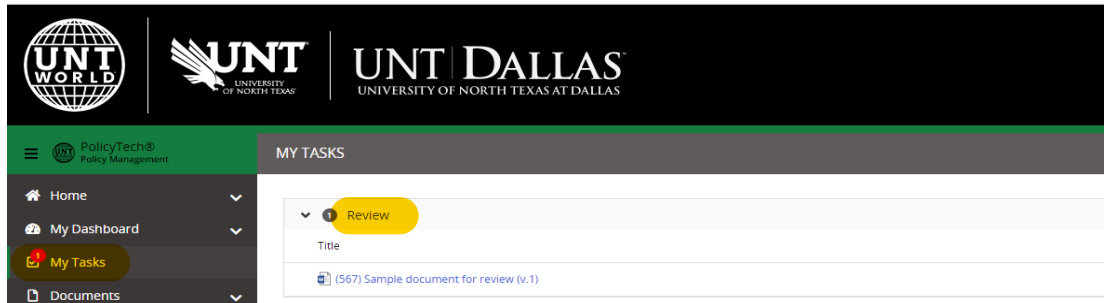




PolicyTech Quick Guide for Writers

1. LOGIN. Go to <https://untsystem.policytech.com> using your EUID and password
2. REVIEW. Select **My Tasks** on the side. This will bring up the "tasks" you need to complete.
3. Click the policy title to review under the dropdown. The policy will open in a new window.

Note: The first time you open a document in PolicyTech you will need to set default options. When prompted click Set as Default next to Open in Microsoft Office (2016 or later) and then click Go. Confirm this choice by clicking Open Word (desktop). When the document opens, click on Enable Editing. If you want to make edits, make sure to turn on Track Changes by clicking on Review, Track Changes.



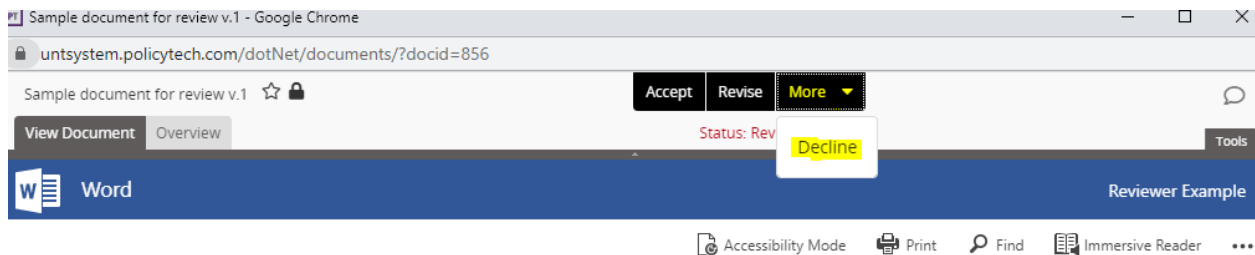
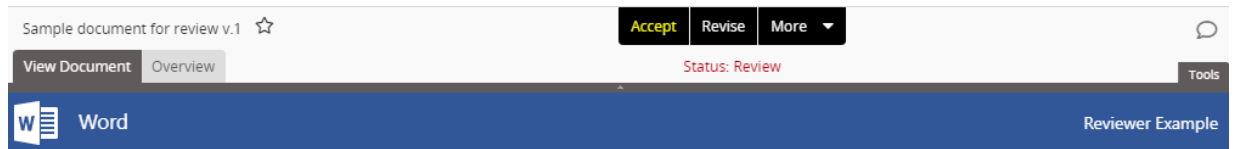
4. REVIEW. To view the redline of a draft, click on Revise, then click on Edit Document.

5. ACCEPT or DECLINE.

To accept the policy as presented click **Accept** on the tool bar.

To decline the policy as presented click **More** on the tool bar, then click **Decline**.

Comments can be added by clicking the "Chat" bubble and add comments.



6. If you open the document in Word and make edits, save and close the document, then click **Back to PolicyTech** and **Done Revising**. *Note: Making edits sends the policy back to the beginning of the workflow so as with PowerDMS, the recommendation is to email any suggested edits to the Policy Director.*

