UPLOAD OFFICE OF TECHNOLOGY SERVICES

Follow the steps below to properly upload and catalog your campus policies!

Policy Center

 Visit <u>policies.evansville.edu</u> and select **Documents > All Policies A-Z** from the menu.



Select Upload > File and navigate to your pdf file.
Alternatively, you can drag & drop the file into your browser!



After upload we'll need to complete **4 Steps**.

- 1. Select Applicable Categories
- 2. Enter the Office/Department Name
- 3. Confirm whether the policy also needs to be updated on Evansville.edu
- 4. Check in the document once completed. •



3. Locate the new document and select the Yellow field of the Missing Info Column.

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- 4. In the **Details Pane** on the right of the screen select the following.
 - a. Category (check all that apply)
 - i. Student
 - ii. Employee
 - iii. Faculty
 - b. Office Name
 - i. Please contact OTS if yours is missing.
 - c. Is this policy also on Evansville.edu?

But wait! Your policy is still hidden! Continue to learn the Check In / Check Out process...

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How to upload to Policy Center.pdf	- 8	
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OFFICE OF TECHNOLOGY SERVICES **Upload to Policy Center** Modified By \sim Modified \sim Mi es How to upload to Policy Center 5. To Check in your Policy. a. Select the 3 dot menu ••• • Rename b. Select More > Ø See details c. Check in Pin to top [▶]This item was created 49m ago by You. Move to You checked out this item, so others cannot edit. Copy to Check in How to upload to Policy Center.pdf Check in or Discard check out Version history Comme Your document is now available on the Policy Center! Alert me Compliance details C, More Check in Check in Details Discard check out

- 6. To Check out your Policy for edit.
 - a. Locate your policy and select the 3 dot menu •••
 - b. Select More >
 - c. Check out



Once checked in, your Policy document is now available for campus use on the Policy Center!



call 812-488-2077