



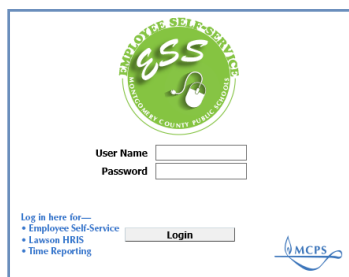
Employee & Retiree Service Center

Extracurricular Activity (ECA) Plan Special Education Office ECA Plan Review

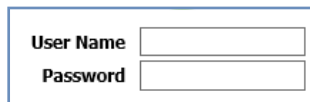
INSTRUCTIONS FOR ONLINE APPROVAL OR REJECTION

Once an administrative secretary has entered a special school's ECA Class 1 hours online, he/she submits the plan to the school's principal for approval or rejection. If the principal approves the ECA plan, the online system will send it to the Special Education Office via e-mail with the following instructions for reviewing the ECA Class 1 hours.

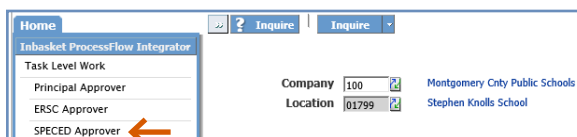
1. Visit <https://cescentdb120.mcpsmd.org/lawson/portal/> to access the Lawson portal. Access is available each year from August 1–May 31.



2. Log in using your Outlook username and password.



3. Under **Inbasket Process Flow Integrator**, located in the blue navigation bar on the left side of the screen, click on **SPECED Approver**.



4. The **SPECED Approver** screen will display. Click on the description of the request.

Workunit	Description	Work Category
33182	ECA1 Request Stephen Knolls School Fiscal Year 2017	01799

5. The **Additions and Changes for ECA Online Plan** screen will display. Review the additions and/or changes.

FY 2017 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 1 Hours
Location: 01799 Stephen Knolls School

Approved Hrs: Adj Hrs: 50
Approved Amt: \$0.00 Adj Amt: \$725.00

Activity	Description	EID	Name	Supp Serv	Prvs Hrs Aprvd	Paid Hrs	Rvsd Hrs	Adj to Hrs	FTE	Emp View
E1S150	Horticulture	77945	Lipshultz, Aaron E.		0	0	25	25	1.0000	Emp View
E1X010	Various ECA Activities	45888	Tarloff, Robert A.		0	0	25	25	1.0000	Emp View





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6. Once you have reviewed the submission, either approve or reject the request by clicking—

- **Approve**, located on the left side of the screen under **Actions**. Your submission will be sent to the Employee and Retiree Service Center (ERSC) for processing. An e-mail also will be sent to the administrative secretary and principal indicating that the request has been approved.
- **Reject**, located on the left side of the screen under **Actions**. The system will send an e-mail to the administrative secretary and principal indicating that the request has been rejected. The administrative secretary will need to correct the request and resubmit it for the principal's approval.

Home: ECA1 R... Go Back

Actions

Approve ←

Reject

Please Review

Display

Folders

Messages

History*

FY 2017 Extracurricular Activity (ECA) Plan
Additions and Changes for Class 1 Hours
 Location: 01799 Stephen Knolls School

Approved Hrs: Adj Hrs: 50
 Approved Amt: \$0.00 Adj Amt: \$725.00

Activity	Description	EID	Name	Supp Serv	Prvs Hrs Apvrd	Paid Hrs	Rvsd Hrs	Adj to Hrs	FTE	Emp View
E1S150	Horticulture	77845	Lipshultz, Aaron E.	0	0	25	25	1.0000		Emp View
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7. To exit the system, click on **Logout**.

[logout]

