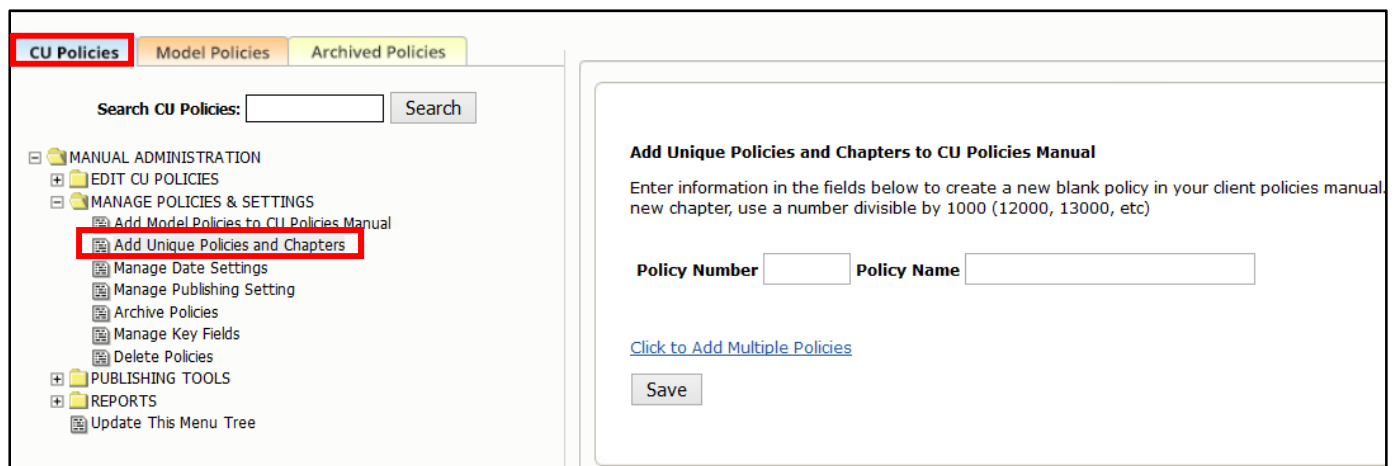## *Adding Unique Policies to the CU Policies Manual*

1. Click on the "CU Policies" tab at the top left of the screen to make sure you are in the CU Policies Manual.

2. Using the plus signs to the left of each folder, expand the "MANUAL ADMINISTRATION" and the "MANAGE POLICIES & SETTINGS" folders.

3. Click the "Add Unique Policies and Chapters" link.

4. On the right side of the screen, a form will appear to allow you to add a unique policy. Type the policy number in the "Policy Number" field and the policy name in the "Policy Name" field.

   Tip: The policy number chosen must be greater than 1000 and fall into an existing chapter folder. Policy numbers below 1000 or those that have no associated Chapter folder will not be accessible for editing in the CU Policies.

5. To add more than one policy at one time, click the "Click to Add Multiple Policies" link.

6. Click the "Save" button. This creates a blank policy in your CU Policies manual. The new policy will appear in the CU Policies manual in numeric order.

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 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.

7. To add a new chapter, type the Chapter number in the "Policy Number" field and Chapter name in the "Policy Name" field. Chapters must be divisible by 1000 (i.e. 9000, 10000, etc.). Policies will not be available for editing in the CU Policies if they do not have an associated Chapter.

   Tip: If you accidently give your new policy the same number as an existing policy, don't worry! You won't overwrite the existing content. You will simply have two policies with the same number. However, this is not recommended, so if you notice that you have duplicated a policy number, we recommend changing the number on the new policy you created.