

## ECA Helpful Hints

- 1) To request ECA access, please visit <http://www.eca.osu.edu/> and choose “ECA Access Request” in the left-hand toolbar. Once access is authorized (by the department authority you indicate on the form), you can begin to use the ECA system.
- 2) Some departments are taking the initiative to create a “generic” email address for departmental ECA course approvals (i.e., [undergrad\\_chair@dept.osu.edu](mailto:undergrad_chair@dept.osu.edu)) that is updated when roles change. Thus, one person receives emails for all department curricular requests (such as moving courses forward once proposed) and this email address goes with the succeeding chair, rather than having new people request access to ECA on a yearly basis. Your department would have to create this account as ECA cannot do this for you.
- 3) For issues related to the ECA website (technical issues, failure of menus or toolbars, passwords, etc.), please contact [eca@osu.edu](mailto:eca@osu.edu)
- 4) For curricular matters (which form to use, the curricular process, etc.) please visit the A&S Curriculum and Assessment Office website: <http://artsandsciences.osu.edu/currofc/index.cfm> or contact the office at [asccurrofc@osu.edu](mailto:asccurrofc@osu.edu) or (614) 292-7226.
- 5) Please be cautious when choosing the correct form to fill out initially for your request. Once a course is put into the curricular flow, the course form cannot be changed. If the wrong form is filled out initially, the initiator must re-enter the information into the correct form. If you have questions about which form to fill out, please contact our office: [asccurrofc@osu.edu](mailto:asccurrofc@osu.edu) or (614) 292-7226.
- 6) Names that you give attachments in ECA must consist only of letters, numbers, hyphens, blanks, and underscores. Ampersands, periods, and other such characters will result in an error in the course package and the course will not be able to move forward.
- 7) To search for a course in ECA:
  - a. From any ECA screen, go to “Find” in upper left-hand corner
  - b. Click “Package” in drop-down menu (steps a & b shortcut: **ALT+2**)
  - c. Choose “ad-hoc” profile in first box
  - d. Choose “OSUCA\_Course\_Approval\_Template” in second box
  - e. Choose both the “in process” and “out of process” boxes
  - f. In #4 “Select a Field” choose “strCourseNo”
  - g. In box to the right of “equal to,” type the course number you are searching for (no decimals or letters)
  - h. Click “Execute” in upper left corner menu bar
- 8) While the ECA might seem confusing at first, the online forms mirror the paper form process. Also, when courses are placed into the curricular flow, they can arrive at the next queue instantaneously upon approval. You can also see where in the process a course is at any stage (Department, A-Dean, A&S, OAA, Registrar, DARS)
- 9) Courses may be scheduled when they appear in the DARS queue.
- 10) To print or make a PDF out of an ECA form:
  - a. Open package

- b. Select some text from the right side (need not be all text)
- c. Go to "File" in upper left hand corner
- d. Select "Print Preview"
- e. In top menu bar, locate drop-down box that currently says "As laid out on screen" and change to "Only the selected frame"
- f. Once the entire PDF re-loads, click the print button
- g. To print: choose your printer and hit OK
- h. To make a PDF: choose your "PDF" printer option and click OK.  
Choose to save it in your desired location