



Welcome to ERS Web-Based  
Training for Security  
Administrators

## Welcome to the Web-Based Training for Department Security Administrators for the Effort Reporting System (ERS)

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This ERS training program is provided in a modular, web-based format to allow maximum flexibility for the User. These modules will allow you to:

- View the modules at your convenience
- Complete some modules and return to complete others later
- Access only those modules needed based on how you will use ERS
- Access modules as an ongoing reference source

# Welcome to ERS Web-Based Modules

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The modules contained in this program have been selected specifically for Department Security Administrators.

The presentations convey information that makes it easy to understand how ERS works and how you can use the system to quickly complete security administration functions.

# Welcome to ERS Web-Based Modules

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Modules are easy to use:

- Users control the pace of the modules by simply clicking through the presentation.
- Modules contain audio to enhance the presentation, but can be used without audio as well. If you do not have audio available, or prefer not to use it, you may proceed through the modules by simply reading the text provided.

# Department Administrators Program Content

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There are 2 modules in the Department Security Administrator program:

- Department Security Administrators
- ERS Authorization

## Getting Started

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We suggest you print out the list of training modules at the beginning of this module. You can then use this as a checklist as you complete the modules and if you are interrupted or need to stop before you have completed all the modules, you will be able to pick up where you left off when you return to the program.

It should take approximately 20-30 minutes to complete the modules. Let's get started by reviewing the first module.