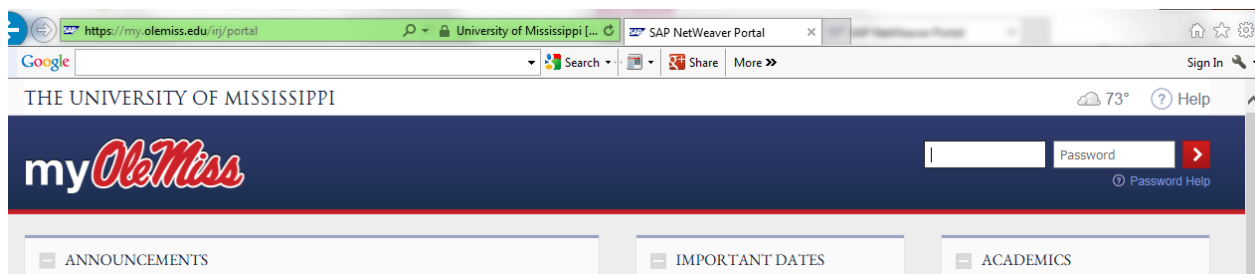# Policy Administration System
The University of Mississippi
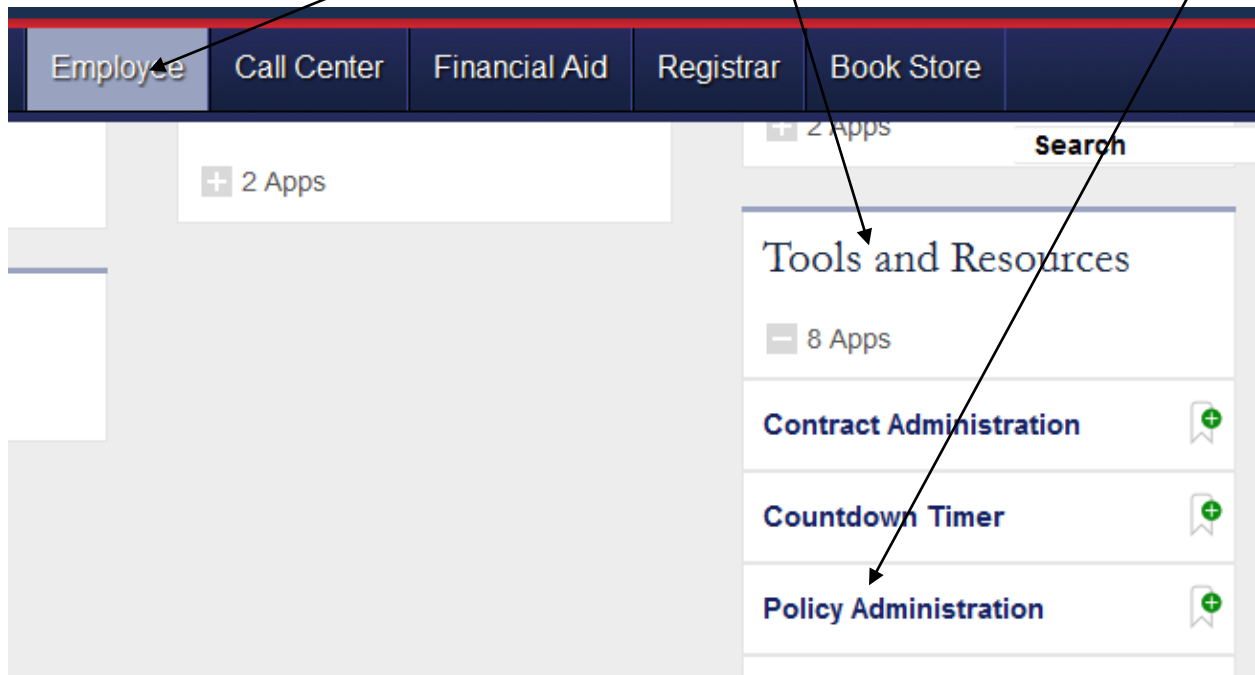### Responsible Office and Administrative Division Agent Interfaces

05/2015

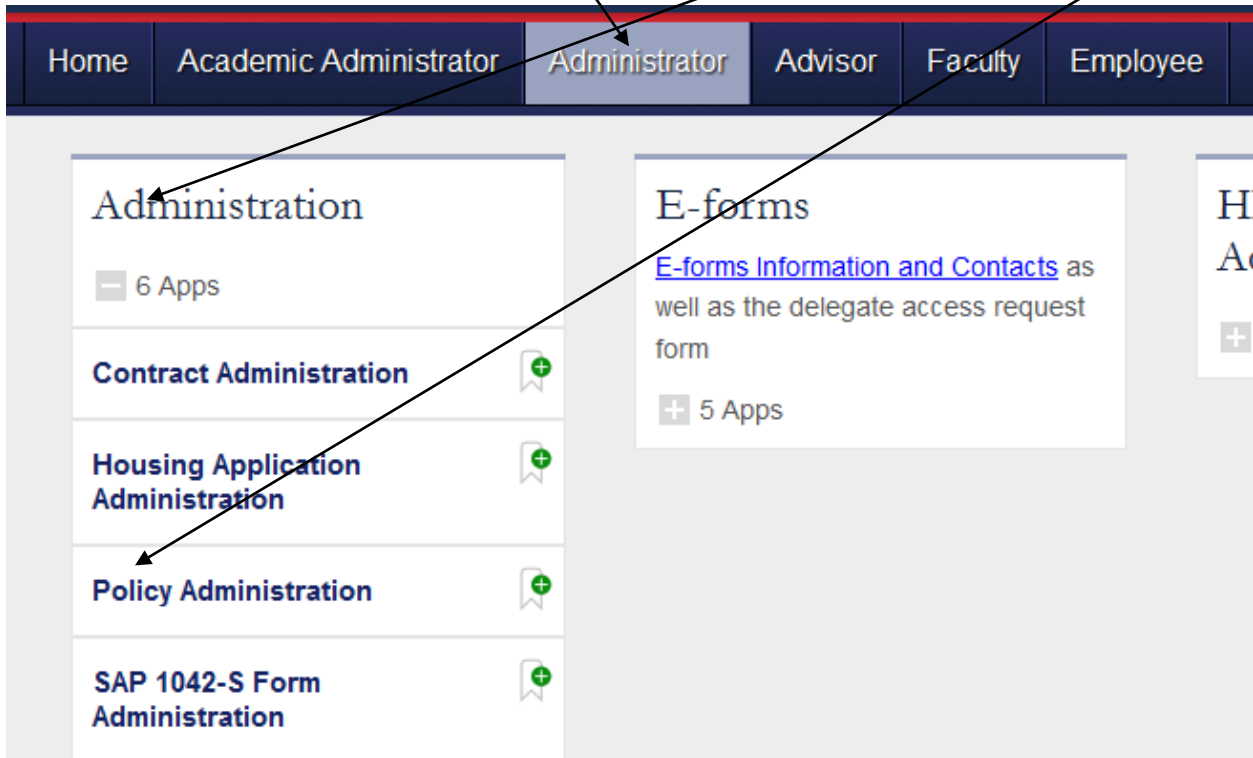## Responsible Office Policy Agent Interface

Entering the interface: On the Portal home page use your WebID and password to log on to myOleMiss.

For an **Employee**: Click on "Employee" then "Tools and Resources". Choose "Policy Administration"

For an **Administrator**: Click on "Administrator" then "Administration". Choose "Policy Administration" from the navigation box on the left.

Responsible Office Policy Agent Menu

Go To Main Menu

ⓘ Important: Use **these resources** to create an accessible PDF file before uploading it to this directory.

Create Policy

Policy Name ** [   ]

Organization Unit [CHANCELLOR   ▾] [Go]

In-Progress Policies

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Responsible Office	Action	
10000857	CHA.AM.100.108	Code of Ethics and Conduct	Planned	11/30/2015	06/03/2015	Responsible Office Action - Add/Update Policy	CHANCELLOR	View ▾	Go
10000065	ACA.IT.100.030	Official Web Pages	Planned	06/01/2016	06/01/2015	Responsible Office Action - Add/Update Policy	INFORMATION TECHNOLOGY	View ▾	Go

Active and Approved Policies

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Responsible Office	Action	
10000358	ACA.GS.200.001	Graduate Student Fees & Expenses	Active	04/02/2006	06/03/2015	Deactivated	PROVOST/VC FOR ACADEMIC AFFAIRS	View ▾	Go

Creating a New Policy: type a policy name into the textbox provided,

Responsible Office Policy Agent Menu

Go To Main Menu

ⓘ Important: Use **these resources** to create an accessible PDF file before uploading it to this directory.

Create Policy

Policy Name ** [Training on the Administration System]

Organization Unit [INFORMATION TECHNOLOGY ▾] [Go]

In-Progress Policies

The following message will be displayed. Click on the *Edit this Policy* link

Save Policy

✔ Thanks, JIE TANG.

    Your new policy has been created:

Policy Name: Training on the Administration System

Edit this policy | Go To Responsible Office Policy Agent Menu

Editing A Policy: The following *Edit Policy* Screen will be displayed.

Edit Policy

Policy Number	10000867
Policy Name **	Training on the Administration System
Policy Code ** **(Policy Code Naming Conventions)**	ACA - Provost/Academic Affairs ▾ . IT - Information Technology ▾ . 300 . 070
	Search Policies By Policy Code

Next Review Date
- ○ 6 Months Later
- ○ 1 Year Later
- ○ 18 Months Later
- ○ 2 Years Later
- ● 6 ▾ 3 ▾ 2016 ▾ (MM-DD-YYYY)

Historical Date Did this policy exist prior to Spring 2005? ○ Yes ● No

Summary/Purpose ** The purpose of this policy is to define the procedure for training on the Policy Administration System.

Related Policies **	**Policy Number**	**Policy Name**
	No data available.	

Related Resources ***	**Name**	**URL**
	No data available.	

The following related resources, if any, will be added:

[ ] [ ]

[ ] [ ]

[ ] [ ]

The URL should start with "http://" or "https://".

People Affected **
- ☑ ALL
- ☐ ALUMNI
- ☐ CONTRACTORS
- ☐ FACULTY
- ☐ STAFF
- ☐ STUDENTS
- ☐ VENDORS
- ☐ VISITORS

Key Words **

Notes **(view notes)** [ ]

PDF File to Upload [Browse…] No file selected. *PDF files uploaded to this directory must meet accessibility requirements.* **Resources are available to assist you.**
11821938_plan.pdf

[Reset] [Cancel] [**Submit**]

**: This field is required.
**: The related policies and keywords can be edited after this policy is approved.
***: Both "Name" and "Url" are required if you choose to input a related resources entry.

Enter your *Policy Code*

[Policy Code naming convention help](#) - Use the drop down boxes for the prefix (first 2 boxes) and type the suffix.

Policy Code ** **(Policy Code Naming Conventions)**	ACA - Provost/Academic Affairs ▾ . IT - Information Technology ▾ . [ ] . [ ]
	Search Policies By Policy Code
Next Review Date	○ 6 Months Later

Choose or Enter the *Next Review Date* for this policy. (2 years maximum)

Next Review Date
- ○ 6 Months Later
- ○ 1 Year Later
- ○ 18 Months Later
- ○ 2 Years Later
- ◉ 6 ▾ 3 ▾ 2016 ▾ (MM-DD-YYYY)

Historical Date: Choose the appropriate response. If yes, drop down boxes to enter the date will appear:

Historical Date Did this policy exist prior to Spring 2005? ○ Yes ◉ No

Historical Date Did this policy exist prior to Spring 2005? ◉ Yes ○ No
If yes, Do you know the date when it become effective? ◉ Yes ○ No
1 ▾ 1 ▾ 2005 ▾ (MM-DD-YYYY)

Choose a date, or if you don't know leave blank. (If you leave this blank, the Policy Directory will show "Prior to Spring 2005" for date)

Cut and paste or type the Policy *Summary/Purpose* into the text box. The text of the Summary/Purpose is searched to locate Policies on the

Summary/Purpose ** The purpose of this policy is to define the procedure for training on the Policy Administration System.

Related Policies will be added after the Policy is live on the Policy Directory.

Attach any needed *Related Resources*.
More resources can be added after the policy is live on the Policy Directory.
Help on related resources
    A. Enter a name for the resource (Displayed to users on the Web)

Related Resources ***	Name	URL
	No data available.	
	The following related resources, if any, will be added:	
	SAP Training	http://olemiss.edu/sap/training.html
		The URL should start with "http://" or "https://".

Check the boxes next to all groups of *People Affected* by this policy.

People Affected **	☐ ALL	☐ ALUMNI	☐ CONTRACTORS
	☑ FACULTY	☑ STAFF	☐ STUDENTS
	☐ VENDORS	☐ VISITORS	

Enter any *Notes* on the policy.

Notes (view notes)	This policy was created by the SAP Training Coordinator.

Click on the *Browse* button next to the *File to upload* box to select your PDF file. (The actual text of the policy should be contained in this file and must be in PDF format. Use the [Policy Template](#) to make sure your policy

PDF File to Upload **   [Browse…] Training.pdf   *PDF files uploaded to this directory must meet accessibility requirements. Resources are available to assist you.*

[Reset]   [Cancel]   [**Submit**]

**: This field is required.
**: The related policies and keywords can be edited after this policy is approved.
***: Both "Name" and "Url" are required if you choose to input a related resources entry.

Click Submit to when you are finished editing your policy. The following message will be displayed.

From this screen you may: *Edit this Policy* or *Go to Responsible Office*

Save Updates

✓ Thanks, JIE TANG.

Your policy has been updated:

Policy Name: Training on the Administration System

Edit this policy | Go To Responsible Office Policy Agent Menu

Responsible Office Policy Agent Menu: Only Policies for your Organization Unit will be displayed here. *In-Progress Policies* are those that are not yet live on the Policy Directory. *Active Policies* are those that are live on the Policy Directory. *In-Progress Policies* that are at your level of review will be displayed with a green highlight on their status. The next review date of a policy will be highlighted in yellow if the policy is due for review within the next 3 months or in red if it is overdue for review.

Responsible Office Policy Agent Menu

Go To Main Menu

ⓘ Important: Use **these resources** to create an accessible PDF file before uploading it to this directory.

Create Policy

Policy Name ** [   ]

Organization Unit [CHANCELLOR   ▼] [Go]

In-Progress Policies

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Responsible Office	Action	
10000065	ACA.IT.100.030	Official Web Pages	Planned	06/01/2016	06/01/2015	Responsible Office Action - Add/Update Policy	INFORMATION TECHNOLOGY	[View ▼]	[Go]
10000867	ACA.IT.300.070	Training on the Administration System	Planned	06/03/2016	06/03/2015	Responsible Office Action - Add/Update Policy	INFORMATION TECHNOLOGY	[View ▼]	[Go]

Active and Approved Policies

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Responsible Office	Action	
10000358	ACA.GS.200.001	Graduate Student Fees & Expenses	Active	04/02/2006	06/03/2015	Deactivated	PROVOST/VC FOR ACADEMIC AFFAIRS	[View ▼]	[Go]

In-Progress Policy Actions: Notice the dropdown menu in the action column for each Policy. You may *View*, *E-mail* or *Add a Note* to any policy. For policies at your level of review you may also *Edit*, *Delete* or

Approve (Send to Policy Manager).

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Responsible Office	Action	
10000065	ACA.IT.100.030	Official Web Pages	Planned	06/01/2016	06/01/2015	Responsible Office Action - Add/Update Policy	INFORMATION TECHNOLOGY	[View ▼]	[Go]
10000867	ACA.IT.300.070	Training on the Administration System	Planned	06/03/2016	06/03/2015	Responsible Office Action - Add/Update Policy	INFORMATION TECHNOLOGY	[View ▼]	[Go]

View
Edit
Email
Add Note
Manage Keywords
Alternate File
New/Update Appr
Delete

Active and Approved Policies

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Responsible Office	Action	
10000358	ACA.GS.200.001	Graduate Student Fees & Expenses	Active	04/02/2006	06/03/2015	Deactivated	PROVOST/VC FOR ACADEMIC AFFAIRS	[View]	

Action: View

The policy is shown in the form that it will be presented on the Policy Directory.

Policy: Training on the Administration System

Alert! This policy is not available from the public Policy Directory yet. This view shows you what it will look like once it is available. Note that certain fields such as "Next Review Date" will be suppressed in the public view.
Listing generated on 06/03/2015 at 15:31:39.

Name:	Training on the Administration System
Number:	10000867
Code:	ACA.IT.300.070
Status:	Responsible Office Action - Add/Update Policy
Administrative Division:	PROVOST/VC FOR ACADEMIC AFFAIRS
Responsible Office:	INFORMATION TECHNOLOGY
Next Review Date:	06/03/2016
Last Changed by:	TANG, JIE on 06/03/2015
Summary/Purpose:	The purpose of this policy is to define the procedure for training on the Policy Administration System.

▸ TABLE OF CONTENTS

▸ LIST ALL POLICIES

▸ CONTACT POLICY MANAGER

BROWSE POLICIES:

by Admin. Division
by Resp. Office
by Code Prefix
by People Affected
by Keyword
by Free-form Search
by Last Modified Date

Action: Edit
The policy is re-opened for editing.

Edit Policy

Policy Number	10000867
Policy Name **	Training on the Administration System
Policy Code ** **(Policy Code Naming Conventions)** Search Policies By Policy Code	ACA - Provost/Academic Affairs ▾ . IT - Information Technology ▾ . 300 . 070
Next Review Date	○ 6 Months Later ○ 1 Year Later ○ 18 Months Later ○ 2 Years Later ● 6 ▾ - 3 ▾ - 2016 ▾ (MM-DD-YYYY)
Historical Date	Did this policy exist prior to Spring 2005? ○ Yes ● No
Summary/Purpose **	The purpose of this policy is to define the procedure for training on the Policy Administration System.

Related Policies **	Policy Number	Policy Name
	No data available.	

Related Resources ***	Name	URL
	No data available.	

The following related resources, if any, will be added:

[ ]	[ ]
[ ]	[ ]
[ ]	[ ]

The URL should start with "http://" or "https://".

People Affected **	☑ ALL	☐ ALUMNI	☐ CONTRACTORS
	☐ FACULTY	☐ STAFF	☐ STUDENTS

Action: Email

This Action sends the policy to any email address you choose.

> A. Type in *Email address* or *addresses*
> B. Enter *Message*.
> C. Select *Email Options*
> D. Click the *Submit* Button.

Email Policy

Policy To Be Emailed

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000867	ACA.IT.300.070	Training on the Administration System	Planned	Responsible Office Action - Add/Update Policy	INFORMATION TECHNOLOGY

Email Customization

Email Addresses

(Note: Please separate each address with a comma.)

Message

Email Options
- ☐ Send to Responsible Office Policy Agent(s)
- ☑ Send to Policy Manager
- ☐ Send to Administrative Division Policy Agent(s)
- ☐ Send to Chancellor's Office Policy Agent(s)
- ☐ Send all Related Notes

[Reset] [Cancel] [Submit]

Action: Add Note

This Action adds a note to a policy. Type in the note and click on the *Submit* Button.

Add Policy Notes

Add Notes to This Policy

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000867	ACA.IT.300.070	Training on the Administration System	Planned	Responsible Office Action - Add/Update Policy	INFORMATION TECHNOLOGY

Add Notes

Notes **
(view notes)

Policy amended.

[Reset] [Cancel] [Submit]

**: This field is required.

Action: New/Update Appr
This action submits your policy to policy manager for approval.

Action: Delete
Used to permanently delete an In-Progress policy. This confirmation will pop-up. Click ok to continue deleting.

This confirmation message will appear.

Actions for Active Policies:

Active and Approved Policies

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Responsible Office	Action	
10000509	ACA.IT.400.030	Information Confidentiality/Security	Active	10/21/2015	10/21/2014	Approved and Activated	INFORMATION TECHNOLOGY	View ▾	Go
10000074	ACA.IT.100.040	Anti-Virus Protection for UM Computers	Active	11/05/2015	11/07/2014	Approved and Activated	INFORMATION TECHNOLOGY	View	Go
10000002	ACA.IT.100.010	IT Appropriate Use	Active	12/01/2015	12/01/2014	Approved and Activated	INFORMATION TECHNOLOGY	Edit Email	Go
10000845	ACA.IT.100.070	Credentialing for InCommon	Active	01/06/2016	01/06/2015	Approved and Activated	INFORMATION TECHNOLOGY	Add Note Review With No Change	Go
10000050	ACA.IT.300.010	Domain Name Registration	Active	02/13/2016	02/13/2015	Approved and Activated	INFORMATION TECHNOLOGY	Deactivate Appr Manage Related Policies Manage Related Resources Manage Keywords	Go
10000102	ACA.IT.300.030	Wireless Networks	Active	02/13/2016	02/13/2015	Approved and Activated	INFORMATION TECHNOLOGY	Manage Policy Code Suffix Alternate File	Go

Action: Review With No Change

When it is time to review an existing policy, if there are no changes to be made, use this action to set the next review date and add needed notes, then click submit.

Review Policy With No Changes

Policy To Be Reviewed

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000159	ACA.FG.100.004	Search Committees	Active	Approved and Activated	PROVOST/VC FOR ACADEMIC AFFAIRS

Set Next Review Date

Next Review Date
- ○ 6 Months Later
- ○ 1 Year Later
- ○ 18 Months Later
- ○ 2 Years Later
- ⦿ 9 ▾ 5 ▾ 2015 ▾ (MM-DD-YYYY)

Notes

Notes **
(view notes)

[text area]

[Reset] [Cancel] [Submit]

**: This field is required.

Action: Deactivate Appr

If a policy needs to be removed from the Policy Directory, use this Action to submit the request to your Administrative Division Office. Add needed notes and click submit.

Deactivate Policy

Policy To Be Deactivated

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000159	ACA.FG.100.004	Search Committees	Active	Approved and Activated	PROVOST/VC FOR ACADEMIC AFFAIRS

Notes

Notes ** `Please deactivate this policy.`
(view notes)

[Reset] [Cancel] [**Submit**]

**: *This field is required.*

Action: Manage Related Policies

Once a policy has been activated on the Policy Directory, you may associate it with related policies using this Action. Choose policies to relate by clicking the checkbox next to them and then click submit.

Manage Related Policies

Your Selected Policy

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000102	ACA.IT.300.030	Wireless Networks	Active	Approved and Activated	INFORMATION TECHNOLOGY

Related Policies

Set/Unset Relation	Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
☑	10000002	ACA.IT.100.010	IT Appropriate Use	Active	Approved and Activated	INFORMATION TECHNOLOGY

Related Policies Candidates

Set/Unset Relation	Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
☐	10000099	ACA.AD.100.001	Admission Application Requirements	Active	Approved and Activated	PROVOST/VC FOR ACADEMIC AFFAIRS
☐	10000831	ACA.AD.100.001	Admission to the University	Active	Approved and Activated	PROVOST/VC FOR ACADEMIC AFFAIRS
☐	10000832	ACA.AD.100.002	Freshman Admission	Active	Approved and	PROVOST/VC FOR ACADEMIC

Related Policies are displayed and linked on the Policy Directory when a policy is viewed.

Action: Manage Related Resources

As stated earlier, you can add related resources to a policy after it is live on the Policy Directory.

    A. Enter a name for the resource (Displayed on the Web interface)

    B. Enter the URL (including http:// or https://)

C. Click Submit

Manage Related Resources

Your Selected Policy

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000102	ACA.IT.300.030	Wireless Networks	Active	Approved and Activated	INFORMATION TECHNOLOGY

Selected Policy's Related Resources ***

Name	URL
Office of Information Technology	http://www.olemiss.edu/depts/it

The URL should start with "http://" or "https://".

Related Resources To Be Added To The Above Policy ***

Name	URL

The URL should start with "http://" or "https://".

[Reset] [Cancel] [Submit]

***: Both "Name" and "Url" are required if you choose to input a related resources entry.*

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Action: Manage Keywords

Keywords are used to facilitate searching policies in the Policy Directory. Users select from a dropdown box of keywords and then see all of the policies related to it. This Action relates keywords to your policy. Click the

Manage Keywords

Your Selected Policy

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000102	ACA.IT.300.030	Wireless Networks	Active	Approved and Activated	INFORMATION TECHNOLOGY

Selected Policy's Keywords

Keywords	Keywords	Keywords
☑ COMPUTER	☑ INFORMATION TECHNOLOGY	☑ INTERNET
☑ NETWORK	☑ ONLINE	☑ WIRELESS

Selected Policy's Keywords Candidates

Keywords	Keywords	Keywords
☐ 403B	☐ ABSENT	☐ ABUSE
☐ ACADEMIC DISHONESTY	☐ ACADEMIC FREEDOM	☐ ACADEMIC MISCONDUCT
☐ ACADEMIC RESIDENCY	☐ ACADEMIC RESTART	☐ ACADEMIC SCREENING
☐ ACCESSIBILITY	☐ ACCESSIBLE	☐ ACCOMMODATION
☐ ACT	☐ ADA	☐ ADA COORDINATOR

Action: Manage Policy Code Suffix

This action allows you to change the Policy Code Suffix (last 6 digits) of an active Policy, to facilitate policy organization.

Manage Policy Code Suffix

Your Selected Policy

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000102	ACA.IT.300.030	Wireless Networks	Active	Approved and Activated	INFORMATION TECHNOLOGY

Selected Policy's Code

Policy Code **
(Policy Code Naming Conventions) ACA.IT. [300] . [030]

[Reset] [Cancel] [Submit]

**: This field is required.

Approved Policies

When you approve a policy from the Responsible Office Policy Agent Interface it is sent to your Policy Manager for Proofing. It will be displayed on their interface and they may approve or reject it. If they approve it, it is sent to the Chancellor's Office Policy Agent. It will be displayed on their

interface and they may approve or reject it.   Once approved, the Chancellor's Office Policy Agent activates it which posts it to the Policy Directory.

Editing Active Policies
If you edit an active policy, a copy of the policy is created and placed under ***In-Progress Policies*** until it is approved by your ***Policy Manager, Administrative Division Policy Agent, Chancellor's Office Policy Agent*** and placed live on the Policy Directory. When it goes live it will replace the old version of the policy on the Policy Directory.

Rejected Policies
If your policy is rejected by your ***Policy Manager*** then its status will return to ***Responsible Office***. You may edit the policy and submit it again or delete it.

Additional Features
Policy Codes Help File: This feature shows you policy codes already in use for help in organizing new policies.
Upload Source Files for Storage: This feature allows you to upload the editable source file for your PDF. The file will not be viewable in the Policy Index, but will be available to download if you need to update a policy.

Dates

March 9th: Policy Administration System goes live.
        You may start uploading Policies.
April 1st: Policy Directory goes live.
        Policies in the index will be viewable on the web.
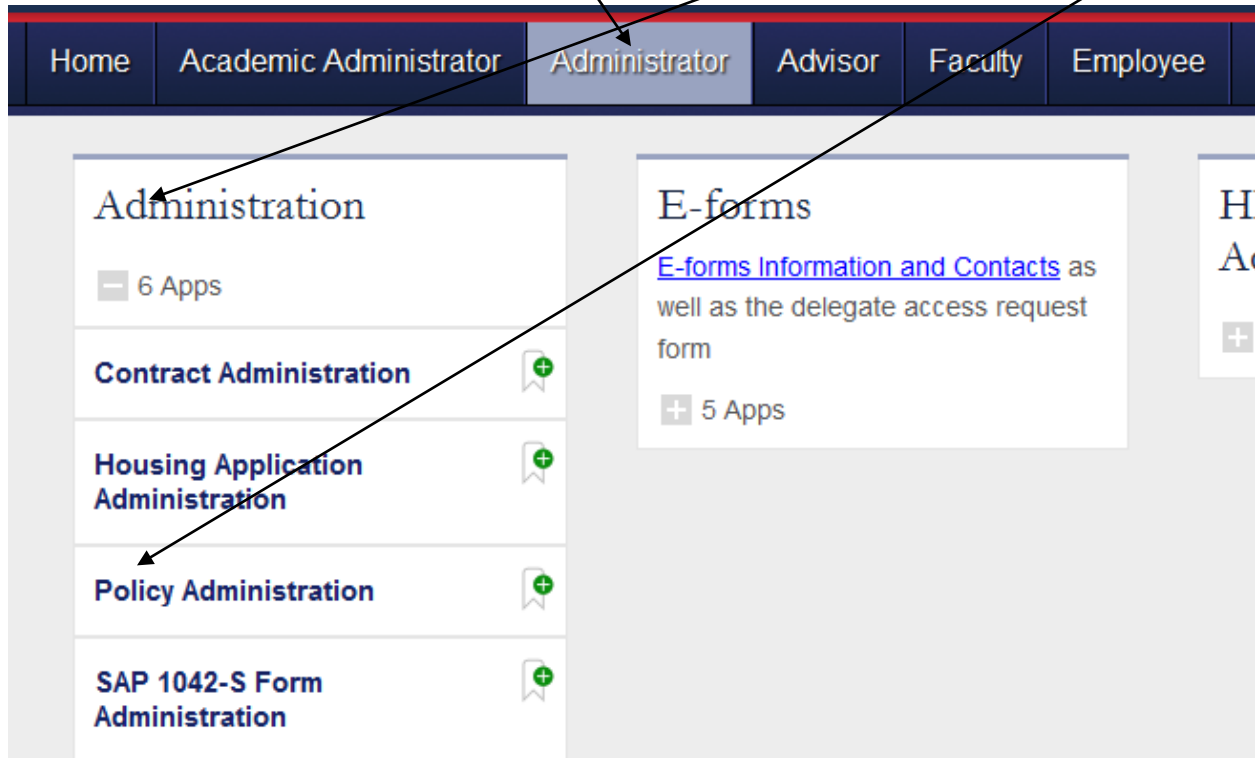
Administrative Division Policy Agent Interface

Entering the interface: On the Portal home page use your WebID and password to log on to myOleMiss.

For an **Employee**: Click on "Employee" then "Tools and Resources". Choose "Policy Administration"

Employee   Call Center   Financial Aid   Registrar   Book Store

2 Apps

Search

2 Apps

Tools and Resources

8 Apps

Contract Administration

Countdown Timer
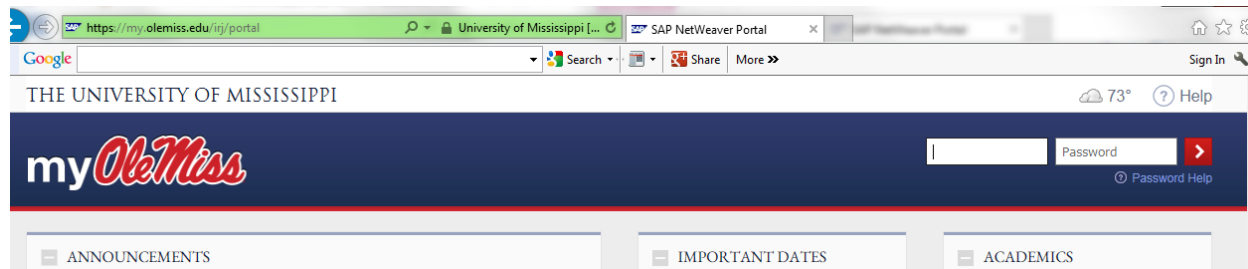
Policy Administration
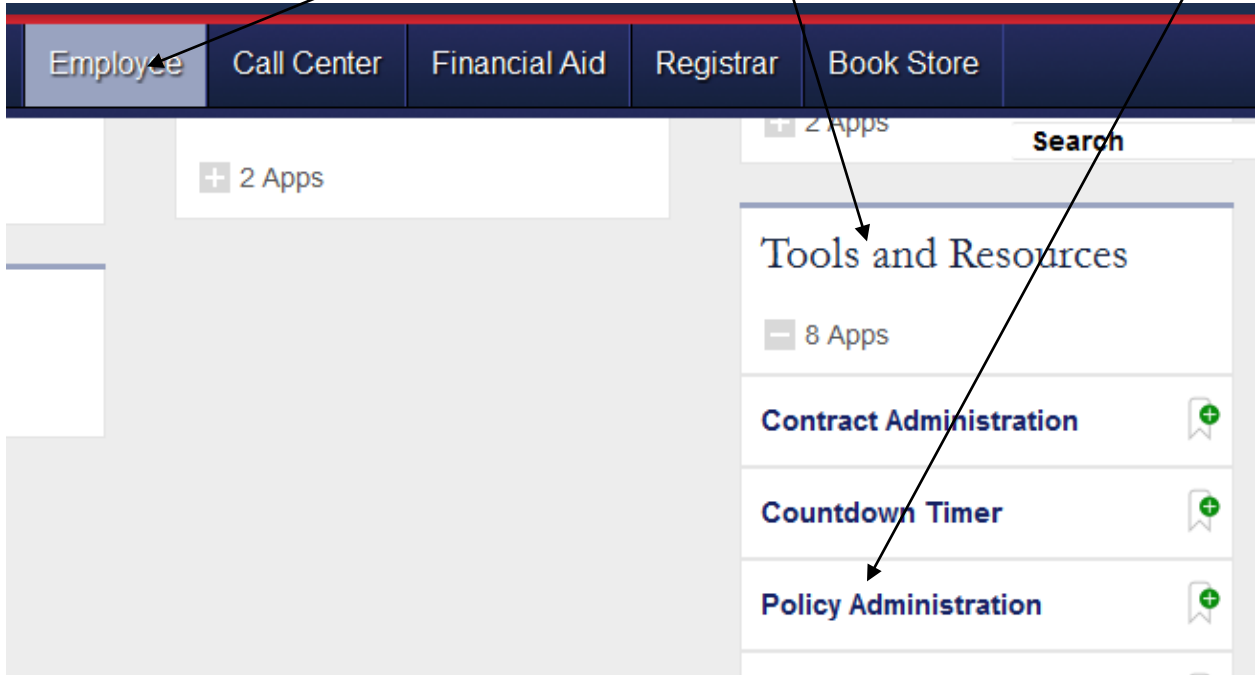
For an **Administrator**: Click on "Administrator" then "Administration". Choose "Policy Administration" from the navigation box on the left.

Administrative Division Policy Agents have a choice of either interface.

This interface is similar to the Responsible Office Interface. The difference is that you can only act

on policies that are pending at Administrative Division for review. These policies will be highlighted in Green.

Action: Approve New/Update
This action approves the policy and sends it to the Chancellor's Office Policy Agent for approval

This message will be displayed

Administrative Division Policy Agent Menu

✔ Thanks, CM Faculty9.

Your policy has been approved by Administrative Division Policy Agent(s):

Policy Name: Training on the Administration System

Administrative Division Policy Agent Menu

Action: Reject New/Update
This action Rejects the new policy or changes to an existing policy and

Administrative Division Policy Agent Menu

Policy To Be Rejected

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000867	ACA.IT.300.070	Training on the Administration System	Planned	Pending Administrative Division Review - Add/Update Policy	INFORMATION TECHNOLOGY

Notes

Notes ** (view notes)

```
This policy does not meet the standard.
```

Reset   Cancel   **Submit**

This message will be displayed:

Administrative Division Policy Agent Menu
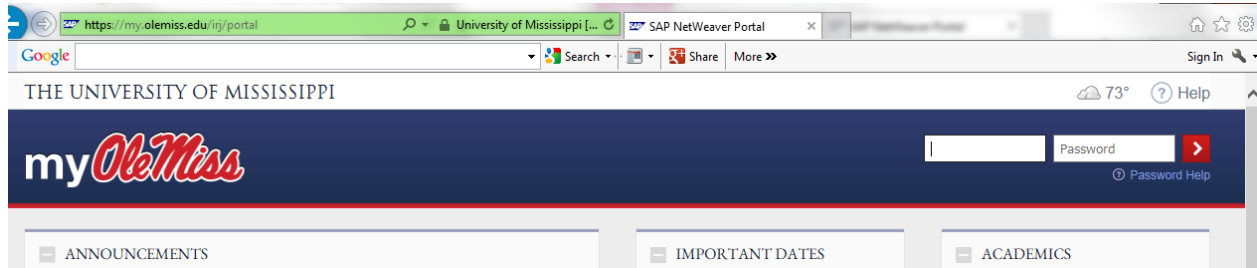
✔ Thanks, CM Faculty9.

Your policy has been rejected by Administrative Division Policy Agent(s):

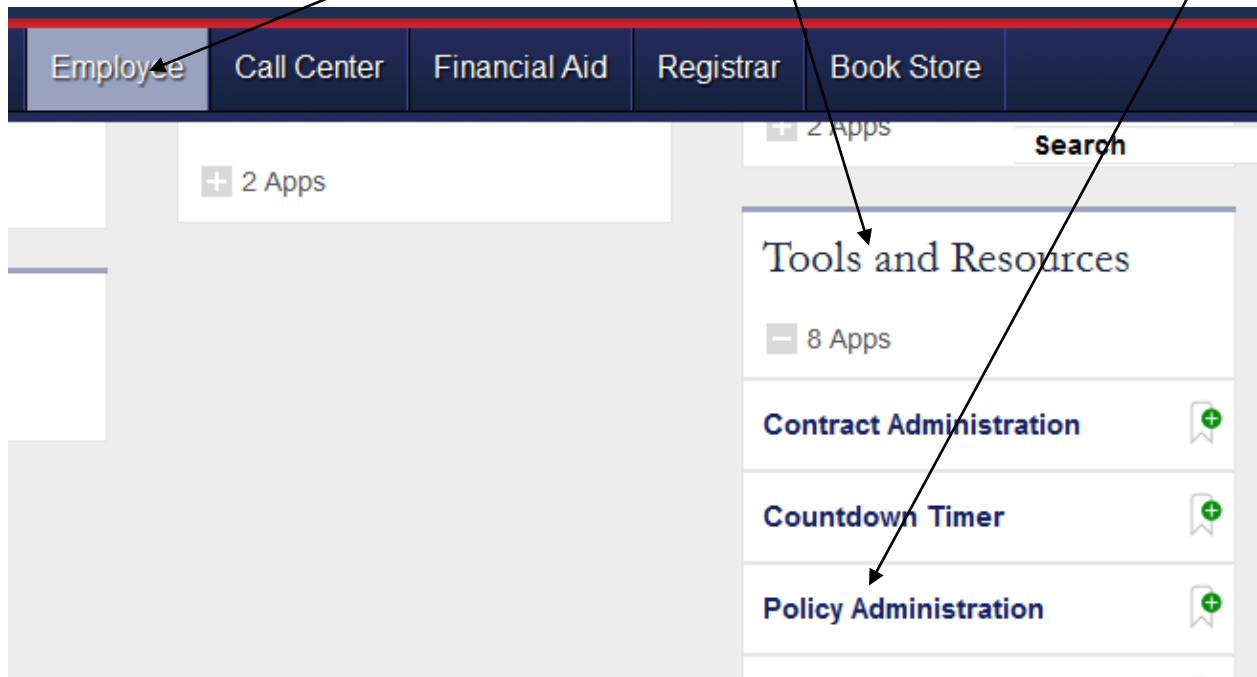**Policy Name:**   Training on the Administration System

Administrative Division Policy Agent Menu
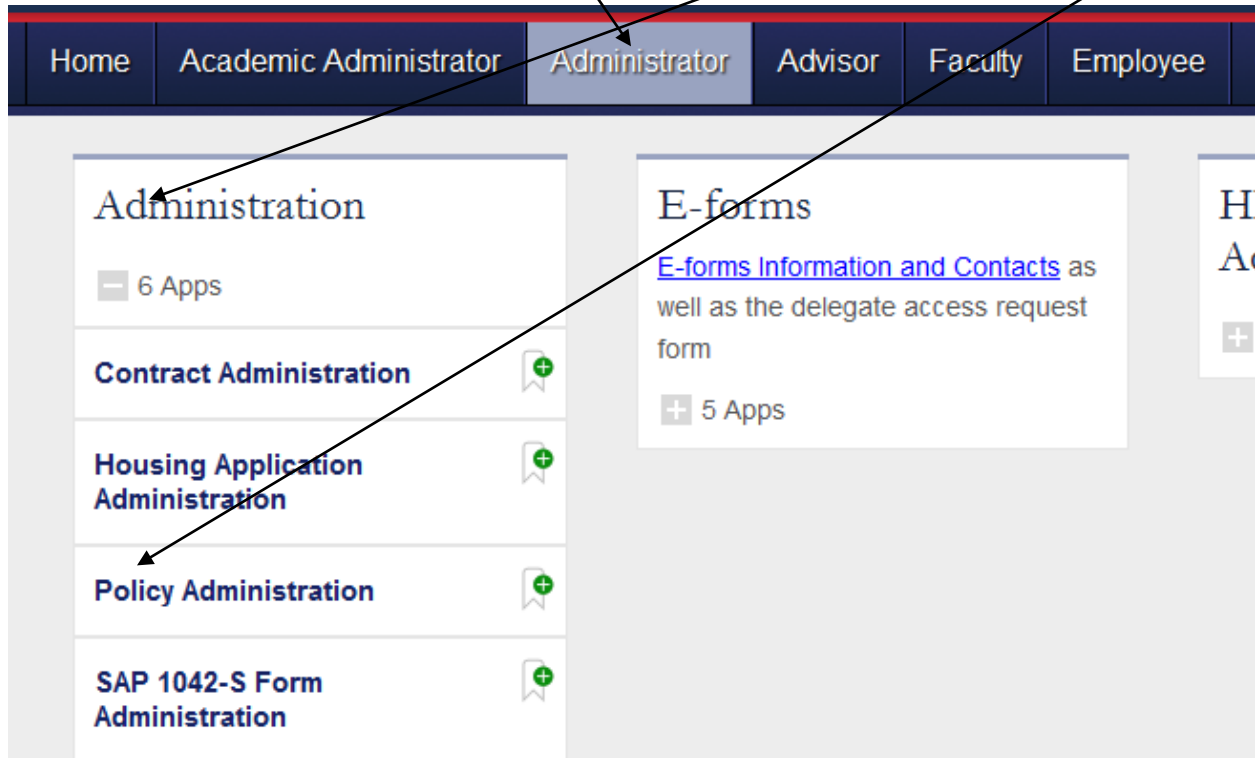
Chancellor's Office Policy Agent Interface

**Entering the interface:** On the Portal home page use your WebID and password to log on to myOleMiss.

For an Employee: Click on "Employee" then "Tools and Resources". Choose "Policy Administration"

For an **Administrator**: Click on "Administrator" then "Administration". Choose "Policy Administration" from the navigation box on the left.

Chancellor's Office Policy Agents have a choice of these three interfaces.
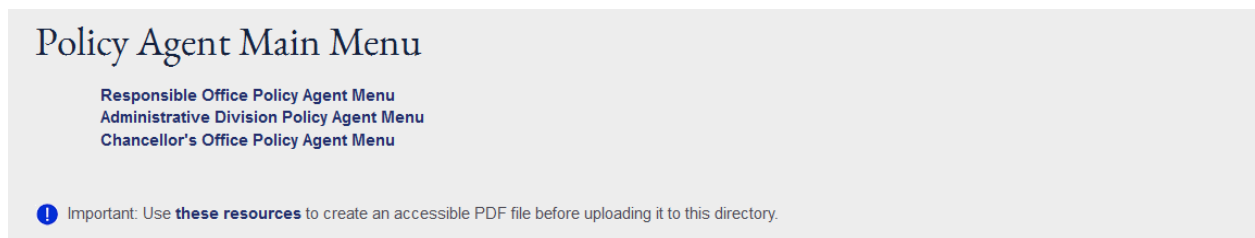
This interface is similar to the Administrative Division Interface. The difference is that you can only act on policies that are pending at Chancellor's Office for review. These policies will be highlighted in Green.

Chancellor's Office Policy Agent Menu

Go To Main Menu

List By Options

☐ **Policy Code Prefix** [ACA - Provost/Academic Affairs ▼]

☑ **Policy Status** [Pending Chancellor's Office Review - A ▼]

Action [Go]

In-Progress Policies

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Responsible Office	Action	
10000867	ACA.IT.300.070	Training on the Administration System	Planned	06/03/2016	06/03/2015	Pending Chancellor's Office Review - Add/Update Policy	INFORMATION TECHNOLOGY	[View ▼]	[Go]
								View	
								Email	
								Add Note	
								Activate	
								Reject New/Update	

Active and Approved Policies

Policy Number	Policy Code	Policy Name	Planning Status	Next Review Date	Last Mod. Date	Policy Status	Action

Note: The Next Review Date with red background means the policy is past due for review.
Note: The Next Review Date with yellow background means the policy will be past due in 3 months.

Action: Activate

This action activate the policy which will be live from the Policy Directory.

Chancellor's Office Policy Agent Menu

Policy To Be Activated

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000867	ACA.IT.300.070	Training on the Administration System	Planned	Pending Chancellor's Office Review - Add/Update Policy	INFORMATION TECHNOLOGY

Notes

Notes
(view notes)

[Reset] [Cancel] [Submit]

This message will be displayed

Chancellor's Office Policy Agent Menu

✔ Thanks, CM Faculty9.

Your policy has been activated by Chancellor's Office Agent(s):

Policy Name: Training on the Administration System
Url link: 11821938_active_20150604.pdf

Chancellor's Office Policy Agent Menu

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Action: Reject New/Update

This action Rejects the new policy or changes to an existing policy and

Chancellor's Office Policy Agent Menu

Policy To Be Rejected

Policy Number	Policy Code	Policy Name	Planning Status	Policy Status	Responsible Office
10000867	ACA.IT.300.070	Training on the Administration System	Planned	Pending Chancellor's Office Review - Add/Update Policy	INFORMATION TECHNOLOGY

Notes

Notes ** (view notes)

This policy does not meet the standard.

Reset   Cancel   **Submit**

This message will be displayed:

Chancellor's Office Policy Agent Menu

✔ Thanks, CM Faculty9.

Your policy has been rejected by Chancellor's Office Policy Agent(s):

Policy Name: Training on the Administration System

Chancellor's Office Policy Agent Menu