



Employee & Retiree Service Center


Extracurricular Activity (ECA) Plan Principal ECA Plan Review for Elementary, Middle, High & Special Schools

INSTRUCTIONS FOR ONLINE APPROVAL OR REJECTION

Principals are required to review and either approve or reject school ECA plans. Once an administrative secretary has entered the ECA Class 1 and/or ECA Class 3 plan(s) online, he/she submits the plan(s) to the principal for approval.

The principal will receive an e-mail with instructions to log in to his/her inbasket in the Lawson portal to review the ECA plan(s).

1. Visit <https://mingle.mcpsmd.org> to access the Lawson portal. The current version of **Chrome** is the preferred and recommended browser.
2. Log in using your MCPS **username** and **password**.

Montgomery County
Public Schools 

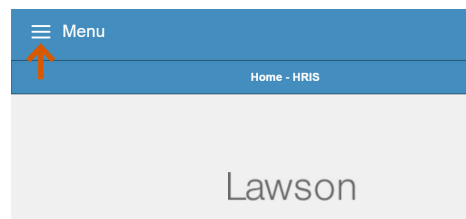
Sign in with your MCPS Username and Password

→ username

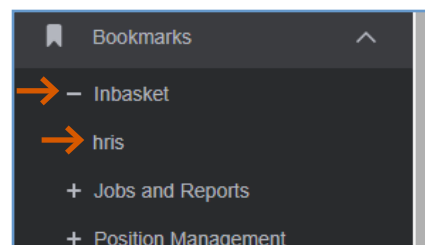
→ Password

Sign in

3. Click on **MENU** at the top left corner of the screen to expand (open) the navigation panel on the left.



4. On the Navigation panel, click on the drop down arrow next to Bookmarks. Next, expand your **Inbasket** and click on **hris**.



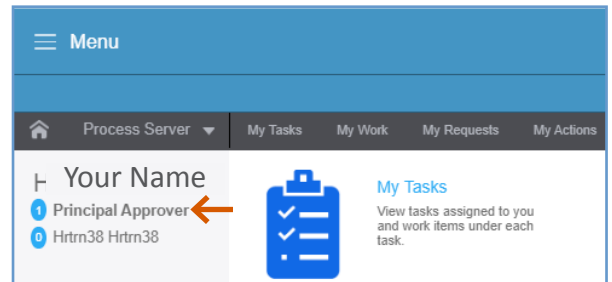


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5. Click on the **Principal Approver** link.



6. The **Principal Approver** screen displays. Double click the **Description** of the ECA request.



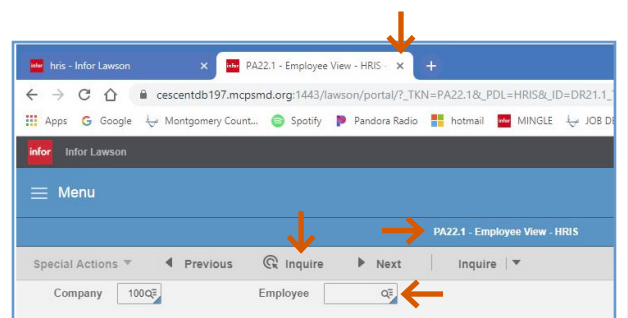
7. The **Additions and Changes** for ECA Online Plan screen will display. Review the additions and/or changes.



8. Click on the **View Emp** icon to verify the sponsor's eligibility.



9. Next, the **Employee View** screen displays in a separate window. On the Employee View screen, you can verify eligibility based on the total FTE and assignment(s). You can enter another ECA sponsor's employee ID number and click **Inquire** to verify others' eligibility without returning to the Additions and Changes screen. To go back to the previous page, simply close the window by clicking on the **X**.





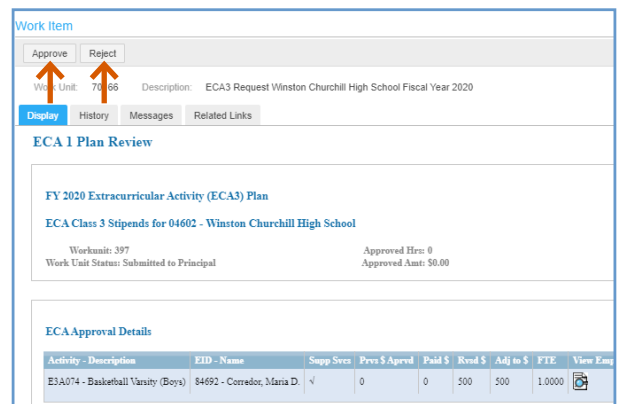
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10. Once you have reviewed the submission, either approve or reject the request by clicking:

- **Approve**—This button is located on the top left under **Work Item**. Your submission will be sent to the Employee and Retiree Service Center (ERCS) for processing.* The system will send an e-mail to the administrative secretary indicating that the request has been approved.
- **Reject**—This button is located on the top left under **Work Item**. The system will send an e-mail to the administrative secretary indicating that the request has been rejected. The administrative secretary will need to correct the request and resubmit it for the principal's approval.



11. To sign out of the system, click **Sign Out** on the upper right corner of the screen.

Tip: Elementary schools will be invoiced for all ECA Class 1 hours through iReceivables. Middle and high schools will be invoiced for all ECA Class 1 hours *over their allotted hours* through iReceivables.

* *Special school submissions will be sent to the Office of Special Education for final approval before they are sent to ERSC.*

