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

1. **Login to ERS**
   Go to [https://ers.northwestern.edu](https://ers.northwestern.edu) and login with your NetID. Multi-Factor Authentication (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 or 847-491-3457.*

2. **Access Effort Reports**
   Reports ready to certify (from current or prior periods) are accessible from the Pending Certification links (numerical digits) under STATUS/MY TO DO. Click on a number to see a list of reports.
3. **Select an Effort Report to Certify**
   This screen displays the reports which have been pre reviewed by your administrator, and are now ready for you to certify. Click on a name to get started.

![Effort Reporting System](image)

4. **Confirm % Effort per Chart String**
   - Review the estimated % effort per chart string in the Certified Effort % column (pre-populated with your administrator’s estimates). If this is an accurate assessment of actual effort (charged and cost-shared) you or your employee expended on each chart string, no changes are needed; if actual effort differed from your administrator’s estimates, update the % effort per chart string as appropriate. Total Certified Effort % must equal 100%.
   - You may enter additional explanation or comments in the “Notes” field if desired (not required). Notes are displayed on the certified effort report as part of the audit trail. When your review (including updates if appropriate) is complete, click “Proceed.”

![Certificate](image)
5. Finalize Certification
Review the summary of Certified Effort % per chart string and notes if applicable. If all is complete & correct, click “Certify” to attest to and finalize the certification.

Click “Certify” to complete certification
If the finalized effort % per chart string includes corrections to your administrator’s pre-review estimates, or you have added or modified notes, they will be notified so action can be taken as needed.
If the information entered does not accurately reflect effort, do not certify the report. Click “Make Changes” to go back and correct, or “Exit” if you need to save the report and come back later.

6. Exit The Report to Return to Worklist

If desired, print certified report or save as PDF.
The certified effort form is displayed on the final screen with your name and date stamp.
Click “Exit” if the certification is accurate and final, or Make Changes if you made a mistake and need to correct.
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.