

Event & Activity Certification System (EACS) Tutorial

Submitting Event & Activity Certification Requests

1. Visit eacs.rutgers.edu
2. Log in with your NetID
3. Click Submit a Certification Request
4. Fill out the form with the appropriate event information.
5. Use the 'Add Attachments' icon at the bottom right of the page to attach your chancellor or cabinet-level (or designee) approval. This can be in an email file or pdf. Additional event details or pertinent information can also be attached using the same icon.
6. Click Submit.



Please note:

- You will receive a confirmation email of your submission.
- Use the link in the bottom of the email to check the status of your event.
- Allow 5 business days for processing.
- Once your event is processed, you will receive an email alerting you of the certification or denial of your event. If your event is certified, you may continue with the event planning process and reservation of event space.

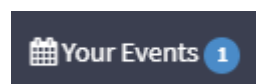
Uploading Contact Tracing Information

1. There are two ways to upload contact tracing information:

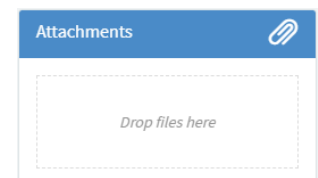
Use the link at the bottom of the email confirming your certification request to bring you directly to the event within EACS.

OR

Login to eacs.rutgers.edu and choose the appropriate event under "Your Events" in the top right of the page.



2. Use the paper clip in the top right of the event status box or the Attachments box at the bottom right of the page to attach your completed contact tracing file.



Please note:

- Contact tracing forms must be submitted within **48 hours** of the conclusion of the event.
- Event organizers that do not comply with contact tracing submission requirements will not be able to certify any future events or activities and any pending requests may be revoked.
- Event organizers can use this [downloadable Excel template](#) or other platforms such as Google Docs, Cvent, Eventpass, etc. provided that all required fields are included. Required fields are first and last name, email, and phone number.