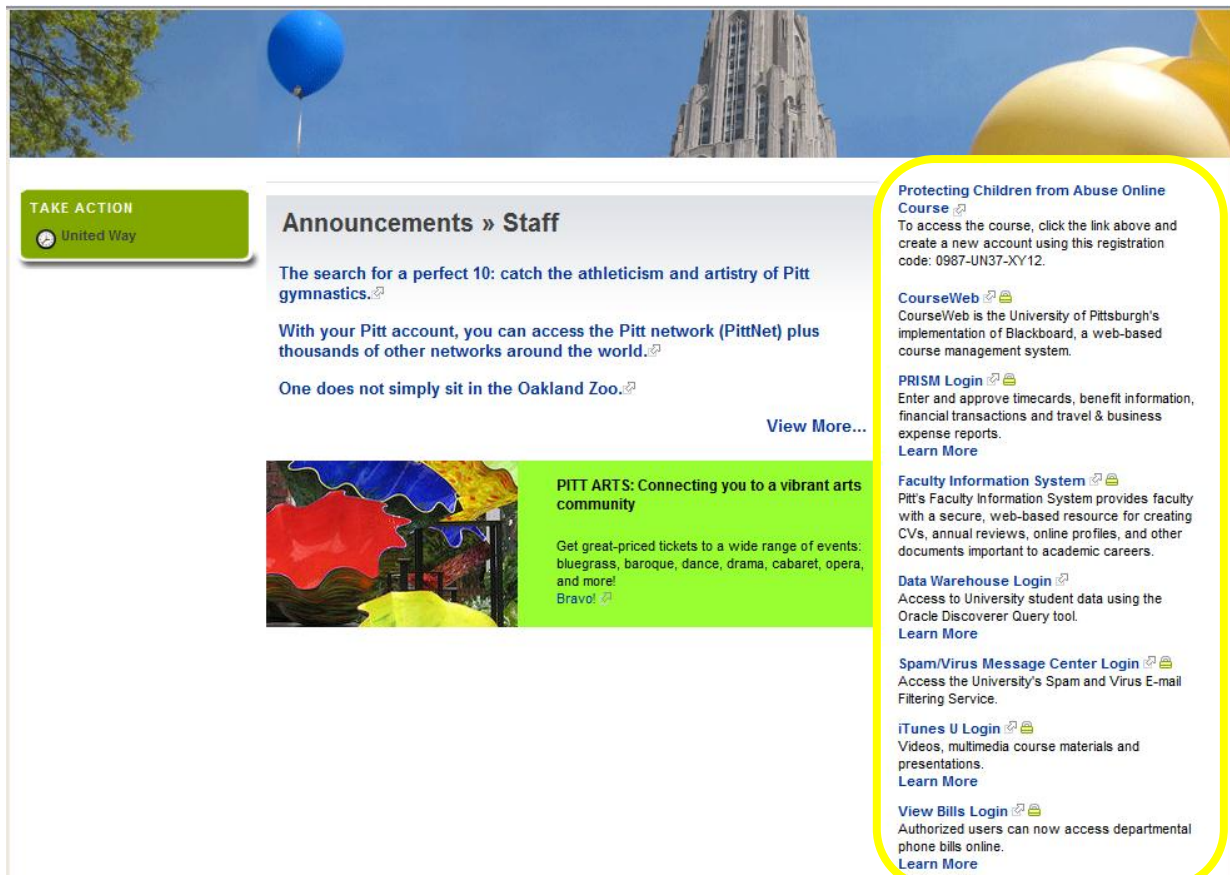


## All ecrt Users

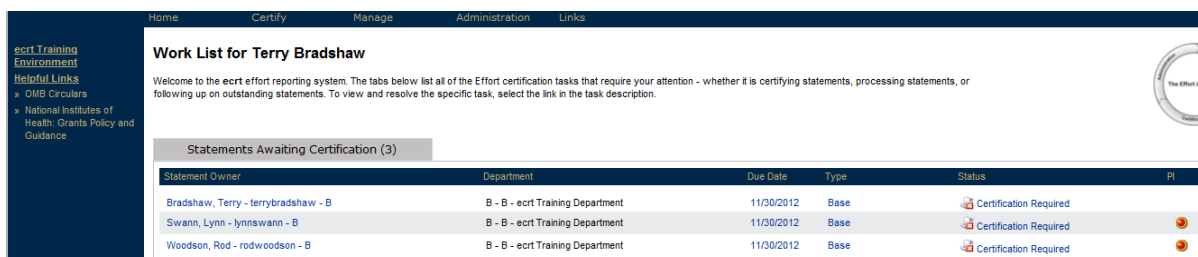
### Q: How do I login to ecrt?

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:





Statement Owner	Department	Due Date	Type	Status	PI
Bradshaw, Terry - terrybradshaw - B	B - B - ecrt Training Department	11/30/2012	Base	Certification Required	
Swann, Lynn - lynnswann - B	B - B - ecrt Training Department	11/30/2012	Base	Certification Required	
Woodson, Rod - rodwoodson - B	B - B - ecrt Training Department	11/30/2012	Base	Certification Required	

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.

Home   Certify   Manage   Administration   Links

**Effort Statement Instructions**  
To certify your effort, type the percent of effort that you worked on each activity during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button. Your certification statement needs to be certified and then approved for processing by your effort coordinator. Finally, all certification data must be entered as a whole number (i.e. 10).

Work List		Bradshaw, Terry	
▼ Active		► Statement Owner	
Bradshaw, Terry	B - ecrt Training Department	▼ Effort Statements *	
Swann, Lynn	B - ecrt Training Department	▼ Needing certification *	
Woodson, Rod	B - ecrt Training Department	Base	11/30/2012 
		► In progress	
		► Historical	
► Recently Completed			



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.

Home   Certify   Manage   Administration   Links

**Effort Statement Instructions**  
To certify your effort, type the percent of effort that you worked on each activity during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button. Your certification statement needs to be certified and then approved for processing by your effort coordinator. Finally, all certification data must be entered as a whole number (i.e. 10).

Work List		Bradshaw, Terry	
▼ Active		► Statement Owner	
Bradshaw, Terry	B - ecrt Training Department	▼ Effort Statements *	
Swann, Lynn	B - ecrt Training Department	▼ Needing certification *	
Woodson, Rod	B - ecrt Training Department	Base	11/30/2012 
		► In progress	
		► Historical	
► Recently Completed			

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.



Effort Statement for Swann, Lynn (Semester); Base effort, from 07/01/2012 to 08/31/2012, due 11/30/2012; Status: Certification Required

Accounts [-]	Distributed	Cost Share	Actual	Certified Effort	Certify Checkboxes
<b>Sponsored - Federal</b>					
13579B Training Award - B 05.0000B.5100.00000.13579B.00000.00000.N ecrt Training Project - Vaccine Research	100.00%	0.00%	100.00%	100.00%	<input type="checkbox"/>
<i>Award Total:</i>	100.00%	0.00%	100.00%	100.00%	
<b>Sponsored - Federal Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>All None</b>

Get Help Close Certify

Effort Statement for Woodson, Rod (Semester); Base effort, from 07/01/2012 to 08/31/2012, due 11/30/2012; Status: Certification Required

INFO - This Effort Statement has multiple certifiers. Only lines that require your certification can be accessed.

Accounts [-]	Distributed	Cost Share	Actual	Certified Effort	Certify Checkboxes
<b>Sponsored - Federal</b>					
13579B Training Award - B 05.0000B.5100.00000.13579B.00000.00000.N ecrt Training Project - Vaccine Research	30.00%	0.00%	30.00%	30.00%	<input type="checkbox"/>
<i>Award Total:</i>	30.00%	0.00%	30.00%	30.00%	
54321B Training Award - B 05.0000B.5400.00000.54321B.00000.00000.N ecrt Training Project - Heart Study	30.00%	0.00%	30.00%	30.00%	<input type="checkbox"/>
<i>Award Total:</i>	30.00%	0.00%	30.00%	30.00%	
<b>Sponsored - Federal Total:</b>	<b>60.00%</b>	<b>0.00%</b>	<b>60.00%</b>	<b>60.00%</b>	
<b>Ion Sponsored</b>					
04.0000B.5100.28465.00000B.00000.00000.N Administration	40.00%	0.00%	40.00%	40.00%	<input type="checkbox"/>
<b>Ion Sponsored Total:</b>	<b>40.00%</b>	<b>0.00%</b>	<b>40.00%</b>	<b>40.00%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>All None</b>

Get Help Close Certify

**Certify Checked**

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.

Effort Statement for Swann, Lynn (Semester); Base effort, from 07/01/2012 to 08/31/2012, due 11/30/2012; Status: Certification Required

Accounts [-]	Distributed	Cost Share	Actual	Certified Effort	Certify Checkboxes
<b>Sponsored - Federal</b>					
13579B Training Award - B 05.0000B.5100.00000.13579B.00000.00000.N ecrt Training Project - Vaccine Research	100.00%	0.00%	100.00%	100.00%	<input type="checkbox"/>
<i>Award Total:</i>	100.00%	0.00%	100.00%	100.00%	
<b>Sponsored - Federal Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>Grand Total:</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>All None</b>

Get Help Close Certify

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.



Effort Statement Instructions

To certify your effort, type the percent of effort that you worked on each activity during the certification period in the box provided. Then click each of the certify checkboxes and press the Certify button. Your certification statement needs to be certified and then approved for processing by your effort coordinator. Finally, all certification data must be entered as a whole number (i.e. 10).



Work List

Active	
Bradshaw, Terry	B - ecrt Training Department
Swann, Lynn	B - ecrt Training Department
Woodson, Rod	B - ecrt Training Department

Covered Individuals

Bradshaw, Terry  
Swann, Lynn  
Woodson, Rod

Additionally, questions can be submitted to Central Administration by emailing [sparhelp@cfo.pitt.edu](mailto: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 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.

Look-up Page

The Look-Up page allows you to search for people or Account. To find a person, enter all or part of the employee's name or employee identification number in the Account name or number in the Account search box and select the correct Account from the prompted results

Employee:

Account:

05.0000K.5100.00000.13579K.00000.00000.M - ecrt Training Pro

54321W - Training Award - W

02.0000Z.5100.00000.00000Z.00000.00000.N - Training Departme

05.000ZZ.5100.00000.1357ZZ.00000.00000.V - ecrt Training Pro

5432YY - Training Award - YY

05.0000V.5100.00000.13579V.00000.00000.N - ecrt Training Pro

05.0000V.5100.00000.13579V.00000.00000.V - ecrt Training Pro

05.000EE.5400.00000.5432EE.00000.00000.N - ecrt Training Pro

02.000MM.5100.00000.0000MM.00000.00000.N - Training Departme

05.0000C.5000.00000.24681C.00000.00000.N - ecrt Training Pro

v