All ecrt Users

Q: How do I login to ecrt?
A: When you enter your credentials into my.pitt.edu, you will be directed to main landing page. The link for ecrt will be included in the listing on the right side of your page, along with your links to other university systems.

Q: How do I know which statements I need to certify?
A: The statements you need to certify will be listed in the email reminders you receive from ecrt. You will also see the same individuals in your Statements Awaiting Certification tab, shown below:

When you have navigated to your effort statement, those same individuals will show up in your Work List if you still have statements that require certification.
If there are no longer any individuals listed in your Statements Awaiting Certification tab, you are done. Your name will always be listed in your Work List in order for you to access your historical statements. Every other name will be moved from the Active section of the Work List into the Recently Completed section, where you can access those statements for up to 45 days after certification.

Q: Can I certify everyone in my Work List, including myself, at the same time?
A: Yes, you can pull up every effort statement in your Work List at the same time for certification. First, click the Select All icon in the Work List.

It may take some time to refresh the page depending on the number of individuals in your list. When every statement is displayed, you will need to check each line that you plan to certify, either by manually selecting each Check Box or by clicking the “ALL” link on each statement.
When you have checked each line that you want to certify, you can click the Certify Checked button which follows the final statement in your list (highlighted in red in the above screenshot). You will proceed to the attestation page where you can complete the certification for every individual you selected.

Q: If I have questions, whom should I contact?
A: You can receive help in a number of ways. Every effort statement has a Get Help button that opens an email to your Primary Effort Coordinator.

You can also learn more general information about the page you are viewing in eCRT by clicking the Help button at the top right corner of the page.
Additionally, questions can be submitted to Central Administration by emailing sparhelp@cfo.pitt.edu.

**Q:** I am typing data in a search box and pressing enter, why is nothing happening?  
**A:** When entering data into certain fields, such as a department or PI name, the system is equipped with “smart keys” which generate suggested values when at least 3 characters are entered. The more characters you enter the more specific your search results will be. After typing in your search criteria, please allow a few seconds for the system to identify your data. Once the data box returns a value, click on the appropriate selection then click the Submit button.