Suggested Lessons for Readers/all GR employees and students:

- What is PolicyTech (for the Reader)? –Estimated 3 minutes (NO AUDIO)
- How Do I Change Sites and View Categories in PolicyTech? –Estimated 4 minutes (NO AUDIO)
- How Do I Search for Policies in PolicyTech? - Estimated 4 minutes (NO AUDIO)
- How Do I Attest to Reading a Document in PolicyTech? - Estimated 2 minutes (NO AUDIO)

Suggested Additional Lessons for those designated as a Reviewer of policies:

- What is PolicyTech (for the Reviewer)?-Estimated 4 minutes (NO AUDIO)
- How Do I Propose Changes to a Document? -Estimated 4 minutes (NO AUDIO)
- How Do I Accept a Document with No Proposed Changes? - Estimated 3 minutes (NO AUDIO)
- How Do I Respond to Task Assignments? -Estimated time 1 minute (NO AUDIO)

Suggested Additional Lessons for those that are designated as Document/Policy Owners:

- What is PolicyTech (for the Document Owner)? –Estimated 4 minutes (NO AUDIO)
- How Do I Create a New Policy in PolicyTech? (Part A: Establishing Properties)- Estimated Time 13 minutes (CONTAINS AUDIO)
- How Do I Create a New Policy in PolicyTech? (Part B: Filling in the Document Template)- Estimated time 12 minutes (CONTAINS AUDIO)
- How Do I Find the Status of the Document That I Have Submitted for Review and Approval? - Estimated time 3 minutes (CONTAINS AUDIO)
- How Do I Manage the Feedback From the Reviewers of My Policy? - Estimated time 4 minutes (CONTAINS AUDIO)
- How Do I Revise an Approved Policy? (Part A: Revising Policy Properties)-Estimated time 7 minutes (CONTAINS AUDIO)
- How Do I Revise an Approved Policy? (Part B: Revising a Document Template)- Estimated time 10 minutes (CONTAINS AUDIO)
- How Do I Respond to Task Assignments? -Estimated time 1 minute (NO AUDIO)

Suggested Additional Lessons for those that are designated as Proxy Authors:

- What is PolicyTech (for the Document Owner)? –Estimated 4 minutes (NO AUDIO)
- How Does a Proxy Author Create a New Policy in PolicyTech? (Part A: Establishing Properties)- Estimated Time 13 minutes (CONTAINS AUDIO)
- How Does a Proxy Author Create a New Policy in PolicyTech? (Part B: Filling in the Document Template)- Estimated time 12 minutes (CONTAINS AUDIO)
- How Does a Proxy Author Revise an Approved Policy? (Part A: Revising Policy Properties) -Estimated time 7 minutes (CONTAINS AUDIO)
How Does a **Proxy Author** Revise an Approved Policy? (Part B: Revising a Document Template) -Estimated time 10 minutes (CONTAINS AUDIO)

How Do I Respond to Task Assignments? -Estimated time 1 minute (NO AUDIO)

Suggested Additional Lessons for those that are designated as a **Writer**:

- How Does a **Writer** Collaborate With a Document Owner to Write a Policy?- Estimated Time 8 minutes (NO AUDIO)

If there are questions regarding training or access to the system, please contact Angelica Hardison at (706)721-0900.