

# How to Access the Effort Reporting System (ERS) to Certify Effort Reports

- Guide for Certifiers (Principal Investigator or designated responsible official who has suitable means of verification to certify the effort form(s). and login with your [NetIDMulti](#)

\_\_\_\_\_ (MFA) is required; off campus only [VPN](#) is also required.

- If you need help with NetID, MFA, or VPN, please contact [the Northwestern IT Service Desk](#) at [consultant@northwestern.edu](mailto:consultant@northwestern.edu) or 847-491-3457.

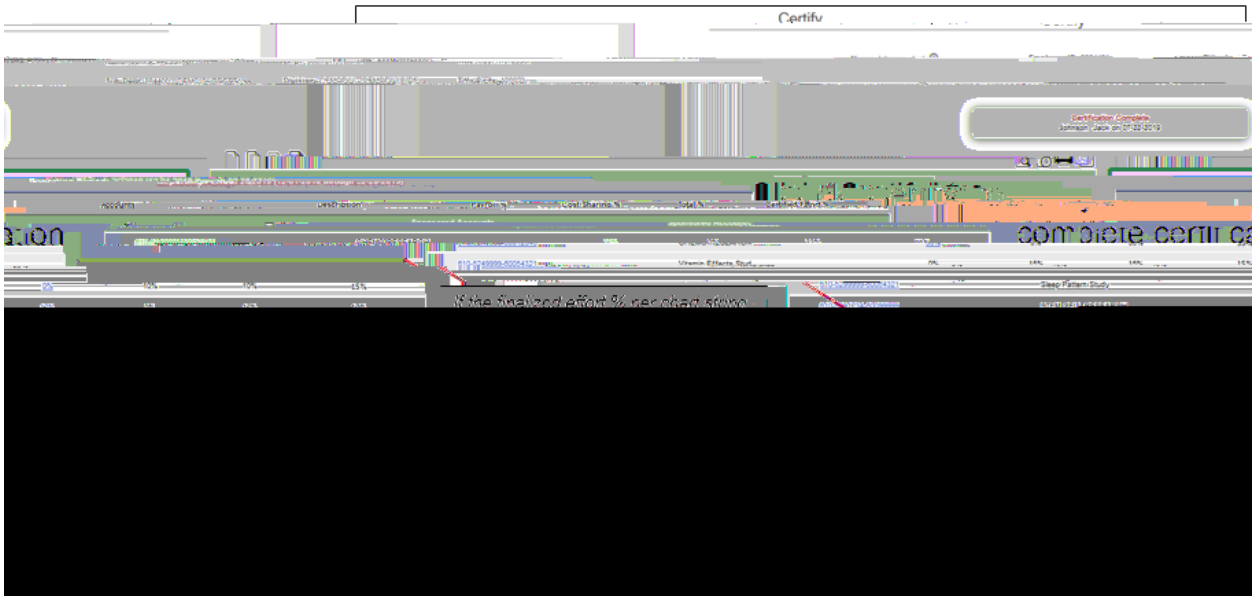
## 2. Access Effort Reports

Reports ready to certify (from current or prior periods) are accessible from the Pending Certification



5. Finalize Certification

Review the summary of Certified Effort % per chart string and notes if applicable. If complete & correct, click "Certify" to attest to and finalize the certification.



6. Exit The Report to Return to Worklist



## 7. View Worklist Status

- After clicking “Exit” at the bottom of the completed effort report, you will return to your certification worklist, which displays the certified status. If you have additional reports to certify, click on an individual’s name to review and complete.
- If you are finished certifying reports, click Logout in the top right corner to exit the system, or Home to work on reports from a different period.

