How to Review Applicant Doc

**Log in**
Access the eTerp2 system at etep.umd.edu
Enter your directory ID and password
Username: your_id
Password: ********

**Select Modules**
Verify your user role is correct
And in the Applicant Tracking system
APPLICANT TRACKING

**Select Position Type**
Under Postings, select position type

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### Reviewing Applicant Documents

#### 1. Access Posting
![Saved Search: "Exempt Postings" (3 items Found)]
- Click the title to access your posting

#### 2. Find Applicants
![Posting: Assistant Director (Exempt)]
- Click the [Applicants] Tab

#### 3. Review Applicants
![Saved Search]
- Select your applicants
- Click [Actions]
- Click [Download Applications as PDF]

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