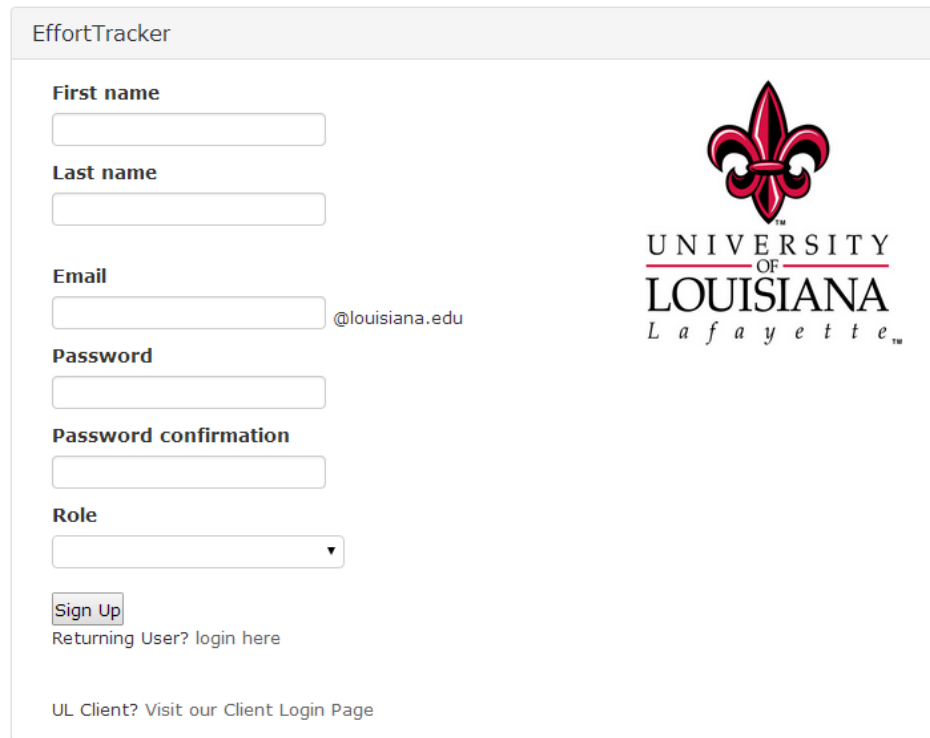


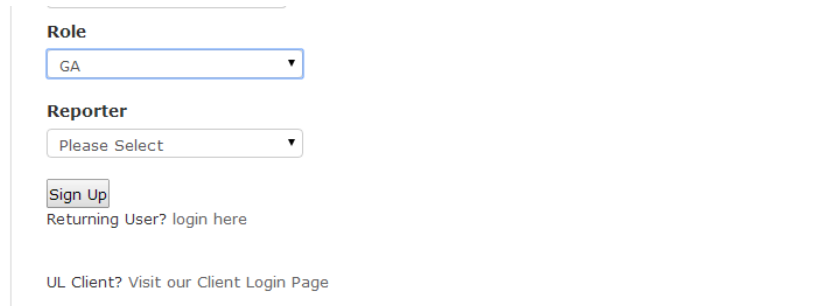
Welcome to the Create Account Help page



The screenshot shows a web form titled "EffortTracker" for creating an account. The form includes input fields for "First name", "Last name", "Email" (with a placeholder "@louisiana.edu"), "Password", and "Password confirmation". There is a "Role" dropdown menu. A "Sign Up" button is present, followed by a link "Returning User? login here". At the bottom, there is a link "UL Client? Visit our Client Login Page". The University of Louisiana at Lafayette logo is displayed on the right side of the form.

- This Create Account screen is intended for all the **CBIT employees** who want to access the Effort Tracker Application.
- If you are a UL client? Please go to bottom of the page and click on [Visit our Client Login Page](#) in order to access the Effort Tracker Application.
- If you have already created the account, please click on “Login Here” link present just below the signup button.
- If you are creating an account for the first time, Please enter your
 1. First Name
 2. Last Name
 3. CLID
 4. Password
 5. Retype the Password
 6. Your role at CBIT respectively in the corresponding text boxes.
- All the employees of CBIT are divided into 3 categories which are mentioned as roles. They are
 - Graduate Assistant (GA)

- Classified Employee
 - Unclassified Employee
- If you choose your role as GA, you can see one more dropdown as “Reporter”. It contains list of all the managers from which the GA’s should choose their corresponding managers or reporting authorities. This has been shown in the following screen.



Role
GA

Reporter
Please Select

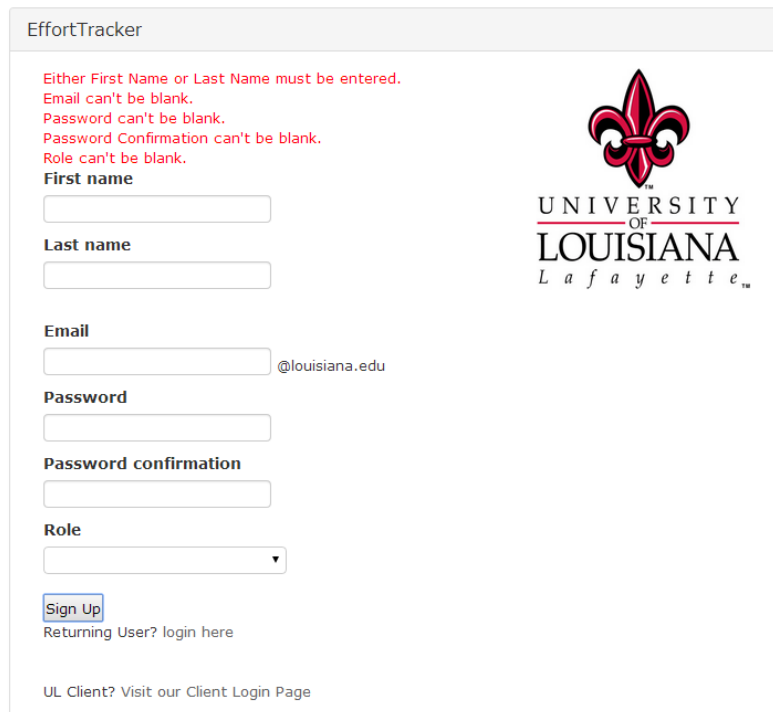
[Sign Up](#)
Returning User? login here

UL Client? Visit our Client Login Page

- Once you are finished filling all the details, click on signup button. If all the details are provided correctly, on signup you will be redirected to the following page.

Thanks for registering with us. Activation mail has been sent successfully to [REDACTED] Please activate your account.
[click here](#) to resend activation mail

- Check your email and click on the activation link in order to access the application.
- If valid credentials are not provided as expected, you will get the following screen.



EffortTracker

Either First Name or Last Name must be entered.
 Email can't be blank.
 Password can't be blank.
 Password Confirmation can't be blank.
 Role can't be blank.

First name

Last name

Email
 @louisiana.edu


Password

Password confirmation

Role

[Sign Up](#)
 Returning User? login here

UL Client? Visit our Client Login Page



- You need to enter either first name or Last name
- You cannot leave the email/password/role blank.
- Password and password confirmation must match.