Operating Policy and Procedures
Quick Guide for Policy Owners

Operating Policies are managed through PolicyStat. The link to login can be found on Angelo State University’s Operating Policies webpage.

For further information regarding the process for operating policies please see: OP 02.04 Operating Policies and Procedures.

1. The edit/review process of a policy begins with the assigned owner. Once the owner completes an update it will be submitted for approval through the appropriate workflow. Workflows are set up according to the “Review” section of the OP.

2. The approval of most workflows will begin in the Provost’s Office with the OP representative. It is at this level a determination will be made if a change is substantive with the assistance of the policy owner or appropriate VP. This will ensure the correct workflow is chosen. All substantive changes must be approved by the President.
   - If the changes warrant a substantive change, a draft will be posted on the ASU website on the Policy Drafts page (within the In This Section drop down menu) for 5 working days. Once a draft is posted, an email will be sent to everyone@angelo.edu to notify the ASU community of the upcoming changes.
   - Please note that OPs from section 06 Academic Affairs – Faculty are not posted for review, regardless of substantive changes.

3. Once the owner begins the workflow process, the Provost OP representative will approve the OP so that it can continue through the approval process. If the policy was required to be posted for 5 working days, once that time period has expired the Provost OP representative will approve or reject the OP as appropriate. Any issues, comments, or concerns that are received will be entered in the comments section prior to approving or rejecting.

4. The Provost OP representative is also the final step in the approval process. Once it is approved the OP will be live.

***Note: If you need to attach a form that can be filled out, these are placed at the bottom of the OP with a Link (ex. Link A: Timesheet), please do not attach them as an “attachment” since these forms are available in Ramport. Attachments may be uploaded and used for informational handouts only.
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New Policies

See: OP 02.04 Operating Policies and Procedures

1. A new policy begins with the owner. The owner will contact the Provost OP representative to determine the appropriate policy number, the naming standard, and the appropriate workflow. Once the owner completes the new policy it will be submitted for approval through the workflow.

2. The Provost OP representative will post a draft of the new OP on the ASU website on the Policy Drafts page (within the In This Section drop down menu). Once a draft is posted, an email will be sent to everyone@angelo.edu to notify the ASU community of the upcoming policy.

3. Once the draft has been posted for 5 working days, the Provost OP representative will approve or reject the OP as appropriate. Any issues, comments, or concerns that are received will be entered in the comments section prior to approving or rejecting. If approved, the OP will continue through the workflow process. If rejected, the OP will be returned to the owner for revisions. Once the revisions are made, the process begins again.

4. The Provost OP representative is also the final step in the approval process. Once it is approved the OP will be live.

***Note: If you need to attach a form that can be filled out, these are placed at the bottom of the OP with a Link (ex. Link A: Timesheet), please do not attach them as an “attachment” since these forms are available in Ramport. Attachments may be uploaded and used for informational handouts only.
PolicyStat has a very good help section. Please go there first for help with working in PolicyStat.

At the top right corner of the PolicyStat homepage (near you name) is the Help button. Click the button and then click on SupportHUB in the drop-down menu.

A new window will open. Click on the Knowledge & Education menu button and then click on PolicyStat in the drop-down menu.

The window will change to the homepage for PolicyStat Help.
Click on the magnifying glass (in the page header near the right-hand corner) and enter your keywords for the help you are looking for.

![Search Bar](hyperlinks)

A list of help items will appear.

### Knowledge

15+ Results • Sorted by Relevance

- **Can I Edit or Remove Hyperlinks?**
  000011479
  Edit a hyperlink. Remove a hyperlink. Information: Hyperlinks. URLs, and fill be outright...Edit Hyperlinks. Place the cursor anywhere inside of the hyperlink.

- **3.5 Policy Content: Hyperlinks**
  000010910
  Hyperlinks. A hyperlink is a computer command that links one file or webpage.

- **How can I Insert a Hyperlink that will open or download an Attachment?**
  000010860
  reattached to the document. Procedure: Insert Hyperlink to an Attachment if you have any issue identifying all the referenced hyperlinks in edit mode.

- **Why is my Hyperlink not Working?**
  000011952
  To understand why a hyperlink is not working... Additional Information: N/A

**OR...**

On the PolicyStat Help homepage there is a menu of help categories on the left-hand side of the page.

![PolicyStat Menu](PolicyStat)

The PolicyStat Training menu selection will take you to another page with training options.
Selecting any of these training paths will take you to a list of subjects in that area.