

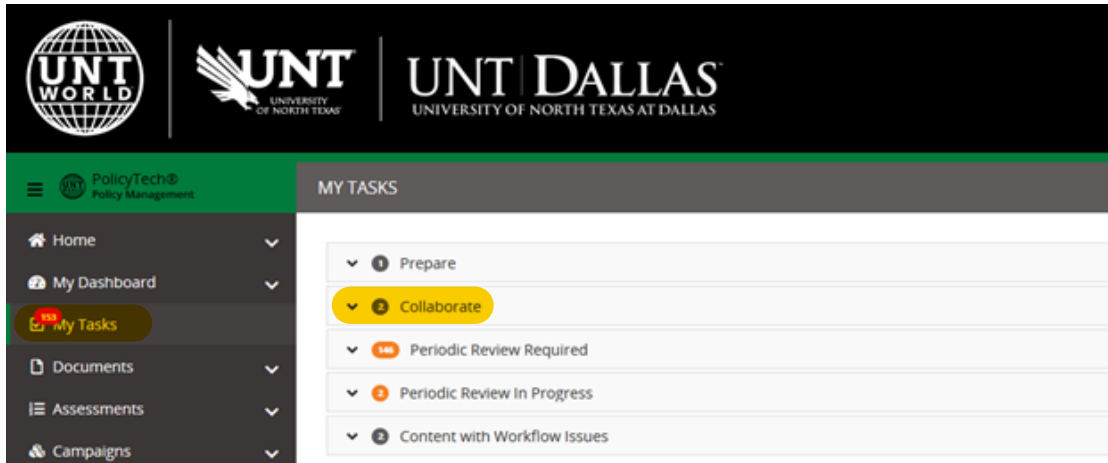


PolicyTech Quick Guide for Writers

1. LOGIN. Go to <https://untsystem.policytech.com> and login using your EUID and password.
2. POLICY SELECTION. Select **My Tasks**. Click **Collaborate** to find the policy for approval.
3. APPROVE. Click the policy title you want to review from the approve to move forward.

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. Following review select **Finished Writing**. Add any comments. **SAVE**.
5. Document will move forward to the next step in the workflow.

