



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

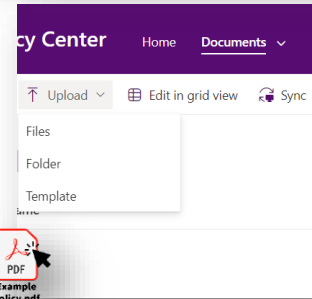
Policy Center

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



2. Select **Upload > File** and navigate to your pdf file.

Alternatively, you can drag & drop the file into your browser!

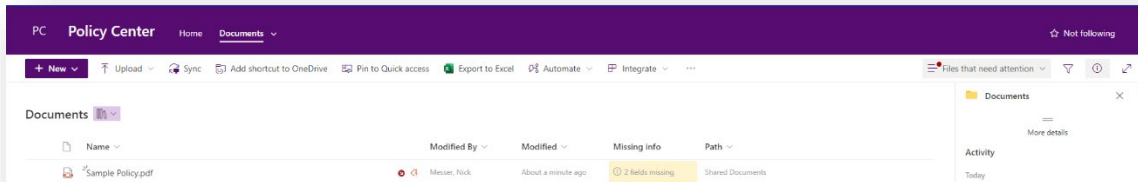


After upload we'll need to complete **4 Steps**.

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.

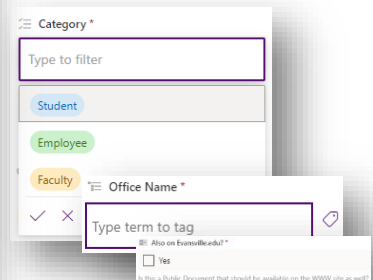
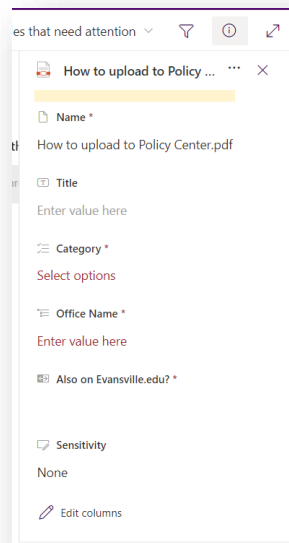
The document is only visible after its Checked In!

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



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?**

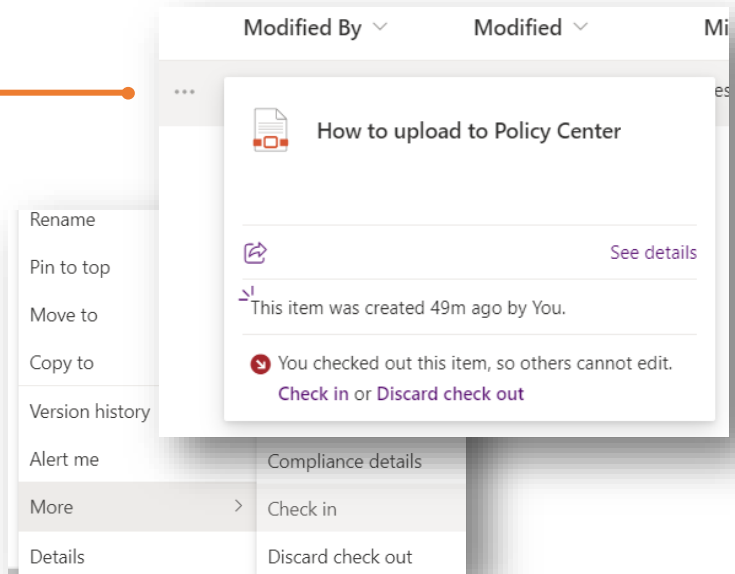
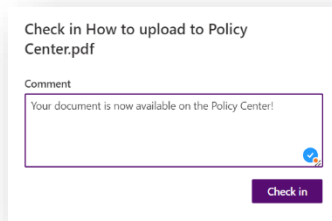


But wait! Your policy is still hidden!
Continue to learn the Check In / Check Out process...






- 5. To Check in your Policy.
 - a. Select the **3 dot menu** ...
 - b. Select **More** >
 - c. **Check in**



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

When checked out, your document is not visible or accessible to anyone else! 

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

Need additional help or training?



Chat or open a ticket with OTiS
pinned to your Microsoft Teams menu



Email help@evansville.edu



call 812-488-2077