UR Engaged

How to Complete the Continuum of Contribution

1. Go to https://urapps.richmond.edu/CoC

2. Login using your user ID and Password.

3. On the main screen, you will see a list of all of your direct reports.

4. To complete or adjust the CoC information for one of your employees, *click on the* [icon] *icon to the left of their name*. A pop-up window will appear:

5. Adjust each of the sliders to enter your CoC information. You can click on the ⊚ icon next to each item of the CoC for more information.

6. Click the "Apply Changes" button to save your CoC decisions. *Note that your decisions can be edited as many times as needed until May 19, 2023.

7. Repeat steps 4-6 for each of your direct reports.

8. To log out, click on your user ID in the top left-hand corner of the screen and select "Sign Out".