Changing Applicant Status

Access the eTerp2 system at eterp.umd.edu

Enter your directory ID and password

Log in

Select Modules

Verify your user role is correct

Under Postings, select position type

Select Position Type

Changing Applicant Status

1. Access Posting

Click the title to access your posting

2. Access Applicants

Click the [Applicants] Tab

3. Select Applicant(s)

Select your applicants

Click [Actions]

Select [Move in Workflow]

4. Change Applicant Status

From the Dropdown Box, Select a workflow state

Click Save Changes

Contact Information:
eTerp Service Center: Phone - (301) 405-5600
Email - jobs@umd.edu

For more etips visit www.uhr.umd.edu/etips