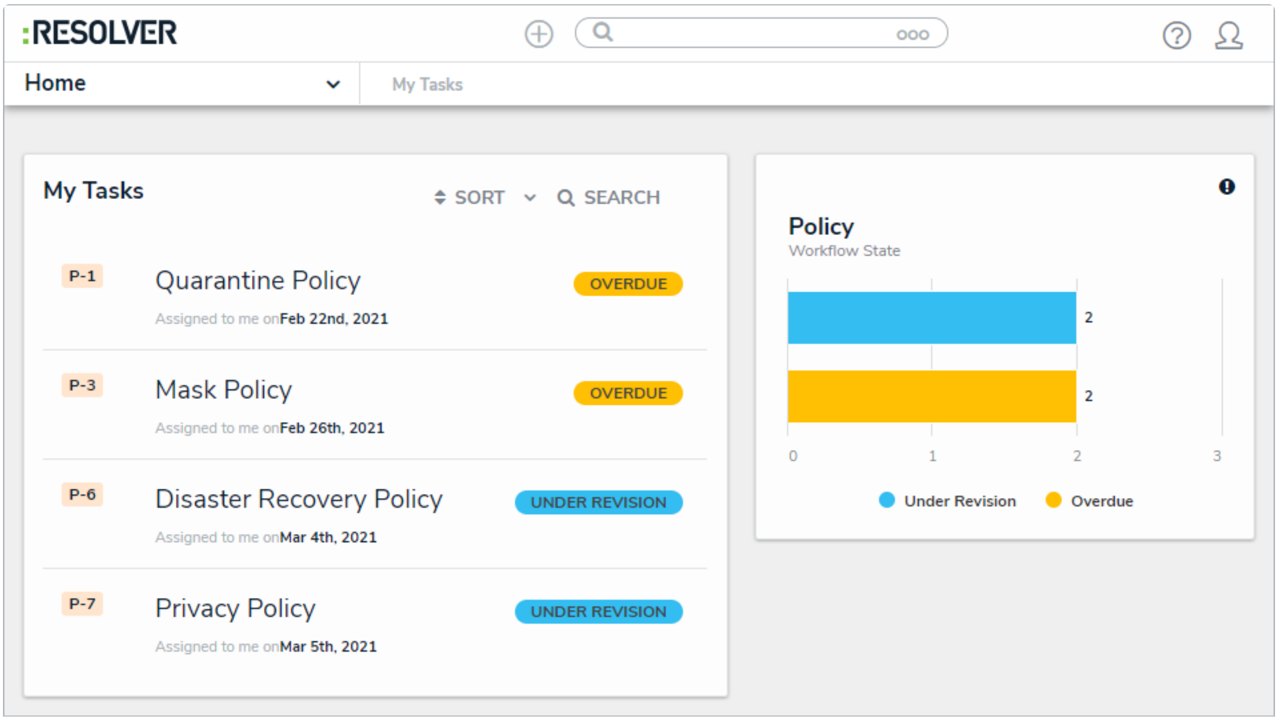
Update Policies

Last Modified on 03/05/2021 5:52 pm EST

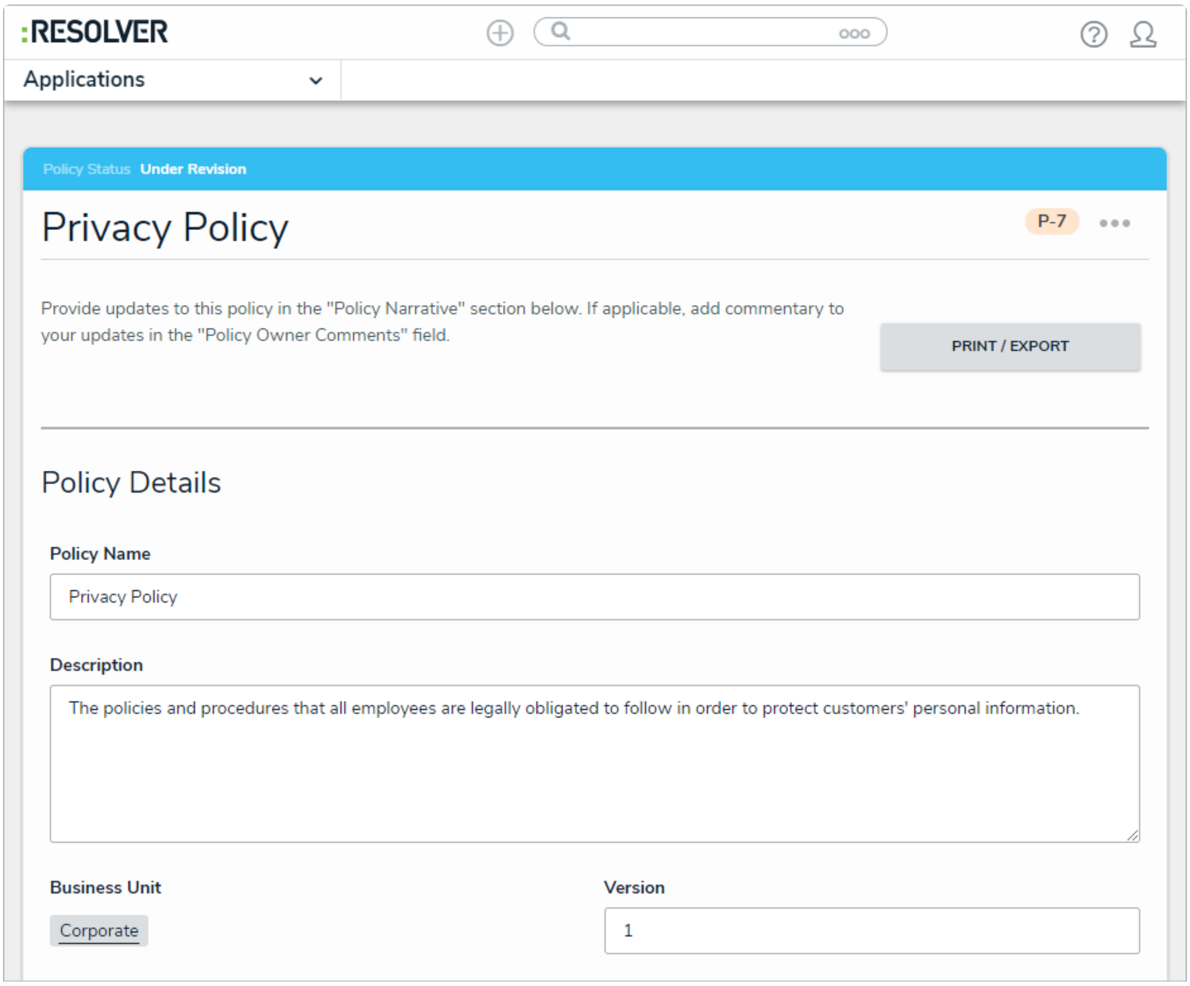
Once a policy has been moved to the **Under Revision** or **Overdue** workflow state, the policy owner must then ensure that it has been properly documented and is up to date. Once the policy has been updated, it is then sent to the assigned policy reviewer for review. All policies that require action from the policy owner appear on the My Tasks page.



Policies assigned to the Policy Owner on the My Tasks page.

To update policies:

1. Log into a user account that's been added to the **Policy Owner** user group to display the **My Tasks** page.
2. Click a policy in the **Under Revision** or **Overdue** workflow state to open the **Policy Overview** form.



The Policy Overview form.

3. **Optional**: In the **Policy Details** section:

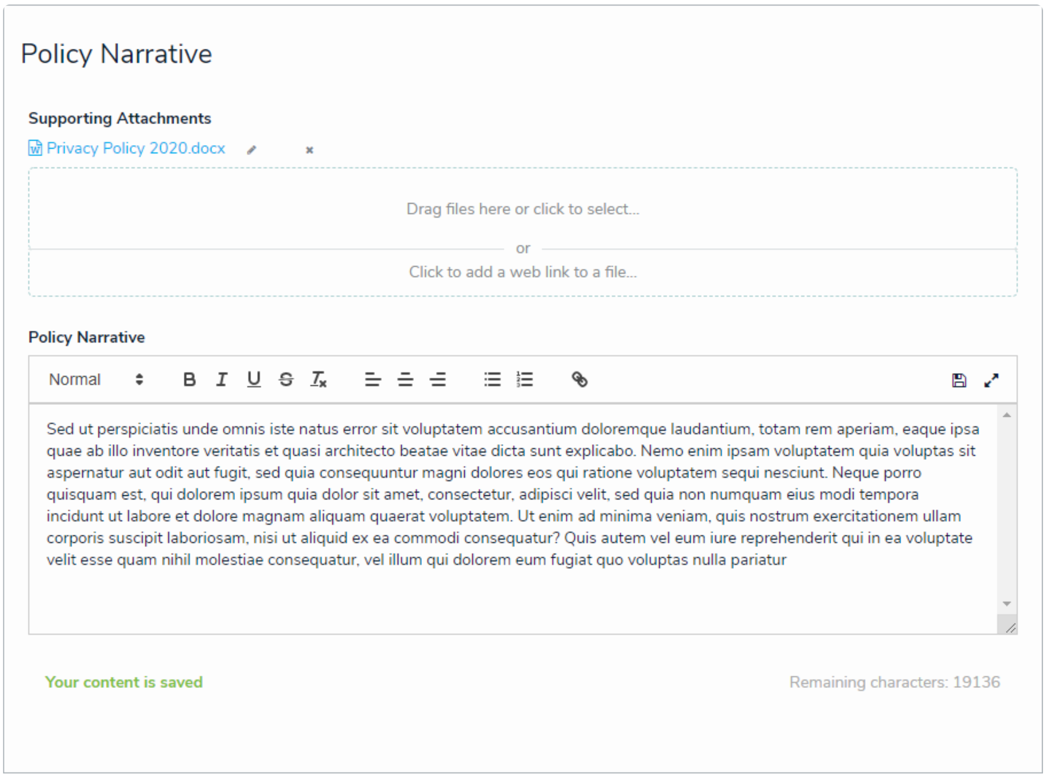
    a. Edit the name and description of the policy in the **Policy Name** and **Description** fields as required.

    b. Enter the current version of this policy in the **Version** field.

4. In the **Policy Narrative** section:

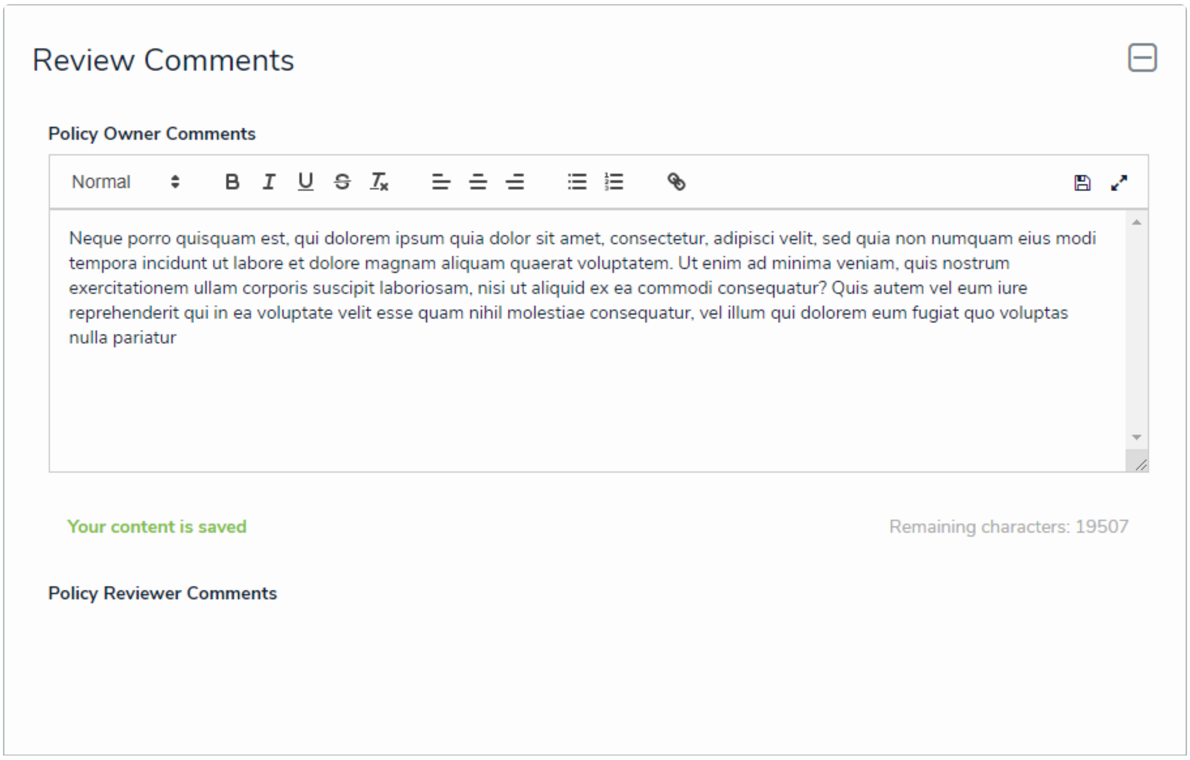
    a. **Optional**: Drag files to the **Supporting Attachments** section to add them to the policy. You can also click in the boxes below **Supporting Attachments** to browse for files on your machine, or to enter a URL link.

    b. If you do not attach any supporting documentation to the policy, document the body of the policy in the **Policy Narrative** field.



The Policy Narrative section.

5. In the **Review Comments** section, enter any comments you have about the policy in the **Policy Owner Comments** section.



The Review Comments section.

6. Click **Submit for Review** to submit this policy to its assigned policy review for review.