

## How to Correct a Certified Effort Report

- Only the assigned certifier can modify certified effort. Reports should be modified only to correct errors or omissions.

### 1. Log In to ERS

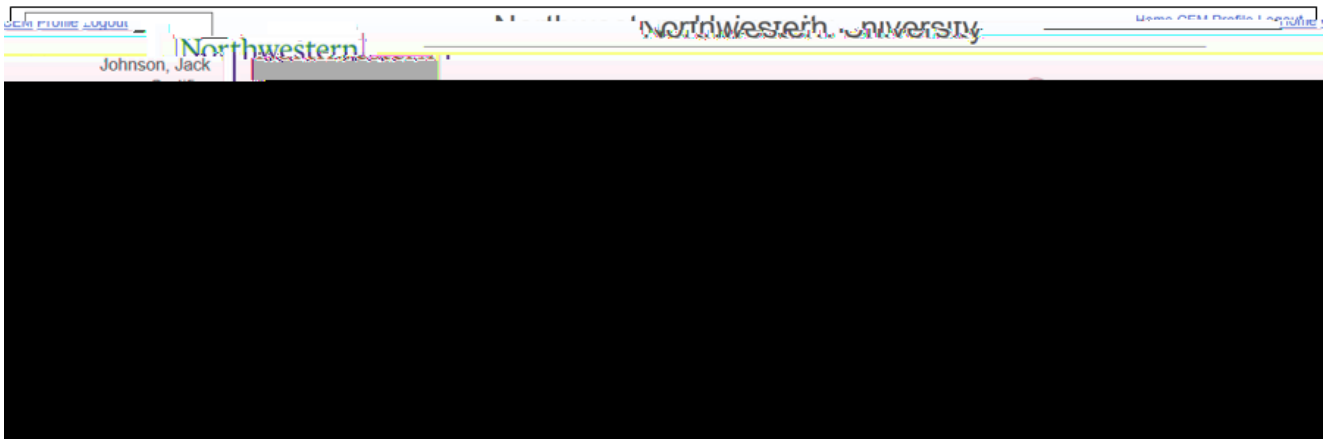
Go to <https://ers.northwestern.edu> and login with your NetID \_\_\_\_\_ is also required.

- 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. Use Search Employee Effort Forms to Display List of Effort Reports

In Search Employee Effort Forms on the home page, type in the employee name (Last,First) or emplID to display a list of that employee's effort reports.







7. Logout or Return to Home Page