# Quick Guide for Certifiers

## Ten easy steps to Certify effort:

1. **Sign into my.unm.edu**

2. **Access LoboWeb from the Employee Life tab**

3. **Select Effort Certification & Labor Redistribution Link**

4. **A warning will show that Adobe Flash is required**

   - You will be prompt to open Adobe Flash Player.
   - If you do not have Flash and do not want to install it please use Internet Explorer.
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 "202001" 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 an employee to access their Effort Report

10. Effort Report by Employee

- Click the "Review" 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.***