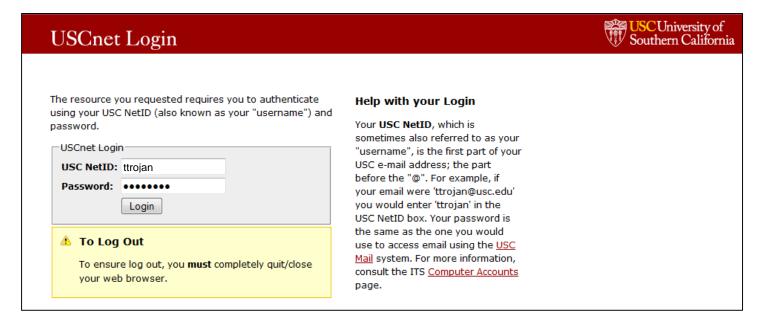
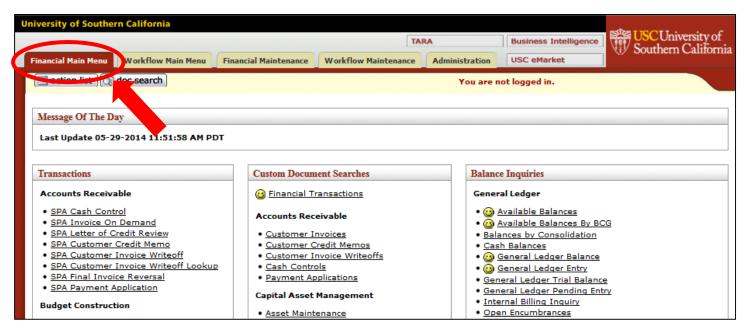
eCert - Quick Instructions for Certifiers without Preparers

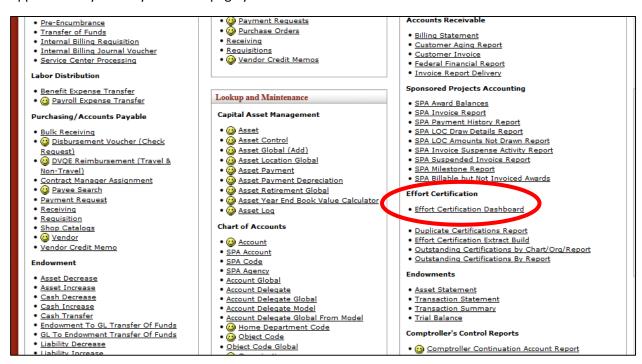
1. Access the Kuali portal through either the email from the Office of Financial Analysis or by logging into the Kuali main page here: http://fbs.usc.edu/depts/kuali/link/7221/kuali-login/. Log in using your USC Net ID.



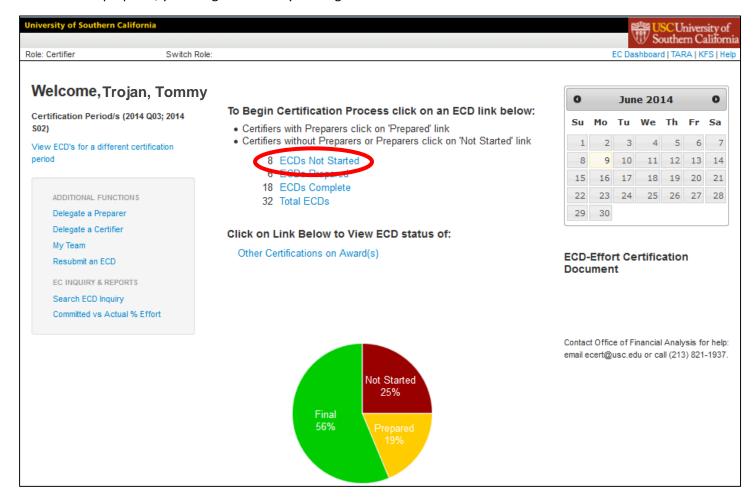
Once you're in Kuali, be sure that you are in the "Financial Main Menu" tab as indicated below.



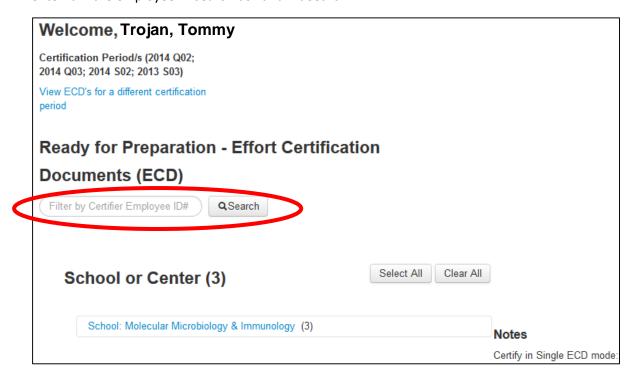
Approximately halfway down the page you'll see an "Effort Certification" link.



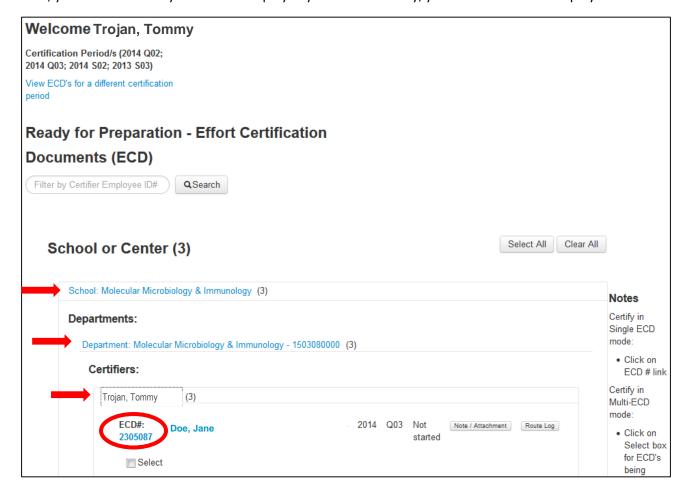
You will arrive at the ECD Dashboard. You will see how many total ECDs you must certify in the "Total ECDs" line. If you do not have a preparer, you can get started by clicking on the "ECDs Not Started" link



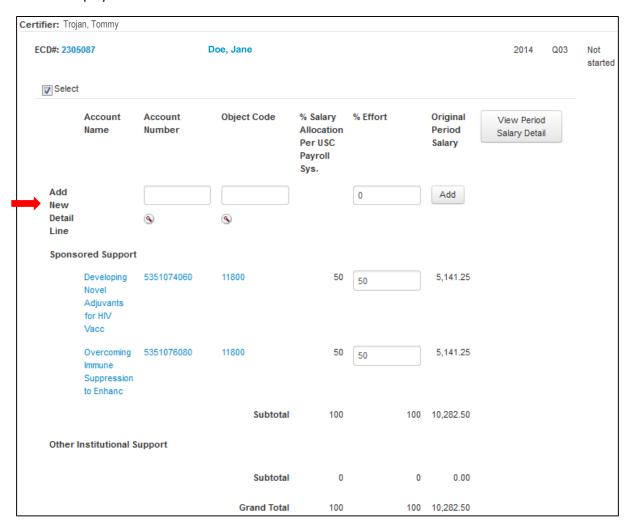
This will take you to the landing page for ECDs that need to be prepared. **If you know your 7-digit employee ID**, you can enter it in the employee ID search box and hit Search.



If you do not know your 7-digit employee ID number, you can drill down by clicking on your school, then department, then, your name. When you find the employee you want to certify, you can click on that employee's ECD number.



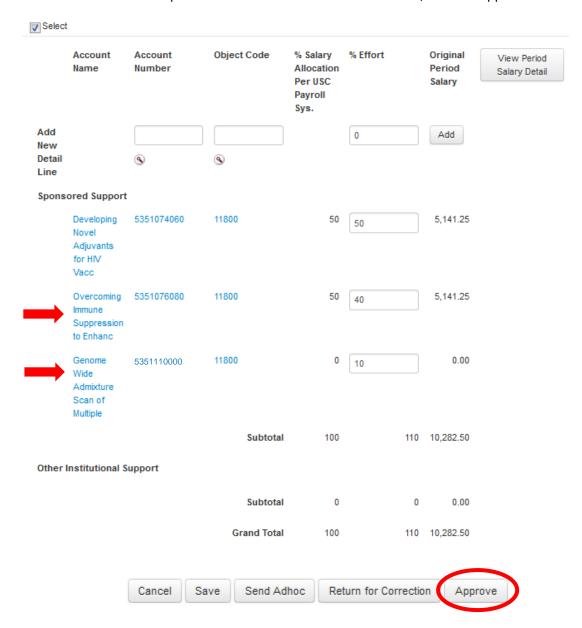
This will display the detailed effort certification document.



Let's say you need to add an additional accounting line. Perhaps you need to note effort on a project that is not shown on your effort certification. In the "Add New Detail Line," add the account number, object code, and percent effort. If you do not know the account number, you may look it up with the magnifying glass. Once you have added the information, be sure to click the "Add" button.



Once you add the accounting line, the new line item will show below the others. You'll have to adjust the other account lines so the total effort equals 100%. Once the document is correct, click the approve button.



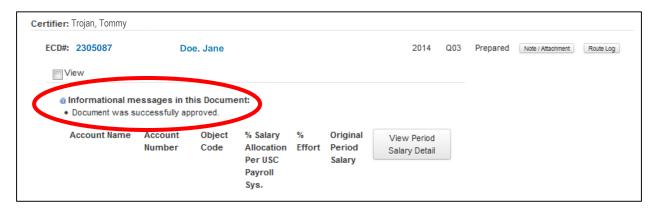
You'll be brought to a Certification Acknowledgment screen. Read the acknowledgment, click the "confirm" button, and hit "submit."

Certification Acknowledgment

I certify that the effort shown on this report reasonably reflects the actual work performed during the stated period of the individual named and I am in a position that provides me with the suitable means of verification that the work was performed.

Submit Cancel

Once submitted, you'll see a confirmation.



You're done with this ECD. If you have more than one ECD to complete, you must repeat this process for each one.

For more detailed instructions on certifying efforts, including how to delegate a preparer, how to approve multiple certifications at once, and how to view other ECDs on your sponsored projects, please visit our training site at: http://fbs.usc.edu/depts/ofa/page/7687/ec training/