

## Time and Effort Certification Process

### Remote Login from Off-Campus

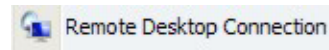
Office of Sponsored Research

This guide will demonstrate how to log into the ECRT system from off-campus using the Remote Desktop Connection client in Windows XP. If your version of Windows is older than XP, you will need to manually download the Remote Desktop Connection client. This download and more information can be found on the Microsoft website at:

<http://www.microsoft.com/windowsxp/downloads/tools/rdclientdl.mspx>

#### Step 1: Open the RDC client

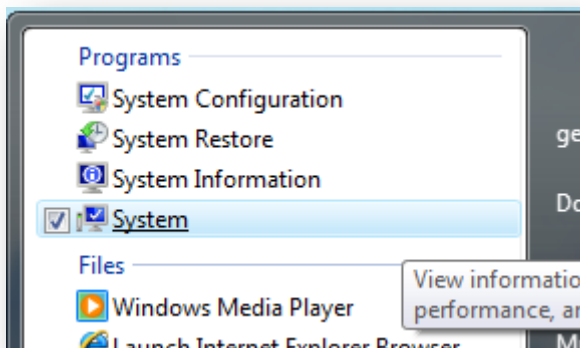
**XP:** Start -> All Programs -> Accessories -> Remote Desktop Connection



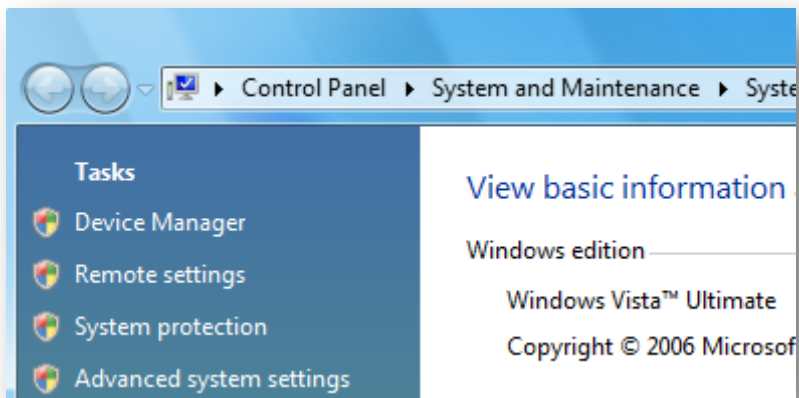
**Vista or Windows 7:** Remote Desktop is disabled by default in these two operating systems; however, it is easy to turn it on.

**Note:** Home Editions are not capable of connecting to the server with the RDP client that is pre-installed with the operating system. A portable version of the RDP client can be located [here](#) and will allow the ability to connect to a server; however, this program should be used at the user's own risk. Neither The University of Texas at Tyler or the Office of Sponsored Research endorses any product that is not issued or approved directly by the university.

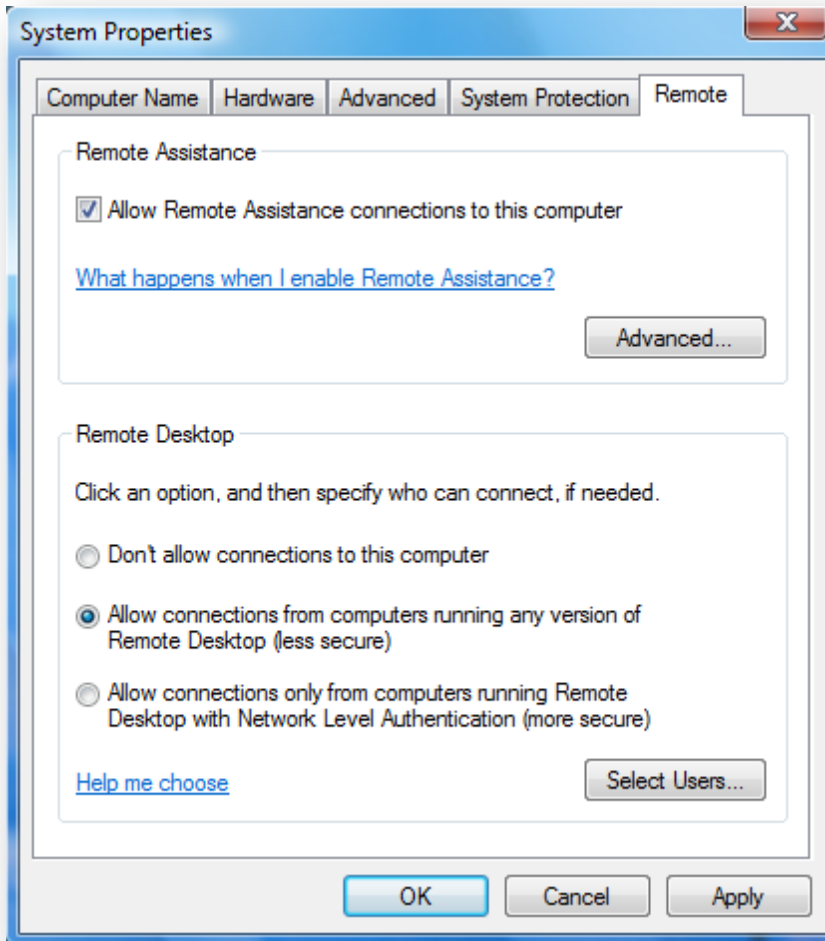
You will need to start at the configuration page by either right-clicking the Computer icon and choose properties, or you can type in "system" into the start menu search box and select the 4<sup>th</sup> item in the list, as shown below:



Now click the Remote Settings link on the left hand side:



Now you can “turn on” the connection in the System Properties dialog box:



## Step 2: Connecting to the Server

Once the RDP client is opened you will see a dialog box similar to the one below:



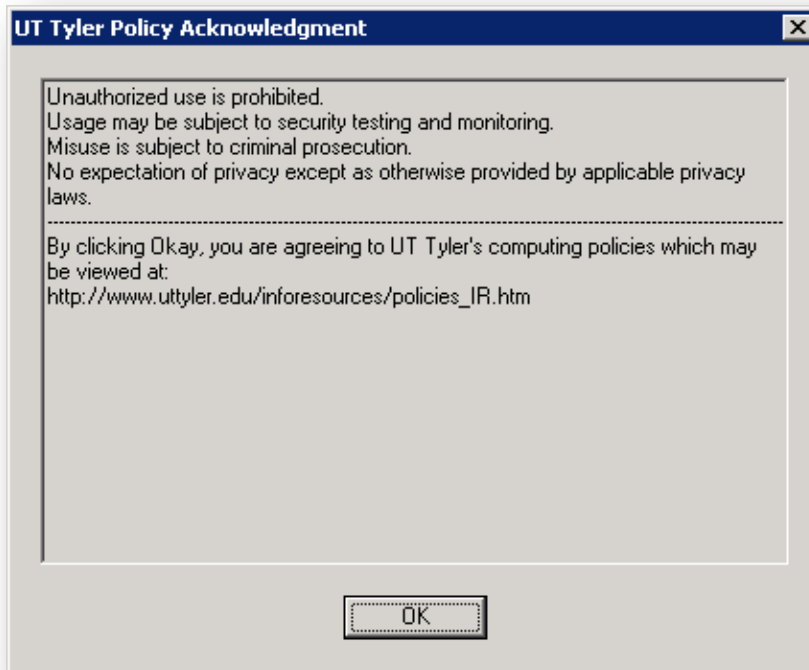
In the Computer field enter the server name: *ecrt.uttyler.edu*. Then click on “Connect”.

### Step 3: Authenticating the Remote Session

Once you are connected to the server, the login will be the same as if you were logging into your office computer on campus with the exception of the screen layout. You will notice the banner (only visible when the view is expanded) across the top of your screen noting the server address which you are connecting. This banner should read: *ecrt.uttyler.edu* as shown below:



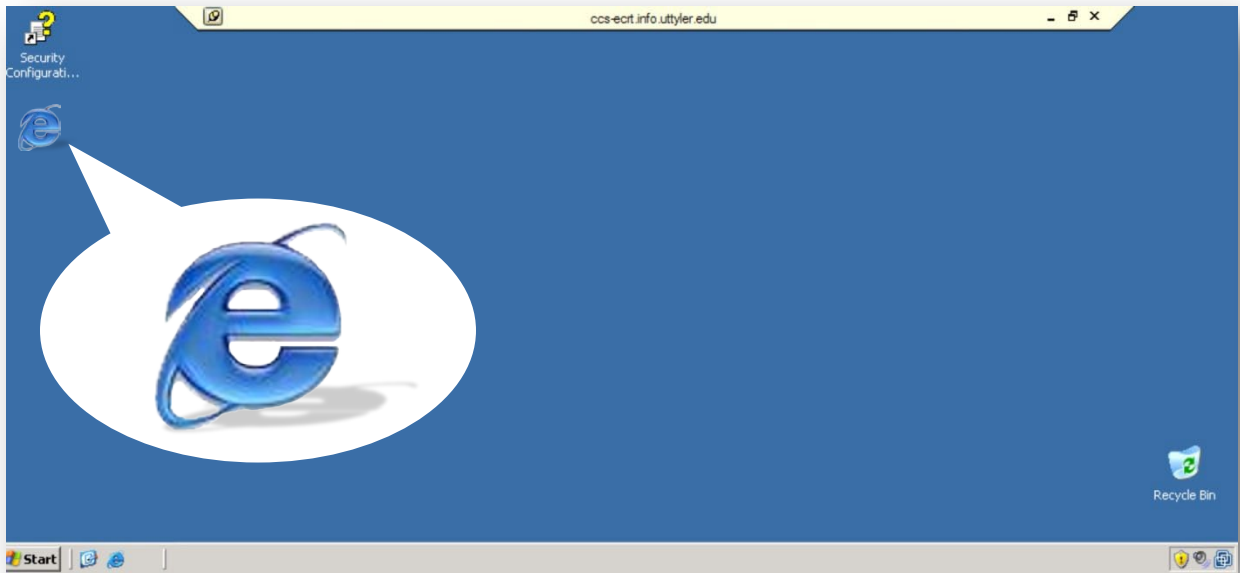
The initial screen will be the standard UT Tyler policy dialog box, click "OK".



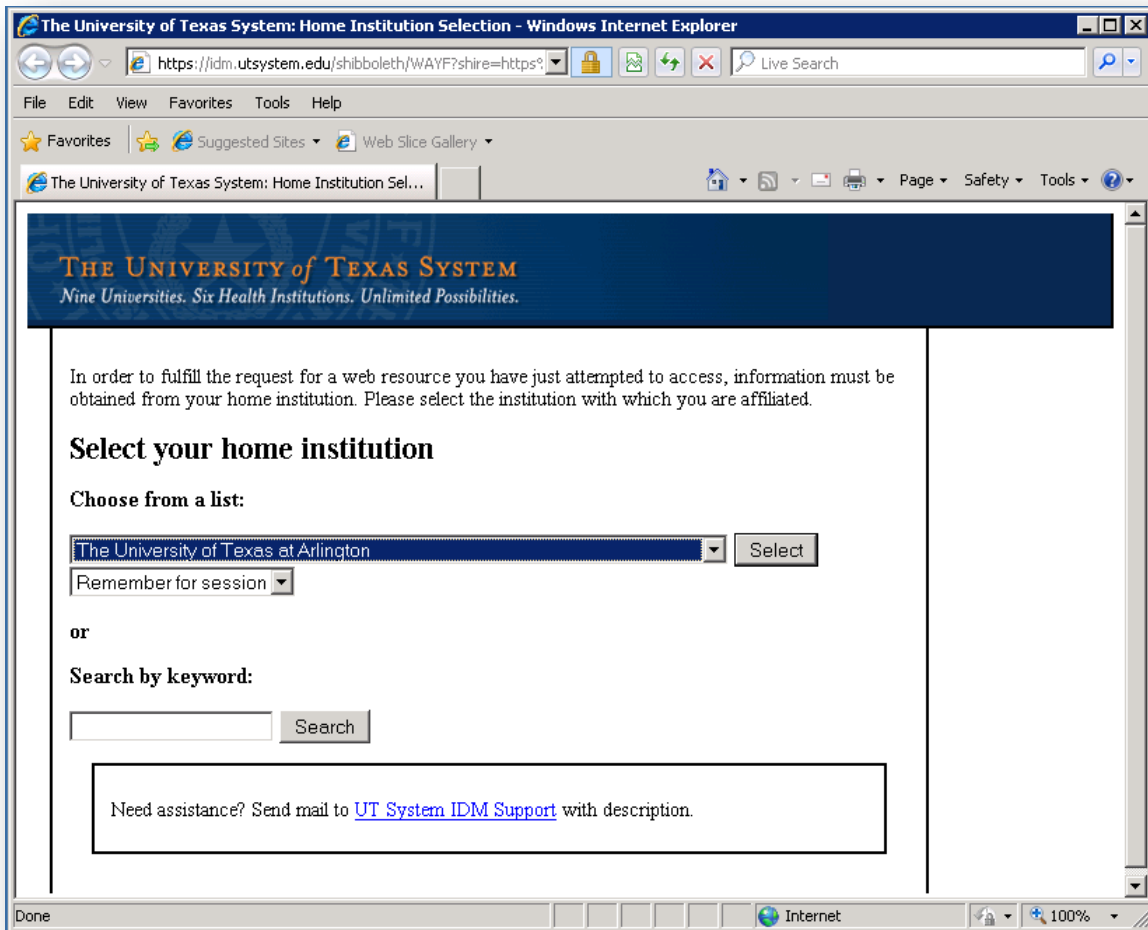
Then you will be presented with the login screen where you will enter your INFO domain login information (how you log into an on-campus computer).



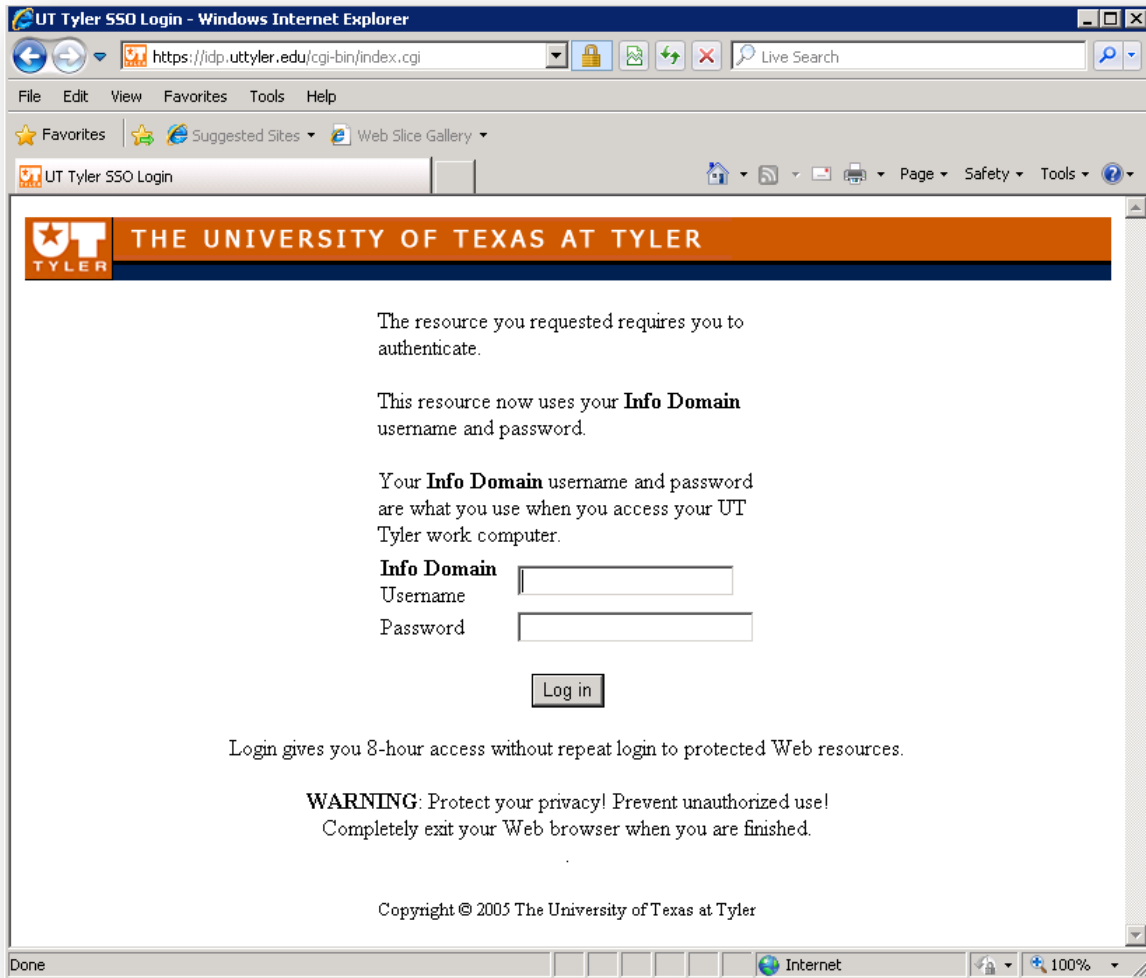
Once successful, you will be presented with a standard desktop screen with the RDP banner (this will disappear if the window is minimized) at the top. Double click the shortcut (Internet Explorer icon).



The link will take you to the Institutional screen. Select UT Tyler from the drop down list and click "Select".



You will then be presented with the UT Tyler login screen. Enter your Info Domain username and password.



Upon successful login, you are now logged into the ECRT system. Click "*Continue*" to proceed.

## THE UNIVERSITY OF TEXAS AT TYLER

Effort Certification and Reporting Technology (ECRT)

### Welcome to UT Tyler's Effort Certification Reporting Technology (ECRT) system

At UT Tyler, we have deployed a web-based ECRT system to serve as the new tool to facilitate the institution's effort reporting and certification process. The institution's previous process - which included a variety of paper forms and cumbersome manual processing - will no longer be used. Individuals that are required to review and certify their research effort can take comfort knowing that this new technology dramatically simplifies the process.

ECRT is a web-based technology that intuitively guides certifiers and administrators through the various facets of the effort reporting and certification process on a periodic basis. The ECRT system uses a guided process to walk you through the steps that you will need to complete your effort certification. Our institution's process will be simplified and standardized as a result of this technology ... keeping the process simple for you, the end user.

The ECRT system is designed to help you comply with the provisions of this institution's effort reporting policies, federal policy OMB Circular A-21 section J.10, NIH Salary Limitation on Grants, and other relevant agency policies that govern the need to provide certification of an individual's effort pursuant to his/her sponsored and non-sponsored programs. Faculty and staff are required to complete and submit an Effort Certification Statement for review and approval by a user's respective deadline.

So, log in and get started. You will be certified before you know it!

Version 2.3.1

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