Reviewing and Accepting Duties within CRIO

Step 1

1. Navigate to the "eREG" tab at the top of CRIO
2. Then click on the "Duties" Tab
3. Finally, click on the "Bulk Review Duties" button.

Step 2

1. REVIEW THE DUTIES ASSIGNED TO YOU TO MAKE SURE YOU AGREE WITH THEM
2. If you do not then you can click on the individual X located to the right of that duty.
3. If you approve of all the duties then click the "APPROVE All" button on the bottom left.
4. You will be asked to input your login and password info to verify.