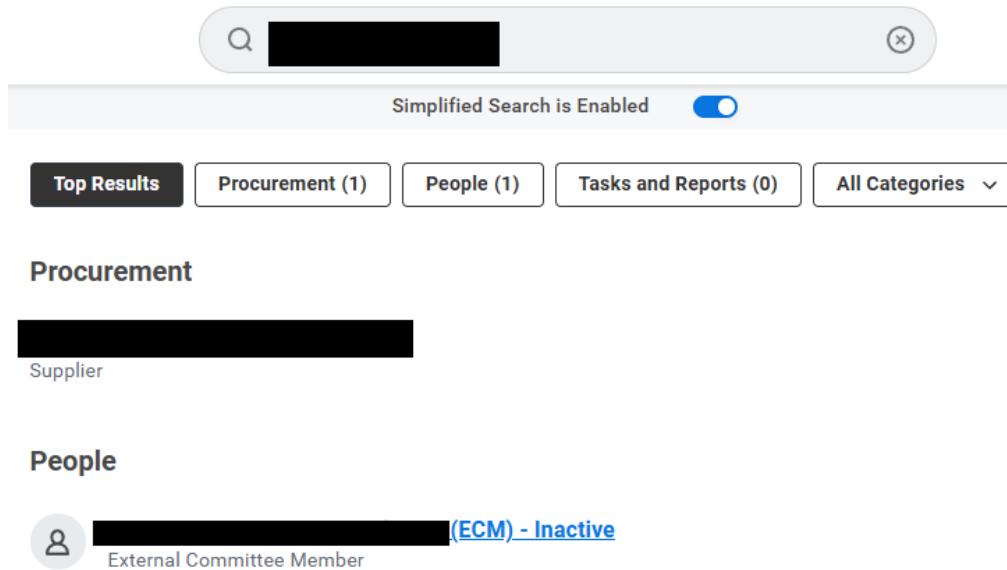


How to Activate an ECM

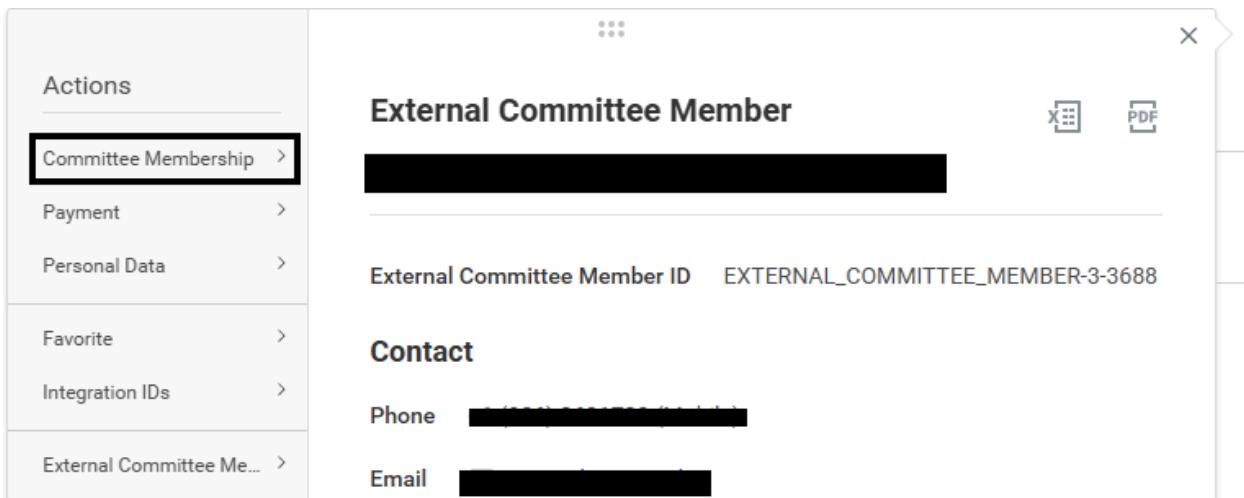
1. Search for the individuals name in Workday



The screenshot shows the Workday search interface. At the top, there is a search bar with a magnifying glass icon, a clear button (X), and a toggle switch for 'Simplified Search is Enabled' which is turned on. Below the search bar, there are five category buttons: 'Top Results' (highlighted in black), 'Procurement (1)', 'People (1)', 'Tasks and Reports (0)', and 'All Categories'. The 'Procurement' category is expanded, showing one result: 'Supplier' with a blacked-out name. The 'People' category is also expanded, showing one result: 'External Committee Member' with a blacked-out name, status '(ECM) - Inactive', and role 'External Committee Member'. The 'People' button is also highlighted in black.

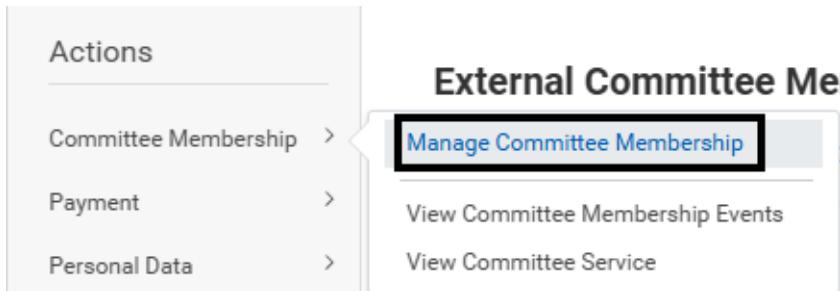
2. Hover the cursor to the three dots next to the individuals name and go to

“Committee Membership”.



The screenshot shows the 'External Committee Member' detail page. On the left, there is a sidebar with 'Actions' and a list of links: 'Committee Membership' (highlighted with a black box), 'Payment', 'Personal Data', 'Favorite', 'Integration IDs', and 'External Committee Me...'. The main content area is titled 'External Committee Member' and shows the 'External Committee Member ID' as 'EXTERNAL_COMMITTEE_MEMBER-3-3688'. Below this, there is a 'Contact' section with 'Phone' and 'Email' fields, both of which have blacked-out values. There are also 'XLS' and 'PDF' download icons on the right. The 'Committee Membership' link in the sidebar is also highlighted with a black box.

3. Select “Manage Committee Membership”



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

Manage Committee Membership

Effective Date: MM/DD/YYYY

Committee: * Non-Worker Committee

Person: *

* Existing Membership
 Create Membership

5. Select the appropriate **Reason**

Reason: *

Proposed M: Committee Member Service > External Committee Member

Membership Type: Committee Member Service > External Committee Member > Consultant and guest speaker travel reimbursement

Membership Type: Committee Member Service > External Committee Member > Executive, professional, and faculty position candidate travel reimbursement

Term End Date: 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