




1. Access ECRT with this link: <https://projectconf.miami.edu/ecrt>
2. Log in with Cane ID and password (Name, not C#).
 - Duo Authentication is required
3. The “Welcome” page explains Effort Certification, please take a moment to read if unfamiliar with the process.
4. Effort Statements to be certified are found in the “Work List” (Home page) showing this “ **Not Certified, Not Processed**” icon.
 - If a “Warning” message shows (**WARNING - This Effort Statement**) the statement is not available for certification, please contact your Effort Coordinator
5. Click the Help icon  for an overview of the statement.
6. To review details of how the “Computed Effort” was calculated by the system on each Account, look for the “\$ yellow circle icon”  in the effort statement.
 - Click to see the “Payroll Report” for one account
 - Click “Pay Period View“(heading/link by left margin) to see details on all accounts by pay periods

For additional questions on the effort reported, please contact your Effort Coordinator.

7. Please note “Saving” is not part of the Certification process. If in agreement with the “Computed Effort”, complete the following:
 - a) Click the “Certify Boxes” (last column)
 - b) Click “Certify”
 - c) Click “Agree” to “Certification Statement”
 - d) Pause for the system to bring you to new screen

For additional questions, contact the ECRT Central Administration at (305)284-4054.

For further details on Effort Certification, please visit [ULearn](#) and access the Computer Based Learnings (CBL’s). Type in the Keyword Effort.