1. Visit https://mingle.mcpsmd.org to access the ECA Class 1 hours log-in screen. The current version of Chrome is the preferred and recommended browser.

2. Sign 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 the Bookmarks. Next, click the plus sign (+) to the left of Assignment Verification to expand it.

   Click on MH70-Salary Supp Menu to open it.
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5. If the screen is already displaying your location, continue to Step 6. If your location is not displayed:
   • Type your school location code in the Location box, or click on the magnifying glass icon to display the list of school locations and select your school.
   • Click Inquire at the top of the screen.

6. To verify a sponsor’s eligibility, do the following:
   • On the Navigation panel, expand Employee Job View, and click Employee Job View.
   • Enter an ECA Class 1 sponsor’s employee ID number and click on Inquire.
   • On the next screen, you can verify eligibility based on assignment and total FTE.
   • To return to the MH70 screen and begin entering sponsors, return to the navigation bar on left side of screen, expand Assignment Verification, and click on MH70-Salary Supp Menu.
7. Click on SEL, next to ECA Class 1 Hours (for elementary, middle, high, and special schools).

The ECA Class 1 hours Work Unit screen opens.

8. You are now ready to begin entering the ECA Class 1 hour Activity, employee ID number (EID), and number of Class 1 hours in the lower right side of the screen. Click in the Activity field and enter the activity code.

- To enter the ECA Class 1 activity code, click on the arrow to the right of the Activity field and the activity codes (Job Codes) and descriptions will appear in a drill around screen.

- Once you find and click on the correct activity code, the drill around screen will automatically close and the Activity field at the bottom will populate with the ECA Class 1 activity code and description you selected.
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- Tab to the Employee ID (EID) field and, if you know it, enter your sponsor’s EID number.

- If you do not know the EID number, click on the arrow to the right of the field to open the sponsor list. Search for and select the EID by clicking on the sponsor’s last name. The EID will appear in the box and the sponsor’s name below it. If you enter an incorrect EID, click on another last name or in the EID field to manually enter the correct one. Press Tab and the sponsor’s name will appear.

- By pressing Tab, the cursor will be in the Rsvd Hrs field. If not, press Tab now. Enter the Class 1 hours number as a whole number (no fractions). Click the Add button.

- The entire row of information will shift to the top section of the work unit screen and will be saved. If you do not click on the Add button, your entry will not be saved.

- If necessary, you can change the Class 1 hours assigned by clicking the number in the Rsvd Hrs field, entering another number in the pop-up window, and clicking OK. You will see the new assigned hours under both Rsvd Hrs and Adj to Hrs.

- To remove a sponsor from your work unit screen, click on the X in the RMV column.

- Finish entering the ECA Class 1 sponsors, activities, and assigned hours as instructed above.

General Tips:

- To see previous plan-year activities and sponsors, click on the View History button. In the dropdown menu, select the plan year. The menu includes selections for each plan year since the ECA process for your location was made available online.
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- If there is a checkmark (✓) in the Supp Svcs column, your sponsor is a supporting services employee. Make sure the employee is eligible to be an ECA sponsor by reviewing the “Coaching Eligibility and Restrictions” section in the Extracurricular Activities Program Handbook, found by searching for it from any MCPS web page.

- The FTE column indicates the total FTE for the sponsor/coach.

9. Once you have finished listing your sponsors, submit the plan to your principal for approval.

- Click the Rqst Approval button, found at the bottom of the work unit screen. This sends the plan to your principal’s Inbasket on his or her Home tab.

- A pop-up message appears to let you know the request was submitted successfully. Click OK.

- The work unit status will change to Submitted to Principal. The Adj Hrs total will appear at the top right of the work unit screen. The Adj Amt total is based on the ECA hourly rate.

- If your principal approves your ECA Class I plan, he/she will send it directly to the Employee and Retiree Service Center (ERSC). Special school principals will send your plan to the Special Education Office for final approval or rejection before it is submitted to ERSC. Once ERSC approves your submission, the sponsors, activities, and ECA Class I hours will appear on the left side of your work unit screen under Approved ECA Class 1 Hours.

- If your principal rejects your submission, you will still find the plan in your work unit screen for you to revise and resubmit.
10. If you need to **ADD** a new ECA Class 1 activity and sponsor **after** your first plan submission has been **approved** by your principal and submitted to ERSC, follow steps 1–7 of these instructions.

11. To **CHANGE** previously approved Class 1 hours, follow steps 1–6. Then, click on the approved sponsor line under the heading **Approved ECA Class 1 Hours** on the left side of the work unit screen.

The Activity, EID, and **Prvs Hrs Aprvd** will be populated on the bottom right of the work unit screen.

- Enter the hours in the **Rvsd Hrs** column and click the **Add** button.
  
  **Note:** The revised hours cannot be less than the hours posted and paid to date.

- Your entry will move to the top section of the work unit screen. The new assigned hours will appear in the **Rvsd Hrs** column and the hours adjusted in the **Adj to Hrs** column.

- Submit the change to your principal for approval by clicking the **Rqst Approval** button. If approved, the change will be sent to ERSC. Special school principals will send the change to the Special Education Office for final approval or rejection before it is submitted to ERSC. If your principal rejects your change, you will see it in your work unit screen for you to revise and resubmit.

12. To sign out, either click **Sign Out** at the top right corner of the screen as pictured, or click on **Menu** at the upper left until you see your username. Click **Sign out** just below.

  **Tip:** If you click on the column titles in the **Approved ECA Class 1 hours** on the left side of the screen, you can sort by ascending or descending order.