



Employee & Retiree Service Center

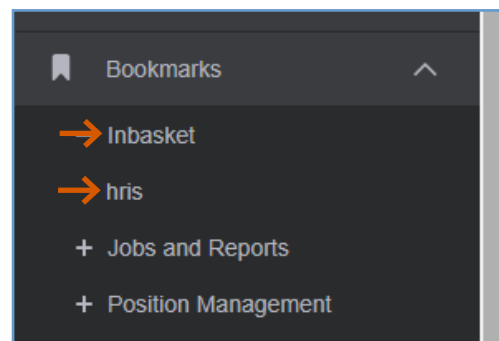
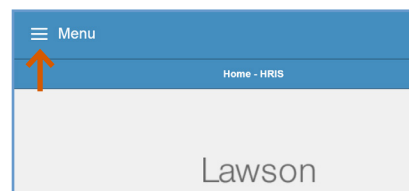
Extracurricular Activity (ECA) Plan

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.

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**.
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**.





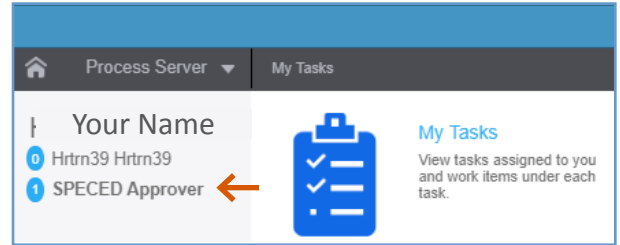
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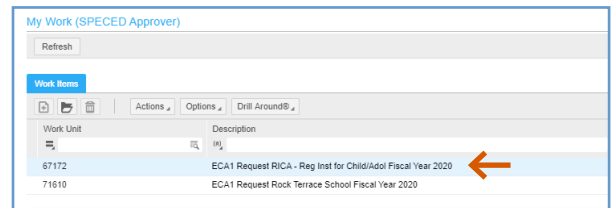
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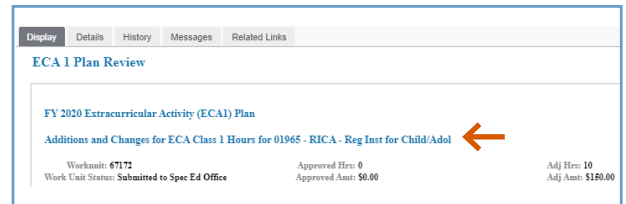
5. Click on **SPECED Approver** link.



6. **SPECED Approver** screen displays. Double click on the ECA request **Description**.



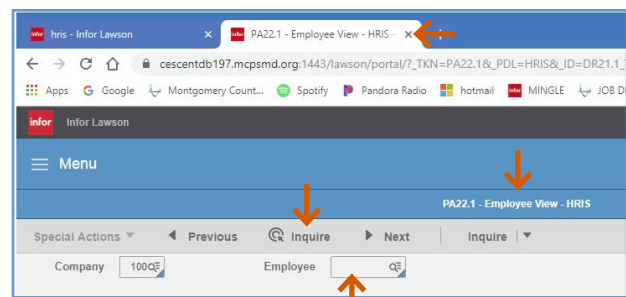
7. The **Additions and Changes** for the ECA online plan screen will display. Review the additions and/or changes.



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



9. Next, the **Employee View** screen will display as 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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- 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.
- To sign out of the system, click **Sign Out** on the upper right corner of the screen.

