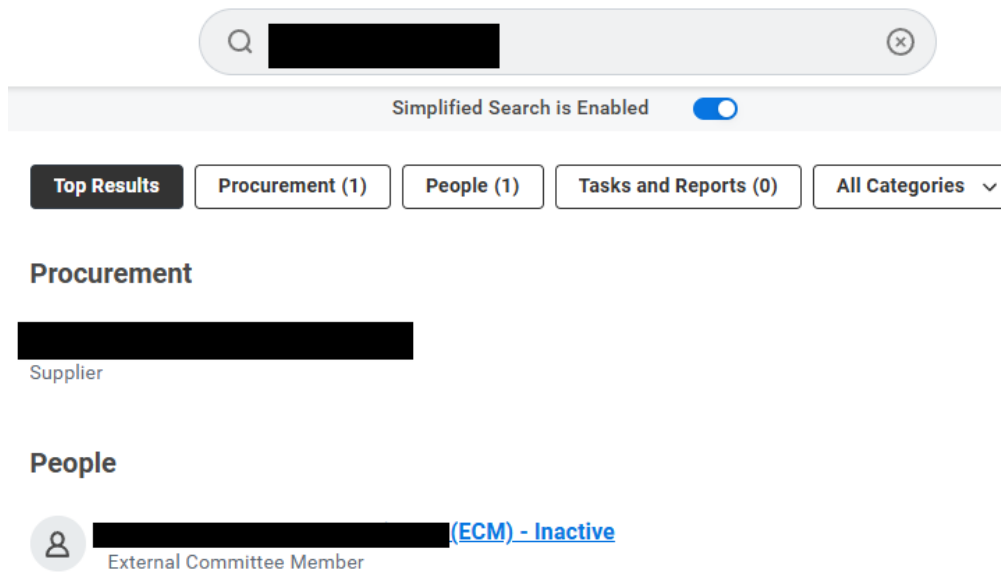


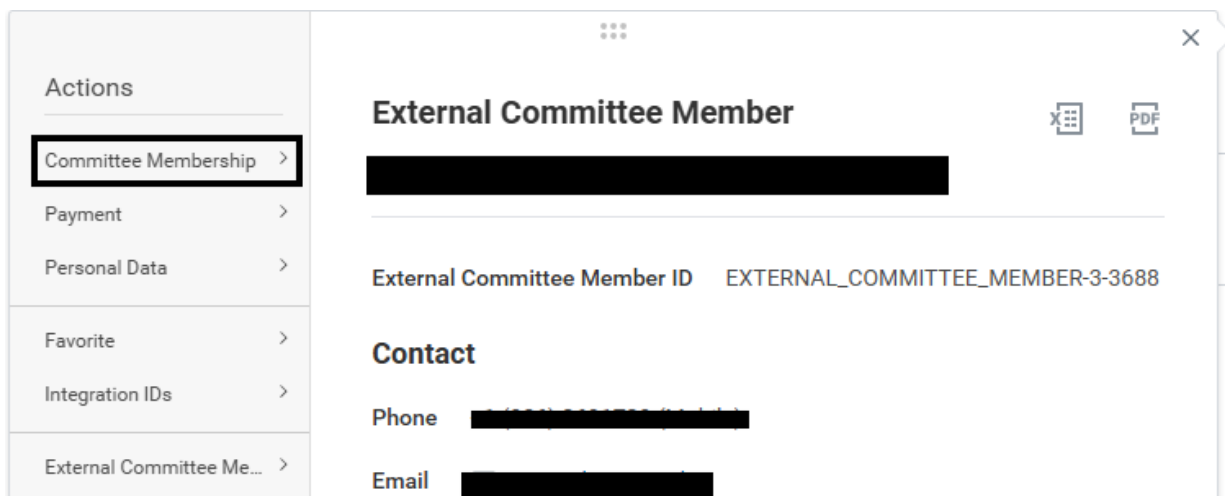
## How to Activate an ECM

1. Search for the individuals name in Workday



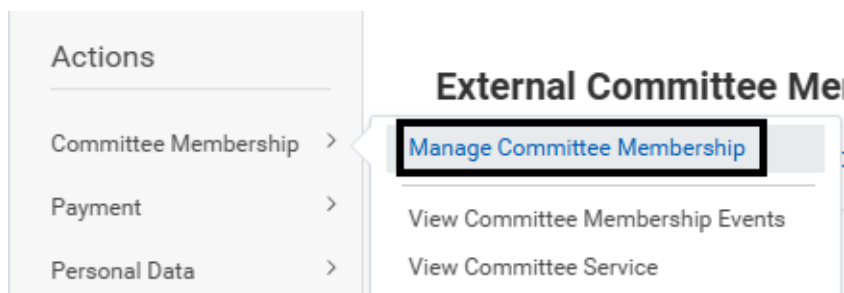
The screenshot shows the Workday search interface. At the top, there is a search bar with a magnifying glass icon on the left and a close icon (X) on the right. Below the search bar, a toggle switch indicates "Simplified Search is Enabled" is turned on. Below this, there are several filter buttons: "Top Results", "Procurement (1)", "People (1)", "Tasks and Reports (0)", and "All Categories" with a dropdown arrow. The "People (1)" filter is selected. Under the "People" section, a search result is displayed for an "External Committee Member". The name is redacted with a black box, followed by "(ECM) - Inactive" in blue text. Below the name, it says "External Committee Member".

2. Hover the cursor to the three dots next to the individuals name and go to **“Committee Membership”**.



The screenshot shows the Workday profile page for an "External Committee Member". The name is redacted with a black box. Below the name, the "External Committee Member ID" is displayed as "EXTERNAL\_COMMITTEE\_MEMBER-3-3688". The "Contact" section shows "Phone" and "Email" fields, both redacted with black boxes. On the left side, there is a sidebar with "Actions" listed: "Committee Membership", "Payment", "Personal Data", "Favorite", "Integration IDs", and "External Committee Me...". The "Committee Membership" action is highlighted with a red box and a right-pointing arrow. In the top right corner of the profile area, there are icons for a list view (three dots) and a PDF download (PDF icon).

### 3. Select “Manage Committee Membership”



### 4. Enter the current date in **Effective Date** and **Non-Worker Committee** in **Committee** and select **Ok**.

The screenshot shows the 'Manage Committee Membership' form. It includes the following fields and options:

- Effective Date**: A date input field with a calendar icon, showing 'MM/DD/YYYY'.
- Committee**: A dropdown menu with 'Non-Worker Committee' selected.
- Person**: A dropdown menu with a blacked-out selection.
- Membership Type**: Two radio button options: 'Existing Membership' (unselected) and 'Create Membership' (selected).
- Buttons**: 'Cancel' and 'OK' buttons at the bottom right.


### 5. Select the appropriate **Reason**


The screenshot shows the 'Reason' dropdown menu. It includes a search bar and three options:

- Committee Member Service > External Committee Member** (selected, highlighted with a blue background)
- Committee Member Service > External Committee Member > Executive, professional, and faculty position candidate travel reimbursement**
- Committee Member Service > External Committee Member > Student Travel**

6. Select the **Membership Type**

Membership Type \*



☐ Non-Worker 

7. Select an estimated **Term End Date**

Term End Date

02/28/2026 

8. Add comments and attachments, if necessary, then **Submit**.

enter your comment



Attachments

Drop files here

or

Select files