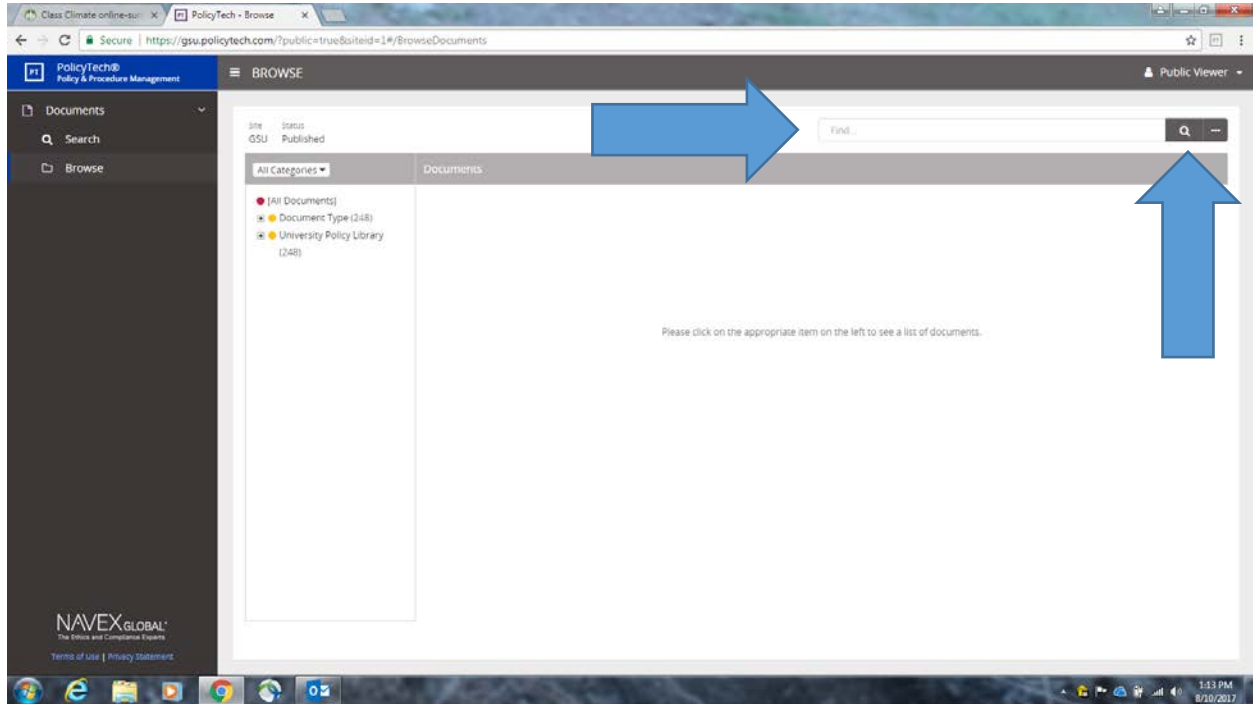
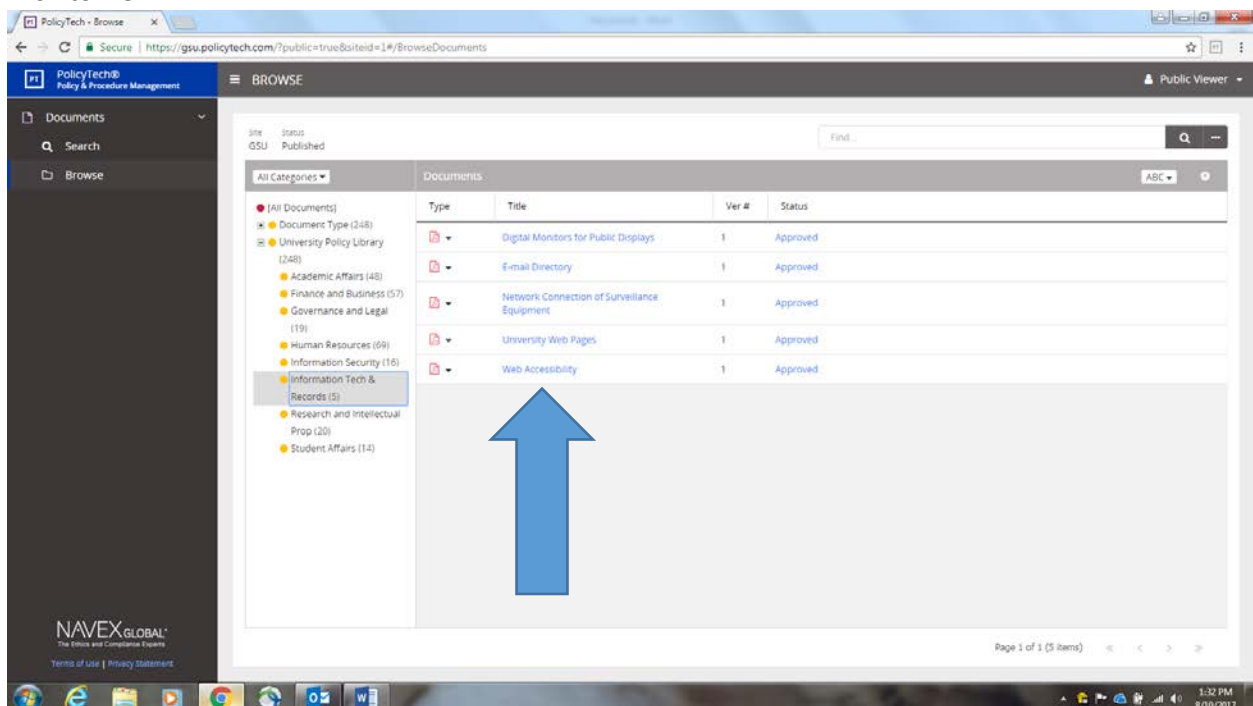


From the home screen, there are three easy ways to find a policy:

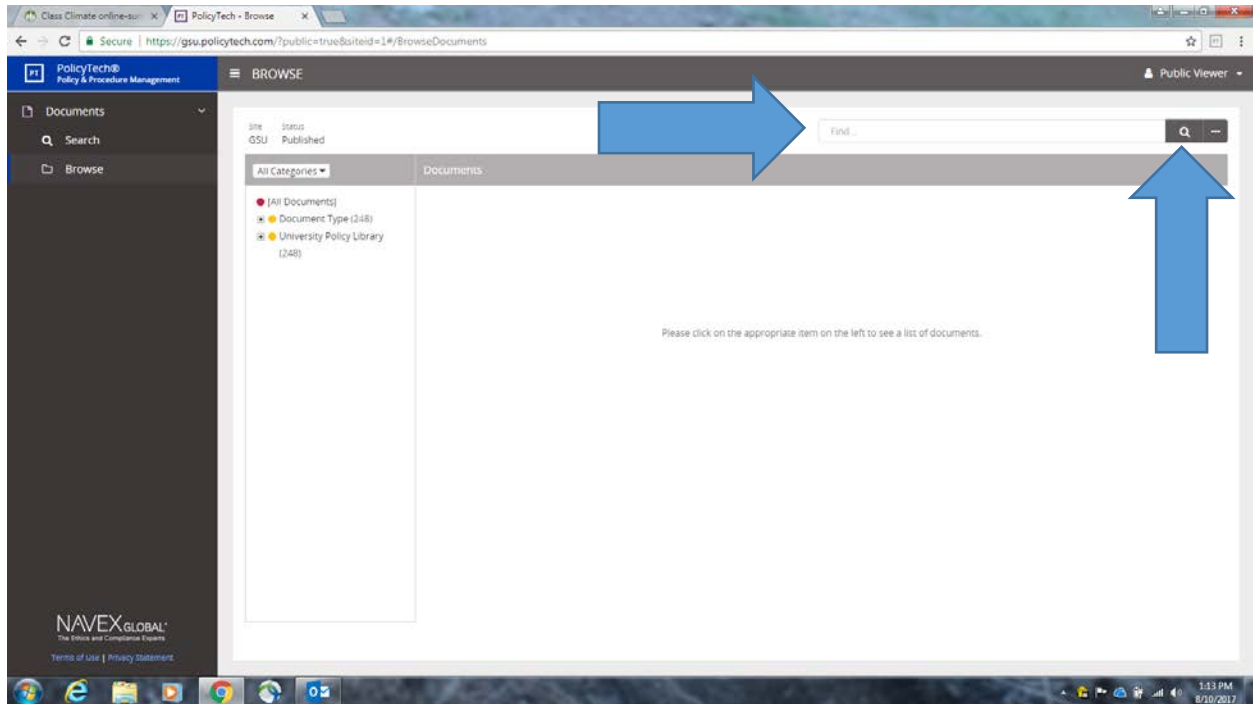
1. If you know the title of the policy, type that in to the search bar at the top of the screen and click the magnifying glass symbol. The search function looks for words in the title, words in the body of the text, and in the keywords entered in to the system when the policy was uploaded.



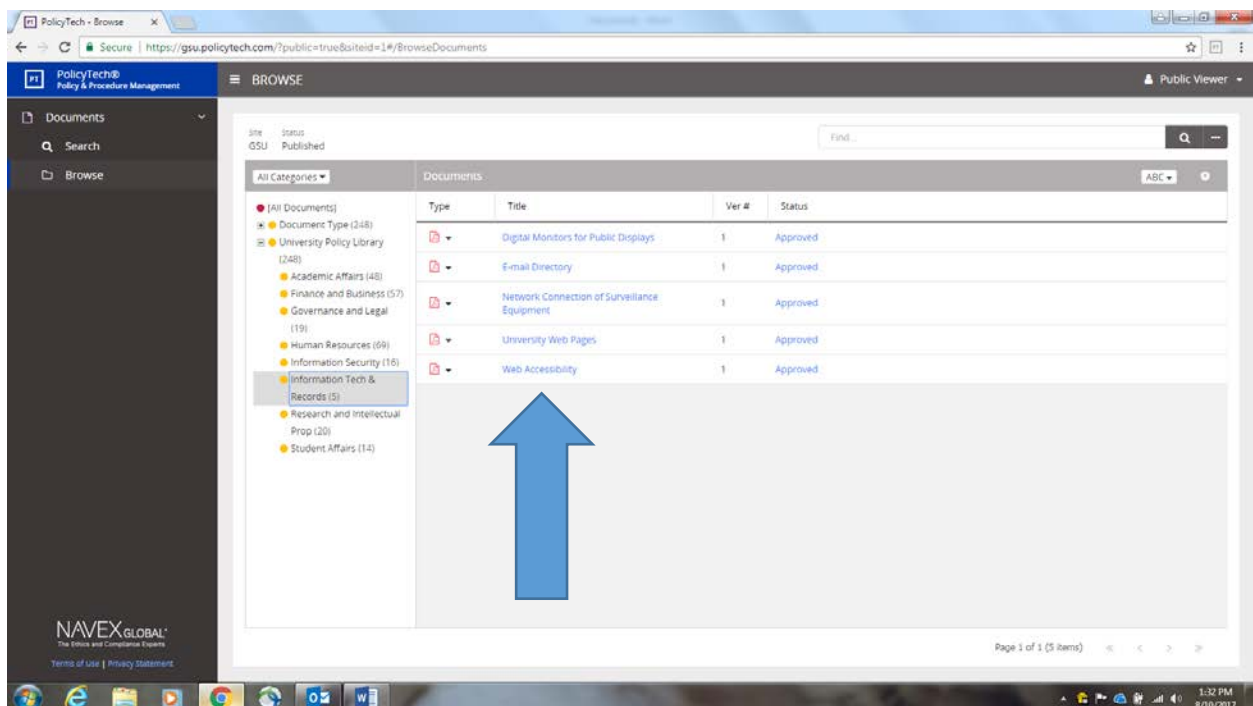
In the center of the screen you will see the results of your search. Click on the title of the policy you wish to view.



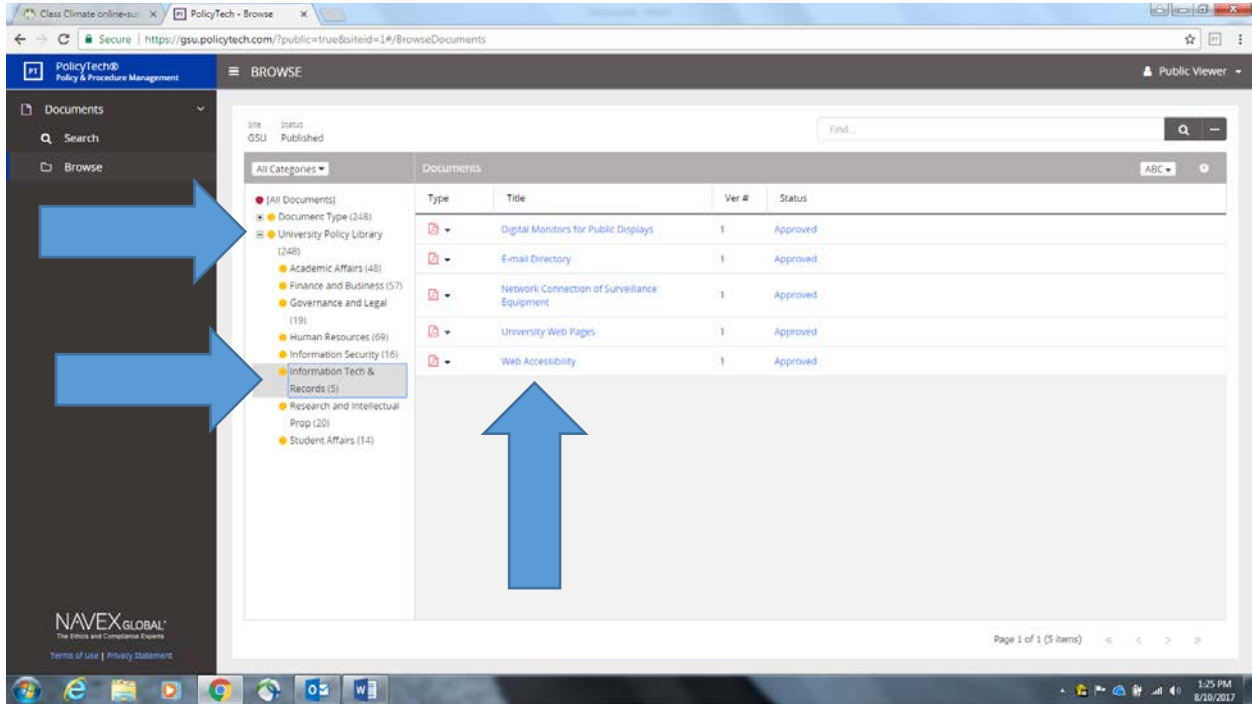
- If you don't know the title of the policy, but know a word or short phrase that might be found in the title or body of the policy, type that in to the search bar at the top of the screen and click on the magnifying glass symbol. The search function looks for words in the title, words in the body of the text, and in the keywords entered in to the system when the policy was uploaded.



In the center of the screen you will see the results of your search. Click on the title of the policy you wish to view.



3. If you know which section of the policy library your policy is located, click on the “+” sign underneath “University Policy Library” located on the left hand side of the screen. Select the category from the menu that appears and select your document from the options in the center of the screen.



Once you have located the policy you wish to view, you can download or print the document from the icons on the top toolbar.

