How to Create a Search Waiver

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
Log: Creator

Select Position Type
Under Positions, select position type
POSITION MANAGEMENT

Search Waiver

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

2. Select Action
   Select [Search Waiver]

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
   *Once approved, the eTerp service center will send you the quicklink via email

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