Steps to Certify PI’s Effort

Step 1.
https://applications.umasscs.net/ecrt_product/initWelcome.action
Access ECC Production Web Site; Cut and Paste into browser or go to UML website to access the link: The ECC website

Step 2.
Log Into ECC
Login Instructions: Select ‘Lowell’ as the campus and use your Peoplesoft ID and Password to access ECC

Step 3.
Certify / View My Effort
Click on the link that says Certify / View My Effort

Step 4.
Once you click to certify/view your cards your Past Due Cards will appear first. There will be a message that you have Incomplete Cards (in RED)

Step 5.
The Certified Effort Column will have a % that defaults into the card. Please review the % and make any necessary changes and then check the box next to each % in the Certify Checkboxes column. Every box must be checked and must total 100% at the bottom.

Step 6.
Once you have checked all the boxes – go to the bottom right hand side of the page and you still need to Certify the card by checking the ‘CERTIFY’ button at the bottom. Your effort card is not complete until you do this.
Effort Certification – ECC

~~~ Quick Reference Guide~~~

Step 7.

Last step is to Click ‘I Agree’ after you have certified — final step and completes your certification

PI Effort Certification is complete.

You should receive a message stating that you have no more cards to certify!