

Please provide the following information about the contact person at the institution abroad. This person should be aware of the discussions between UCF and his/her institution, as well as about the agreement process at the institution abroad.

Contact’s Personal Information

<table>
<thead>
<tr>
<th>Unit (Ex. International Relations)</th>
<th>DIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
<td>Naseema Abbasi</td>
</tr>
<tr>
<td>Title:</td>
<td>Grad Assistant</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:naseema.abbasi@ucf.edu">naseema.abbasi@ucf.edu</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>(407) 823-2300</td>
</tr>
</tbody>
</table>

Agreement Mailing Address

Enter as much information as necessary for the country that you are mailing to. If you are unsure, please consult current international postal specifications before entering the following information.

Mail Agreement To:

<table>
<thead>
<tr>
<th>Full Name (If different from Contact)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City/Town/Locality:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Postal Code: (ex. 04642-000)</td>
</tr>
<tr>
<td>Province Code: (ex. SP)</td>
</tr>
<tr>
<td>Neighborhood: (ex. Centro)</td>
</tr>
</tbody>
</table>

Institution Signature Information (Abroad)

Please enter the following information about the person who will be signing the agreement for the Institution abroad.

| Full Name:                        | Naseema Abbasi |
| Title:                            | Grad Assistant |
Step 9
Select the appropriate Agreement Type, if you have any questions about the type of your agreement please contact the administrator at intagreements@ucf.edu. Also please note that only one type may be selected per agreement, if your agreement is intending to perform multiple functions with the university abroad you must submit multiple agreements.

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Select an Agreement Type

General Agreement for Collaboration:
- General Agreement for Collaboration
  This document establishes a framework for exploring collaboration. It identifies institutional concerns such as legal restrictions, immigration, technology transfers, and intellectual property. A General Agreement expires in 3 years and is typically not renewed as a more specific Memorandum of Understanding should be developed for continued collaboration with the partner university.

Specific Agreements:
- Short Term Study Abroad
  This agreement details the activities associated with a UCF study abroad program at a particular site. It includes specific conditions and expectations from both parties about the activities that will be associated with the program. UCF’s Office of International Studies (http://www.international.ucf.edu/internationalstudies/) is responsible for the procedures for developing and implementing UCF study abroad programs.

- Reciprocal Student Exchanges (RSE)
  This agreement establishes the specific roles and responsibilities for the implementation of a reciprocal student exchange between UCF and an institution abroad. RSE programs provide excellent opportunities for UCF student study abroad, while incoming participants are an asset for UCF’s internationalization plan. RSE participants are registered at their home institutions. RSE activities have financial accreditation and immigration implications and require a thorough evaluation.

- Doctoral/Master’s Supervision
  This agreement structures the expected roles and responsibilities for formal participation in graduate theses and dissertation committees, as well as graduate research supervision.

- Dual Degree Program
  This agreement implements a graduate or undergraduate program that would allow students to simultaneously work on a degree program at UCF and at an institution abroad, complying with the degree requirements for both institutions. Dual Degree agreements include an articulation of courses, as well as the procedures to ensure program coordination and compliance with accreditation principles.

- Technical & Scientific Cooperation
  This agreement provides a general framework for academic research collaboration, protects intellectual property, and provides for compliance with US Federal laws.

NOTE: This agreement is not appropriate for relationships that involve specific research projects, activities associated with restricted technologies, activities that are expected to lead to the development of commercial intellectual property (such as licenses or patents), or activities linked to a sponsored project.

- Other
  Agreements that involve activities abroad for which there is no existing template.
Step 10
Click on “Accept and Continue” to verify that you have understood the requirements of this agreement and that you completed the requested steps.
Step 11
Review and verify that all the information provided is correct and click on “Submit Agreement.”

You will receive notifications regarding the process of development and approval of the agreements as it moves forward.