

ECERT JOB AID FOR DEPARTMENT SECURITY ADMINISTRATORS (DSAs)

HOW TO ADD ECERT ROLES

1. Access ECERT at <http://myeffort.ucsd.edu>
2. Navigate to the System Administration page, and then click on the View Users link under SECURITY category.
3. Search for the employee by Name or Employee ID, and then select the desired user by clicking on the employee's name

Effort Reporting System - Administration User: DSA's Name Compliance Reports | Return to ERS | Sign-Out

Return to Administration

VIEW USERS

Enter Name/Employee ID Login **3A**

USER LIST

Employee ID	ERS User	Login	E-Mail	Status
	johnrobot	JOHNROBOT-ucop.edu	johnrobot@ucop.edu	Inactive
				Active

3B

4. Click on the Edit User button
5. Select the desired Roles from the dropdown menu, and click on the Add Role button to add it to a user record. Click on the checkbox under Notify for the role of COORDINATOR ACCESS, the status will change from "No" to "Yes" and the preparer will receive notifications, including when new reports were produced. Click on the Submit button to finish.

Effort Reporting System - Administration User: DSA's Name Compliance Reports | Return to ERS | Sign-Out

Return to Administration

EDIT USER

USER: JOHNROBOT ()

First Name: johnrobot

Last Name:

Employee ID:

User Login: JOHNROBOT-ucop.edu

E-Mail: johnrobot@ucop.edu

Active Indicator: Active

Date Last Changed: Sep 9, 2016 11:01 AM

Changed By: 046f359012fa6a460112fa9a650a03

Date Added: Feb 23, 2012 6:32 PM

Added By: *System*

Access PI Indicator

5A

Role Name	Status	Notify	Add Date	Add By	Remove?
COORDINATOR ACCESS	<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Yes 5C	6/5/07 10:27:38	*INSTALL*	REMOVE Role
Compliance Report Generator	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> No	6/5/07 10:27 PM	*INSTALL*	REMOVE Role
Report Generator	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> No	6/5/07 10:27 PM	*INSTALL*	REMOVE Role

5B

5D

Please contact [BFSupport](#) if you have any questions.