



UCF Global

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://global.ucf.edu/agreements>

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://global.ucf.edu/agreements>

Please Login

Username:

Password:

[Forgot password?](#)

[Retrieve Password](#)

[Don't have an account?](#)

[Create an Account](#)

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).

UCF GLOBAL will not approve an account without the identity information. **Note:** If you have more than one identity, choose your main one. You will be 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 UCF GLOBAL 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 :

<http://global.ucf.edu/agreements>

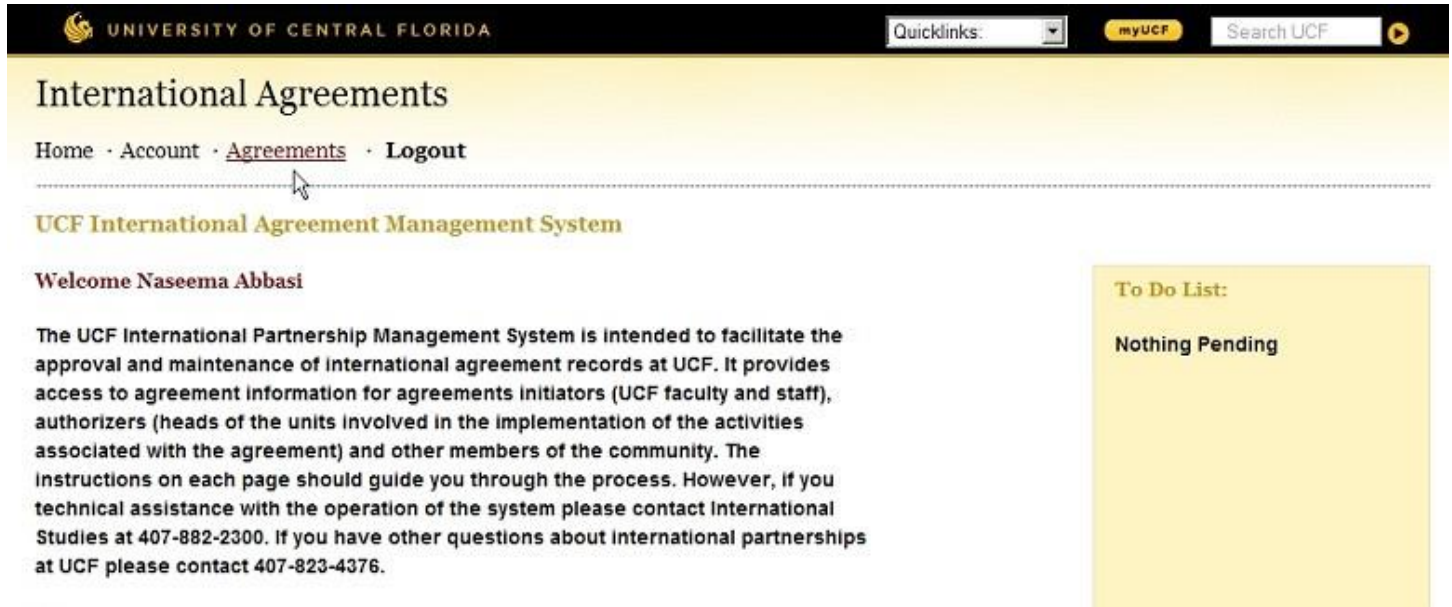
If you do not have an account, follow instruction in A above.

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://global.ucf.edu/agreements>



The screenshot shows the UCF International Agreement Management System interface. At the top is a black navigation bar with the UCF logo and the text "UNIVERSITY OF CENTRAL FLORIDA". To the right of the logo are three items: a "Quicklinks:" dropdown menu, a "myUCF" button, and a "Search UCF" search bar with a magnifying glass icon. Below the navigation bar is a yellow banner with the text "International Agreements". Underneath the banner is a breadcrumb trail: "Home · Account · Agreements · Logout". Below the breadcrumb trail is a horizontal dashed line. Under the dashed line is the text "UCF International Agreement Management System". Below this text is a welcome message: "Welcome Naseema Abbasi". To the right of the welcome message is a yellow box with the text "To Do List:" and "Nothing Pending". Below the welcome message is a paragraph of text: "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 407-882-2300. If you have other questions about international partnerships at UCF please contact 407-823-4376."

UNIVERSITY OF CENTRAL FLORIDA

Quicklinks: myUCF Search UCF

International Agreements

Home · Account · Agreements · Logout

UCF International Agreement Management System

Welcome Naseema Abbasi

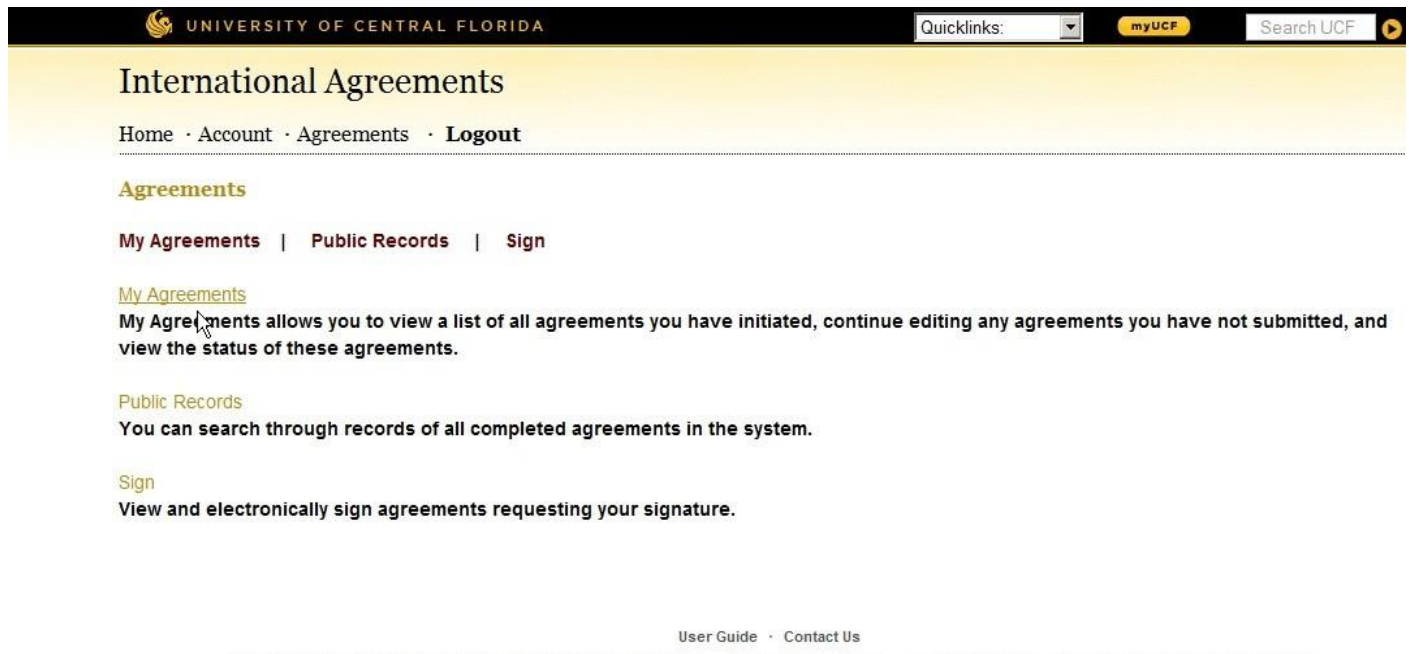
The UCF International Partnership Management System is intended to facilitate the approval and maintenance of international agreement records at UCF. It provides access to agreement information for agreements initiators (UCF faculty and staff), authorizers (heads of the units involved in the implementation 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 407-882-2300. If you have other questions about international partnerships at UCF please contact 407-823-4376.

To Do List:

Nothing Pending

Step 2

Click on the “My Agreements” option



The screenshot shows the top navigation bar of the University of Central Florida website, including the logo, name, and search bar. Below the header, the page title is "International Agreements". A breadcrumb trail shows "Home · Account · Agreements · Logout". The main content area is titled "Agreements" and contains three links: "My Agreements", "Public Records", and "Sign". The "My Agreements" link is highlighted with a mouse cursor. Below the links, there are three sections: "My Agreements" (describing viewing and editing agreements), "Public Records" (describing searching through completed agreements), and "Sign" (describing electronic signing). At the bottom, there are links for "User Guide" and "Contact Us".

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Quicklinks: myUCF Search UCF

International Agreements

Home · Account · Agreements · Logout

Agreements

My Agreements | Public Records | Sign

My Agreements
My Agreements allows you to view a list of all agreements you have initiated, continue editing any agreements you have not submitted, and view the status of these agreements.

Public Records
You can search through records of all completed agreements in the system.

Sign
View and electronically sign agreements requesting your signature.

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Step 3

Click the “Initiate an Agreement” link.



The screenshot shows the same top navigation bar and header as the previous step. The main content area is titled "International Agreements". A breadcrumb trail shows "Home · Account · Agreements · Logout". The main content area is titled "Agreements" and contains three links: "My Agreements", "Public Records", and "Sign". Below the links, there are two sections: "Initiated Agreements" (describing viewing and editing agreements) and "Public Records" (describing searching through completed agreements). The "Initiated Agreements" section contains a link labeled "> Initiate an Agreement" which is highlighted with a mouse cursor. At the bottom, there are links for "User Guide" and "Contact Us".

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Quicklinks: myUCF Search UCF

International Agreements

Home · Account · Agreements · Logout

Agreements

My Agreements | Public Records | Sign

Initiated Agreements
You have not initiated any agreements
> Initiate an Agreement

Public Records
You can search through records of all completed agreements in the system.

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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.

The screenshot shows the 'International Agreements' page on the University of Central Florida website. The header includes the UCF logo, navigation links (Home, Account, Agreements, Logout), and a search bar. The main heading is 'International Agreements'. Below it, a section titled 'Initiate an Agreement' states: 'In order to complete the agreement process, you will need:' followed by a bulleted list of requirements: 'The name and location of the institution abroad.', 'The contact information for the institution abroad (including the name and position of the representative abroad who will be signing the agreement).', 'The mailing address for the institution abroad', and 'The type of agreement you are proposing (along with having completed all requirements associated with that agreement type)'. A note below the list says: 'If you are missing any of these requirements, your agreement will not be approved.' At the bottom of the list, there is a link labeled 'Accept and Continue' with a mouse cursor hovering over it. The footer contains links for 'User Guide' and 'Contact Us'.


Step 5

Select the country where the institution is located. Then press “Select.”

The screenshot shows the 'International Agreements' page on the University of Central Florida website, specifically the 'Select an Institution' section. The header is identical to the previous screenshot. The main heading is 'International Agreements'. Below it, a section titled 'Select an Institution:' states: 'If the institution you wish to collaborate with is located on the list below, select it and click select to proceed to the next step.' Below this text, there is a form with a 'Country:' label, a dropdown menu showing 'Albania', and a 'Select' button. A mouse cursor is hovering over the 'Select' button. To the left of the dropdown menu, there is a list of countries: Albania, Argentina, Australia, Austria, Bahamas, Bahrain, Belgium, Bolivia, Botswana, Brazil, Bulgaria, Canada, Chile, China, Colombia, Costa Rica, Croatia, Czech Republic, Dominican Republic, and Ecuador. To the right of the dropdown menu, there is a text box with the following text: 'The above list of countries is not exhaustive. If the institution you are looking for is not on the list, you may suggest it for inclusion. You will receive an email once an administrator has reviewed your suggestion.' The footer contains links for 'User Guide' and 'Contact Us', and a contact address: '1600 Central Florida Blvd, Orlando, FL 32816 · Phone: (407) 823-4376 · Fax: (407) 823-5407 · Email: internationalization@ucf.edu'.

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

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International Agreements

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Select an Institution:

If the institution you wish to collaborate with is located on the list below, select it and click select to proceed to the next step.

Country:

Institution:


Suggest an Institution:

The above institutions are those that either have current or past agreements with UCF.
If the Institution that you are looking for is not on the list, you may suggest it for inclusion. You will receive an email once an administrator has reviewed your request.

[Suggest an Institution](#)

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.

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Suggest an Institution

Fill out as much of the institution information as you can. The institution will have to be approved by an administrator before you can continue the agreement process. If the institution has been approved, you will be notified via email.

Basic Information

Institution Name:

Institution Website:
(English if available)

Location:

Address:


City: Province Code:

Country: State:

Neighborhood: Postal Code:

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.

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Quicklinks: 

myUCF


Search UCF 


Home · Account · Agreements · **Logout**Test Orlando-Main Campus - International Studies - Office of - Staff Submit 

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Step 8

Complete the required information.

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Quicklinks: 

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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

Unit: (Ex. International Relations)	<input type="text" value="OIS"/>		
Full Name:	<input type="text" value="Naseema Abbasi"/>	Title:	<input type="text" value="Grad Assistant"/>
Email:	<input type="text" value="seema.abbasi@ucf.edu"/>	Phone:	<input type="text" value="(407) 882-2300"/>

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:

Full Name: (if different from Contact)	<input type="text"/>		
Street Address:	<input type="text" value="Orlando Blvd, Suite MH150"/>	City/Town/Locality:	<input type="text" value="Orlando"/>
Country:	<input type="text" value="USA"/>	State:	<input type="text" value="FL"/>
Postal Code: (ex. 04642-000)	<input type="text" value="32816"/>	Province Code: (ex. SP)	<input type="text"/>
Neighborhood: (ex. Centro)	<input type="text"/>		


Institution Signature Information (Abroad)


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

Full Name:	<input type="text" value="Naseema Abbasi"/>	Title:	<input type="text" value="Grad Assistant"/>
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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. 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 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.

Enter Details:

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.

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You have selected:

Reciprocal Student Exchanges (RSE)

In selecting this type of agreement, you acknowledge that:

- You have read and understood the description of this agreement type
- You have completed the necessary steps required by this agreement type.

Accept and Continue

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Step 11

Review and verify that all the information provided is correct and click on “Submit Agreement.”

Proposed Partner Institution

Edit Section

Institution Name: University of Tirana Website: http://pages.albaniaonline.net/ut/unitirana_en/default_en.html
Address: Rectorate Sheshi "Nene Tereza" Rectorati I UT City: Tirana
Province Code: N/A Country: Albania
Postal Code: N/A Neighborhood: N/A
State: N/A

UCF Initiator

Name: Naseema Abbasi Campus: Orlando-Main
Unit: International Studies - Office of Position: Staff
Email: naseema.abbasi@ucf.edu Phone: 407-882-2300
Address: 4000 Central Florida Blvd, Suite MH150 Orlando, FL 32816-0065

Contact and Signer Abroad

Edit Section

Contact Name: Naseema Abbasi Contact Unit: OIS
Contact Email: naseema.abbasi@ucf.edu Contact Phone: (407) 882-2300
Signer Name: Naseema Abbasi Signer Title: Grad Assistant

Agreement Mailing Address

Edit Section

Address: 4000 Central Florida Blvd, Suite MH150 City: Orlando
Province Code: N/A Country: USA
Postal Code: 32816 Neighborhood: N/A
State: FL

Agreement Details

Edit Section

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 students to 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.

[Submit Agreement](#)

Approval

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