

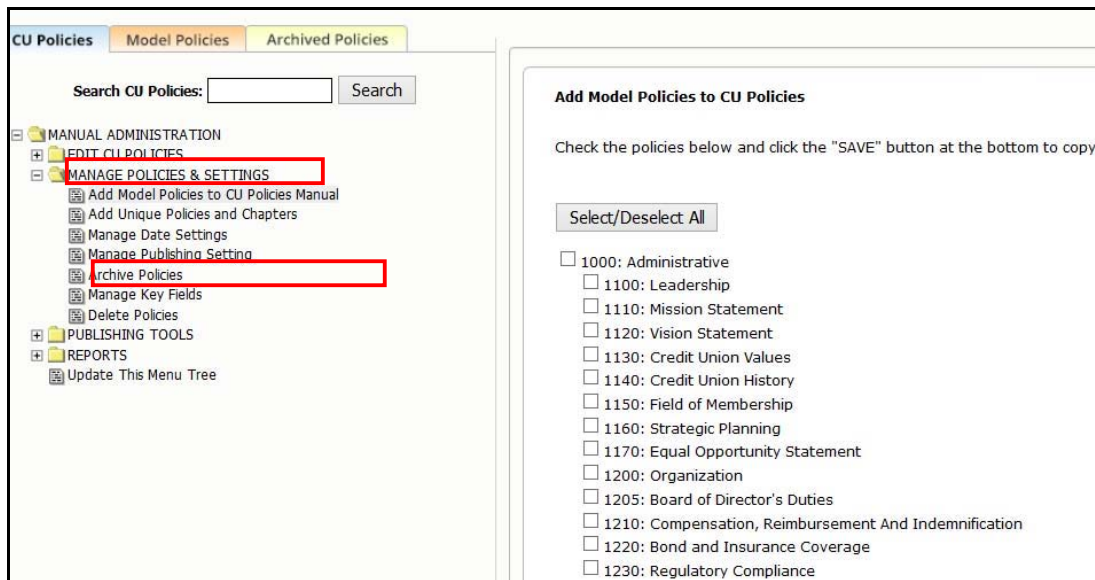
# QUICK START GUIDE

## Adding Model Policies to the CU Policies Manual

Adding model policies from the Model Policies manual to the CU Policies manual can be done one of two ways.

**Option 1: Add multiple policies at one time.** This option works best if you know exactly what policies you'd like to bring into your CU Policies manual, and do not need to review the content prior to bringing the content into your CU Policies manual.

1. Click on the "CU Policies" tab at the top left of the screen to make sure you are in the CU Policies.
2. Using the plus signs to the left of each folder, expand the "MANUAL ADMINISTRATION" and the "MANAGE POLICIES & SETTINGS" folders.
3. Under the "MANAGE POLICIES & SETTINGS" folder, click the "Add Model Policies to CU Policies Manual" link. On the right side of the screen, a form will appear listing all model policies available from the Model Policies manual, with a checkbox next to each policy.
4. Click the checkbox next to each model policy that you want to move from the Model Policies manual to your CU Policies manual.



5. Scroll to the end of the page and click the "Save" button. The current model policy for each selected policy will be added to your CU Policies manual.

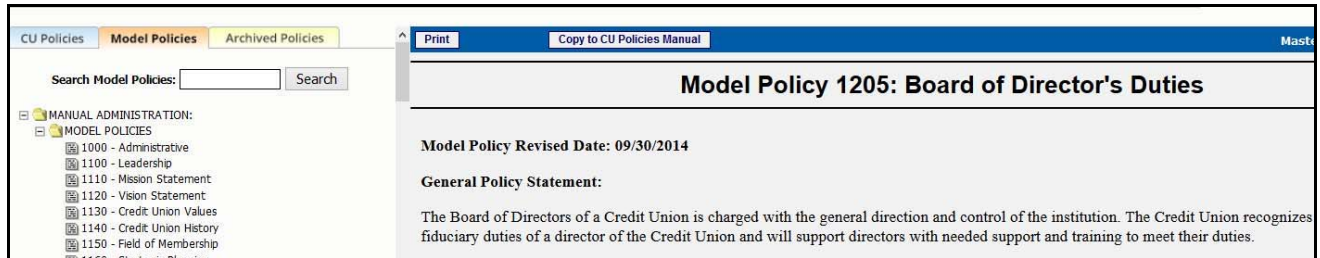
*Note: If one or more of the policies selected is already part of the CU Policies manual, you will be prompted to choose for each policy if you wish to 1) overwrite the current policy or policies if there is more than one instance of a particular policy, 2) create an additional copy of the policy, 3) cancel if you do not want to add the policy.*

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## Adding Model Policies to the CU Policies Manual (continued)

**Option 2: Add one policy at a time. This option works best if you want to review the content of a model policy before adding the policy to the CU Policies manual.**

1. Click on the “Model Policies” tab at the top left of the screen to make sure you are in the Model Policies manual.
2. Using the plus signs to the left of each folder, expand the “MANUAL ADMINISTRATION” and the “MODEL POLICIES” folders.
3. You will see a listing of all the available model policies.
4. Click on the model policy you would like to view, and the full text of the policy will appear on the right side of the screen.
5. Click the “Copy to CU Policies Manual” button.



## **Finding a Specific Policy**

If you're looking for a specific policy, you can use the “Search” function, found in the upper left side of the navigation. Either the *CU Policies* or *Model Policies* content can be searched; however, for a complete search of the model content, we recommend you search from the *Model Policies* manual.

Also, the **Alphabetical Policy List** is a great tool to find a specific policy. The Alphabetical Policy List is found in the RESOURCES area of CU PolicyPro under the TOOLS Folder.