ECERT JOB AID FOR DEPARTMENT SECURITY ADMINISTRATORS (DSAs)

HOW TO REMOVE 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.

4. Click on the Edit User button.

5. Select the desired REMOVE Roles to be removed, and click on the Submit button to finish.

Please contact BFSupport if you have any questions.