How to Approve Items

Log in
Access the eTerp2 system at eterp.umd.edu
Enter your directory ID and password

Select Modules
Verify your approver role is correct

Approving Items

1. Locate
View your inbox for items that need your attention

2. Select
Select which item you wish to approve.

3. Review
Review the position summary

4. Approve & Move
Select [Take Action on Action]  
Click the appropriate action

eTerp Service Center: Phone - (301) 405-5600  
Email - jobs@umd.edu  
For more eTips visit www.uhr.umd.edu/etips