Quick Steps for Accessing Associated Certifiers

1. Login to ecrt at https://ecrt.unc.edu
2. Use your onyen/password

3. Click Continue to proceed to the Home Screen
4. Search for your Department(s) using the search box at the top of the ecrt application. Enter in a Department Name or Department ID. The Department page will automatically load when there is only one match.

5. The Department can also be found in the Department Dashboard under the Manage tab.
6. Enter the Department Name or the Department ID in the text box. Possible matches will be listed below. Select the match and click ‘Choose’ to continue to the dashboard.

7. Associated Certifiers will be found in the People tab. Click the (+) icon next to Sponsored, Non-Sponsored, or Non-Department to expand the lists and view the individuals. The Non-Department section lists all individuals that are not in your department, but are charging awards that your department is responsible for managing. The icons the to the right act as a link to open the Effort Statements for the Associated Certifiers.
8. Additionally, the Department Information tab will have Department Relationships at the bottom will show associated departments in the department tree. You can access all of your departments utilizing the links on the tree.