# Quick Guide for Certify

## 1. Sign into my.unm.edu

Log into my.unm.edu

## 2. Access LoboWeb from the Employee Life tab

Click on the "LoboWeb" link from the "Employee Life" or "Faculty Life" tab

## 3. Select Effort Certification & Labor Redistribution Link

Select the "Effort Certification & Labor Redistribution" link at the bottom of the page

## 4. In My Activities click Effort Certification

You will not find the effort certification system under the Employee Dashboard under My Activities
5. Certify My Effort tab will display your own Effort Report. Click the Review or Certify Reports to view all other reports.

System will default to the “Certify My Effort” tab. PI information will be displayed. This is where you will certify your own effort.

Double click anywhere on the record to open it.

To view all other Effort Reports requiring certification, click on the “Review or Certify” Reports tab.

6. Click on Advanced Search

Click on "Advanced Search"

7. Select Attribute

Click on “Select Attribute”
8. Select Chart of Account Code - Type “U” – Select Go

Select the "Chart of Account Code" search option
Type an Upper Case "U" in the search field Click on "Select Attribute" AGAIN
Select the "Effort Period Code" option Type "202102" in the search field Click "Go" (bottom right hand of screen)

9. All Effort Reports requiring Certification are displayed

A list of all Effort Reports requiring certification is now displayed
Double click on 202102 to access their Effort Report

10. Effort Report by Employee

Click the "Certify" button if effort is reported correctly

***Please note that when the "Request Changes" button is clicked NO changes are made. The changes will only be made when a Labor Redistribution is processed.***