



## PolicyTech FAQs

### **Does TCU have a policy repository?**

All current University policies, those that have broad application throughout TCU, are in the process of being migrated to PolicyTech – a new platform and management software TCU will use to manage and store policies. This new system is intended to provide convenient access to University policies and will be the definitive source for the most current version of University policies.

### **How do I access TCU policies that have been migrated to the PolicyTech site?**

University policies are accessible on the [TCU PolicyTech site](#) or can be accessed via the [Office of Compliance policy web page](#).

### **Why are University policies being migrated to PolicyTech?**

Implementing a policy management software solution helps TCU to administer the policy lifecycle. PolicyTech automates the process of drafting, reviewing, approving, and distributing policies, while providing us the ability to track revisions, retain previous versions and maintain a history of any policy changes. Additionally, PolicyTech offers the ability to search for policies in a variety of ways: by department, subject matter, document owner, or via a custom search.

### **How can I obtain a hard copy of a policy?**

All policies accessed through the PolicyTech site can be downloaded and printed. Additionally, you can share a policy by copying the Public Access URL listed in the *Overview* tab of a policy document.

### **My department has existing policies listed on our website but not listed in PolicyTech. How do we get policies migrated into PolicyTech and how do we obtain an updated direct link to include on our department website?**

The Office of Compliance works with policy owners on the migration process and to ensure that the policies are accessible via PolicyTech. To obtain a public access link for use on your department website, please review [Policy Links and Public URLs](#) or contact the Office of Compliance at [askcompliance@tcu.edu](mailto:askcompliance@tcu.edu).

### **Where can I obtain more information about the policy development process?**

Information about the policy development process is available on the [Office of Compliance website](#).

### **How will the university community be notified about new University policies?**

The policy Owner will send notification about a new University policy through an announcement in TCU Today and/or on the [Announcement & Updates: New and Recently Revised Policies page](#) on the Office of Compliance site. Further communication or training will be done by the Responsible Office.

### How do I know if a policy has been recently updated?

You may view the [list of new and recently revised University policies](#) for any that were effective within the previous six months. Additionally, all University policies in PolicyTech include a Policy History section within the document, detailing the effective date, along with updates on revisions.

### Will I be able to access PolicyTech from home?

PolicyTech is a web-based internet software that is maintained and housed by NAVEX Global. You will be able to access PolicyTech from anywhere with a computer and internet connection.

### Do I need any special software installation in order to read, author, review, or approve documents in PolicyTech?

A Reader with no other roles does not require any special software. To read (view only) policy documents, you may access the Public Site.

Document Owners, Authors, Reviewers, and Approvers require WordModulePlus in order to edit documents. If a dialog box comes up asking you to install the module when you open a document for editing, click "OK" and it will be installed on your machine if you have Administrator access. For questions, please contact the Office of Compliance at [askcompliance@tcu.edu](mailto:askcompliance@tcu.edu).

### How will Document Owners, Authors, Reviewers, and Approvers be trained to use the system?

Various resources including training videos are available within the PolicyTech system. Help documentation is always available in the top right hand corner of the PolicyTech system.

