

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

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

Return to Administration

VIEW USERS

Enter Name/Employee ID **3A** Login [] [Reset]

USER LIST [Add] [View] [User]

Employee ID	ERS User	Login	E-Mail	Status
johnrobot 3B		JOHNROBOT-ucop.edu	johnrobot@ucop.edu	Inactive Active

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

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

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EDIT USER

USER: JOHNROBOT ()

First Name: johnrobot

Last Name: []

Employee ID: []

User Login: JOHNROBOT-ucop.edu

E-Mail: johnrobot@ucop.edu

Active Indicator: [x] Active

Date Last Changed: Sep 9, 2016 11:00 AM

Changed By: 046f359012fa6a460112fa9a650a0327

Date Added: Feb 23, 2012 6:32 PM

Added By: *System*

Cancel

Access PI Indicator [v] [Add Role]

Role Name	Status	Notify	Add Date	Add By	Remove?
COORDINATOR ACCESS	[x] Active	[x] Yes	9/9/16 10:59 AM	046f359012fa6a460112fa9a650a0327	[x] REMOVE Role
Compliance Report Generator	[x] Active	[] No	9/9/16 10:59 AM	046f359012fa6a460112fa9a650a0327	5A [x] REMOVE Role
Report Generator	[x] Active	[] No	9/9/16 10:59 AM	046f359012fa6a460112fa9a650a0327	[x] REMOVE Role

5B [Submit]

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