ERS V10 Certification Process

Step 1 - Log On
1. Open up your Internet browser
2. Select the following URL: http://finance.jhu.edu
3. Click on the Effort Reporting link under Applications.
4. Enter your user id and password in the appropriate boxes.
5. Click the “Login” button.

Step 2 - Select a Form to Certify
1. Select the option “Pending” under My Status/To Do.
2. Click on the name or click on the icon
Step 3 - Review and Adjust the Effort Form
1. Review the accounts and the percentages associated with each account (project). You will be certifying that the percentage of effort listed in the “Certified Effort %” column is a reasonable estimate of effort put towards each project in this reporting period.
2. Check to see that all accounts that should be present on the Effort Form are there. If you need to add an account, click on Add Account.
3. If you need to enter or change percentages, do so in the “Certified Effort %” column.
4. Click the “Proceed” button to continue with the certification process.

Step 4 - Certify Your Effort
1. You will be presented with a certify form that summarizes the results of the process thus far. Review the information to be certain it is correct. If it is correct, click on and read the Effort Key Points. After reading, click on Close Window.
2. If it is correct, read the certification statement and click the "Certify" button. If it is incorrect, click "Make Changes" button to make changes.

3. You will be given a summary screen that you can print for your records using the print option on the effort form, if you wish.
4. If you made changes to percentages, a confirmation email was automatically generated to the Post Reviewer, so that they can account for the changes.

Step 5 – Exit
1. Click the “Exit” button on the summary screen.
2. Click the “Logout” option on the right-side menu bar.
3. Close your browser to protect your private information.