How Do I Modify a Position

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

Select User Role
Verify your user role is correct
Login: Creator

Select Position Type
Under Positions, select position type

Modify Positions

1. Search & Click
Locate Your Position
Click on your Position title

2. Select Action
Select [Modify Existing Position]

3. Complete Tabs
Fill in the required information
Click [Next] until you reach the Action Summary page

4. Complete Action
Select [Take Action on Action]
Click the appropriate action

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