

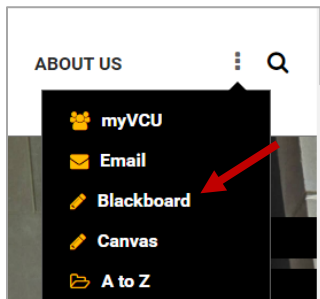
# Administrator Sponsored Project and Effort Reporting Training

## Quick Get Started Guide

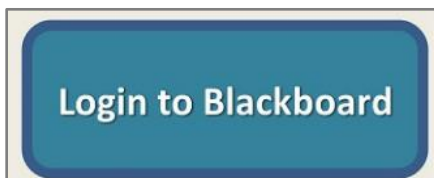
Administrators that are requesting primary or secondary access to the Effort Reporting system (ECRT) will need to first complete the required training and then submit an ECRT Access Request form to Effort Reporting. Instructions regarding the mandatory Effort Reporting Training are located on the [University Controller's Office website](#) as is the [ECRT Access Request form](#).

This guide provides instructions on how to access and enroll in the course in addition to confirming completion.

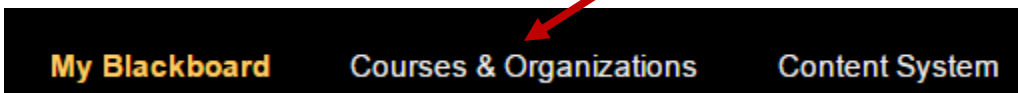
- 1) Go to the VCU home page ([www.vcu.edu](http://www.vcu.edu)) and select Blackboard from the down drop menu.



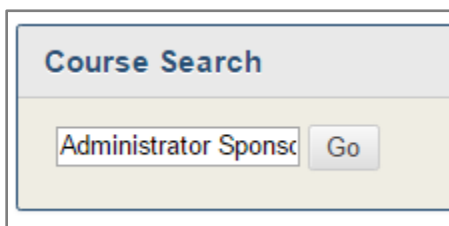
- 2) Log into Blackboard using your VCU eID.



- 3) Once in Blackboard, you will need to self-enroll in the course or email Cathy Short (Training Manager, OSP/G&C, [cfshort@vcu.edu](mailto:cfshort@vcu.edu)). Begin by clicking on "Courses and Organizations."



- 4) Next, enter the course name (or a portion of the name) in the Course Search box.



5) The following record should display for the training.

Course ID ▲	Course Name	Instructor Names	Description
TRAIN-2016-222-2016Continuous	Administrator Sponsored Project and Effort Reporting Training	Catherine Short	Administrator Sponsored Project and Effort Reporting Training

6) Next, **hover on the course ID** and a down drop symbol will appear.

Course ID ▲	Course Name
TRAIN-2016-222-2016Continuous ▼	Administrator Sponsored Project and Effort Reporting Training

7) Click on the down drop symbol and select Enroll.

Course ID ▲	Course Name
TRAIN-2016-222-2016Continuous	Administrator Sponsored Project and Effort Reporting Training

Enroll

8) Click submit to process your enrollment.

### Self Enrollment

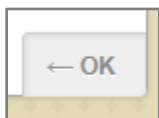
ENROLL IN COURSE: ADMINISTRATOR SPONSORED PROJECT AND EFFORT REPORTING TRAINING (TRAIN-2016-222-2016CONTINUOUS)

Instructor: Catherine Short  
Description: Administrator Sponsored Project and Effort Reporting Training  
Categories: Education:Higher Education

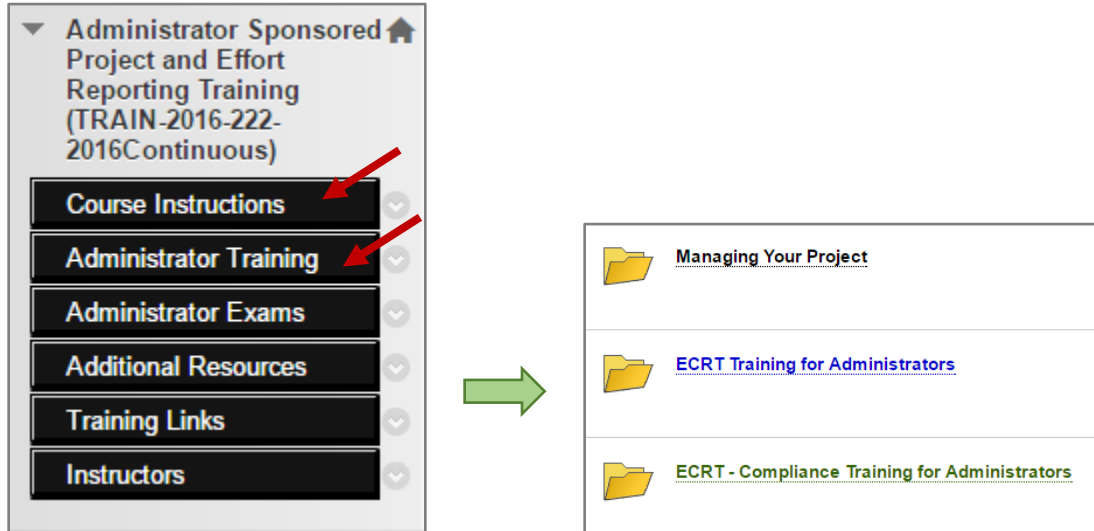
*Click Submit to proceed. Click Cancel to go back.*

Cancel Submit

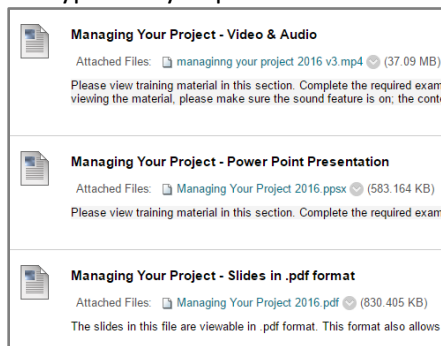
9) And then click OK to continue to the course.



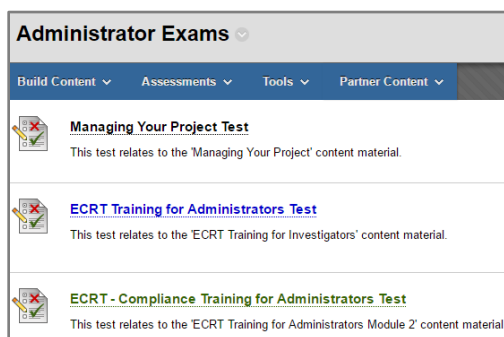
- 10) After enrolling, you will need to review the *Course Instructions* tab and then review the three slides shows, “Managing Your Project”, “ECRT Training for Administrators”, and “ECRT – Compliance Training for Administrators” located in the *Administrator Training* section.



- 11) The training is available in three formats (audio/visual - .mp4, power point presentation, and .pdf). Select the file type that you prefer and review the training materials.



- 12) Once you’ve reviewed, you’ll need to take the three associated exams. Scoring 80% on each is passing.
- Managing Your Project Test (22/27 = 80% passing)
  - ECRT Training for Administrators (16/20 = 80% passing)
  - ECRT – Compliance Training for Administrators (16/20 = 80% passing)



- 13) After completing the exams, send an email to Cathy Short, Training Manager ([cshort@vcu.edu](mailto:cshort@vcu.edu)), who will confirm your completion which you will receive via email.