How to Initially Upload a Policy to the WCU Policy Library SharePoint (not to be used for policies already in the policy library)

WCU Policy Library SharePoint: https://wcupa.sharepoint.com/sites/President/polpro/Forms/AllItems.aspx

 Click Upload → Files and select the WORD version of the policy you wish to upload (YOU MUST UPLOAD THE VERSION SAVED TO YOUR HARD DRIVE ("THIS PC") – DO NOT UPLOAD FROM YOUR ONEDRIVE/TEAMS/OR OTHER DOCUMENT MANAGEMENT SYSTEM). Now the Policy will show in the Library.



2. Find the newly uploaded policy in the list. Hover over the 3 dots \rightarrow Click "Add information now" to complete the missing information.

WCU Policies & Procedures							
			Modified $^{\smallsetminus}$	Modified By $^{\smallsetminus}$	Short Description \vee	Divi	
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3. Fill in all required boxes with appropriate information as illustrated in the following images (see checklist below step 5):



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**See next 2 images for details regarding "Label" and "Status"

	1/29/2022	
in grid view 🛛 🗖 Open 🗸	Last Review Date * 1/27/2021	Label shall refer to the policy's
Policies & Procedu	⊘ Label * Public	appearance on the public facing
🗋 Name 🖂	Confidential	website. Select <i>Public</i> for
Market ABC Test.docx	Public	all Policies that are to be
ABC Test.pdf FERPA Policy.docx	<u>G Status</u> * Draft	published on the WCU website.





Policy Owner Email shall correspond to the individual within that role (may be individual or generic email).

Additional Email's (up to 3) shall be managers and/or leadership within department/division

Enterprise Keywords

 – enter keywords (separated by comma) for public site filtering capability

Expiration Date	Academic Affairs		
Enter a date	, Facilities		Select
S Division	Finance & Administration		appropriate
Academic Affairs	Student Affairs	\checkmark	drop down
Save Cancel	University Affairs		menu
	Academic Affairs	•	

- 4. Click Save
- 5. Convert Document to PDF: The very first time this step is completed, you will need to connect to the Microsoft Flow. See page 5 for these steps. Once you have done that, you will not ever have to do it again and will complete all future conversions as follows: Locate the policy on the main list. Click the 3 dots to right of the document name → Mouse over to "Automate" → Click "Convert Document to PDF"

	ID 🗸	ß	Name 🖂		Automate >	Request sign-off	
0	9		Academic Affairs Policy .docx	***	Rename Pin to top	Set a reminder > Convert Document to PDF	
*Checklist of Required Information to Complete in Step 3							
Next	Review Date		Γ		Additional Email Add	Iresses	
Last F	Review Date		Γ		Enterprise Keywords		
Label			Γ		Division		
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All other boxes can be filled in to provide additional detail as user sees fit.