



Policy Library Training

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PolicyStat Training

Use the test environment for this training: <https://und.pstattraining.com/>. Log in using your UND SSO.

To view the recorded training conducted by PolicyStat during the software implementation in 2018, please visit: https://recordings.join.me/dwu_Qa4hV0iMRfwUL4r4bQ. That training has been outlined below with corresponding, updated screen shots.

Administrative Housekeeping

Permission Levels

UND Employees (Can View Restricted Policies)

This level allows users to view policies that are marked as restricted. Normal users can not view these policies. This level also provides users with Creation and Editing permissions.

Area Editor (Can Create and Edit Policies)

Area Editors can create new policies and edit existing policies.

- Can view policies that are marked as restricted
- Can download reports of active and pending documents.

Area Managers (Can Create, Edit and Manage Policies)

Area Managers have the same abilities as Area Editors, but with the following additions:

- A subscription to receive all notifications for the policies in Areas where they have this permission. These notifications include comments, approval notifications, due for review notifications, etc.
- Can assign and report on policy acknowledgments
- Can create, edit and view user groups
- During the PolicyStat implementation phase, the ability to review uploaded and imported policies and mark them as accepted

Site Administrator (Can Administer Site)

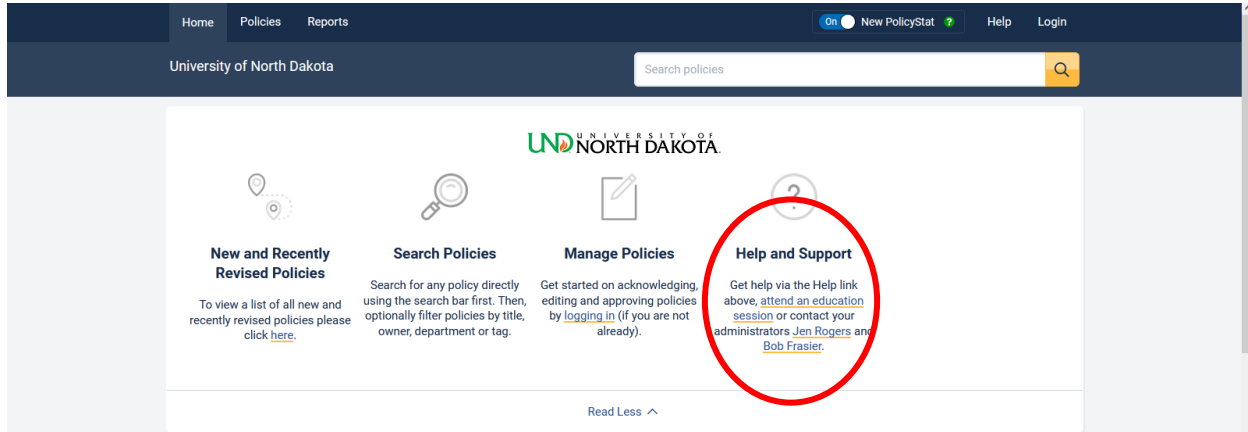
In addition to the abilities provided by Can Create, Edit and Manage Policies, site administrators have full access to all PolicyStat functionality. This includes many powerful tools whose access should be limited to only those users with a good understanding of the goals you have for PolicyStat. In general, only a few users should have this level of permission. Their additional capabilities include:

- Ability to retire a policy
- Ability to completely delete an active or pending policy
- Ability to modify an approved policy without triggering the approval process via the Override tool. They can also perform these modifications in bulk via Bulk Admin-Override
- Ability to manage users, permissions, approval workflows
- During the PolicyStat implementation phase, access to the Implementation Dashboard and the ability to upload files for import into PolicyStat
- Access to various other site-wide configuration options, tools and reports accessible via the Admin Tab

UND's site administrator is Jen Rogers (jen.rogers@UND.edu or 701-777-4392).

PolicyStat Landing Page: Help and Support

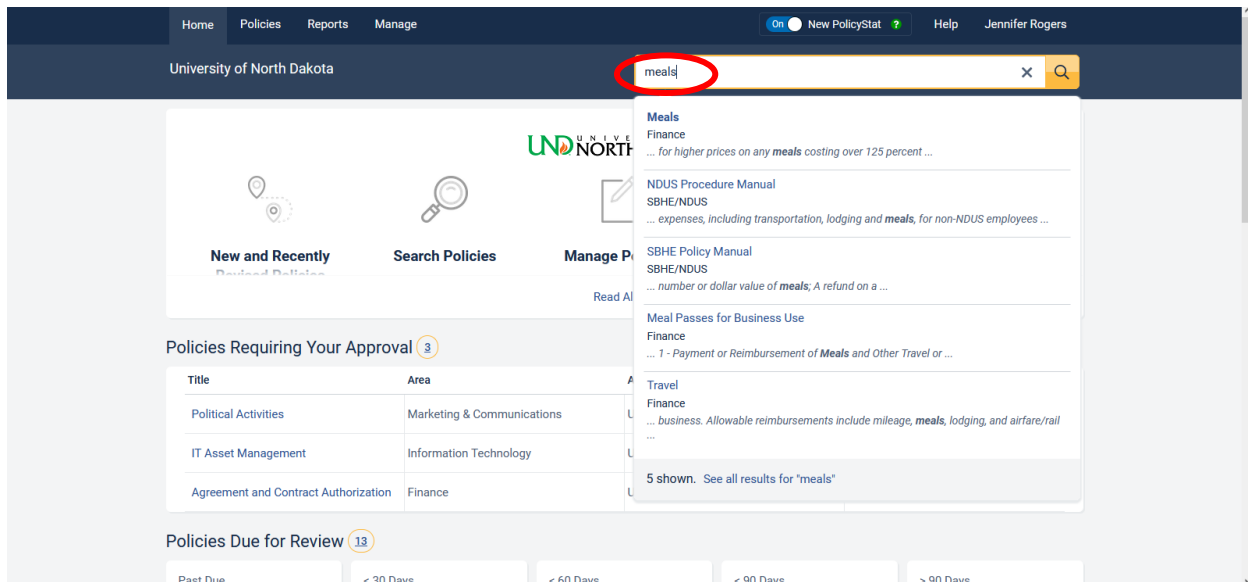
Anytime you need to contact the Policy Office for help or support, select “**University of North Dakota**” in the upper left corner of the screen. This will take you to the PolicyStat landing page where you can email UND's policy administrators.



Search Features

Home

PolicyStat offers a full text-based search of all policies. Policies are searchable by keyword in either the title or within the policy itself. Results are shown in a quick dropdown menu or in full search page by order of relevance upon clicking the Search “magnify glass” button.



Note: Users may identify their default area (see My Account) which will prioritize their policy searches (e.g., if the area is Finance, policies under Finance will appear first in the search).

Title

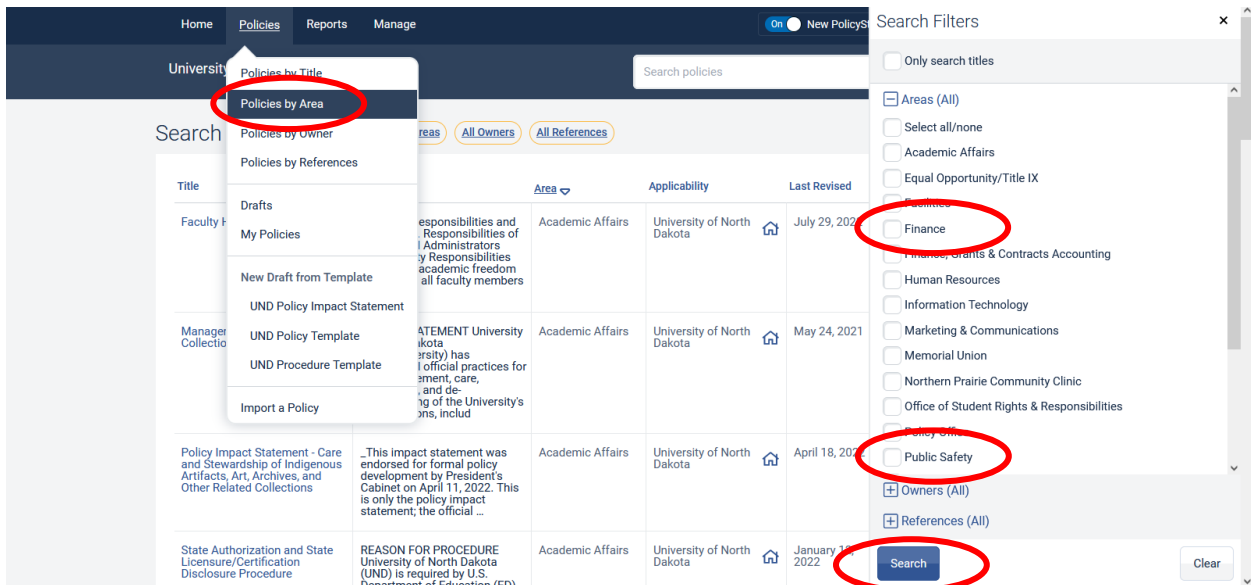
Search each policy listed alphabetically by title using the **Policies > Policies by Title** tab in the menu bar. Type in the keyword/title in the search bar and select the Search “magnify glass” button.

The screenshot shows the University of North Dakota Policies application interface. The top navigation bar includes 'Home', 'Policies', 'Reports', and 'Manage'. The 'Policies' menu is open, with 'Policies by Title' highlighted in a red circle. Below the menu, there is a search bar with the text 'Search policies' and a magnifying glass icon. The main content area displays the UND logo and three buttons: 'Search Policies', 'Manage Policies', and 'Help and Support'. Below these buttons is a table of policies with columns for Title, Area, Applicability, and Effective. The table lists three policies: 'Import a Policy', 'IT Asset Management', and 'Agreement and Contract Authorization'. Below the table is a section for 'Policies Due for Review' with a count of 13 and filters for 'Past Due', '< 30 Days', '< 60 Days', '< 90 Days', and '> 90 Days'.

The screenshot shows the search results for policies. The top navigation bar includes 'Home', 'Policies', 'Reports', and 'Manage'. The 'Policies' menu is open, with 'Search policies by title' highlighted in a red circle. Below the menu, there is a search bar with the text 'Search policies by title' and a magnifying glass icon. The main content area displays the search results for 'Search Policies' with 212 results. The results are filtered by 'Titles Only', 'All Areas', 'All Owners', and 'All References'. The results are displayed in a table with columns for Title, Preview, Area, Applicability, Last Revised, Effective, and Last Approved. The table lists two policies: 'Academic Integrity Concern Response Procedure' and 'Acceptable Academic Regalia for Commencement Ceremonies'.

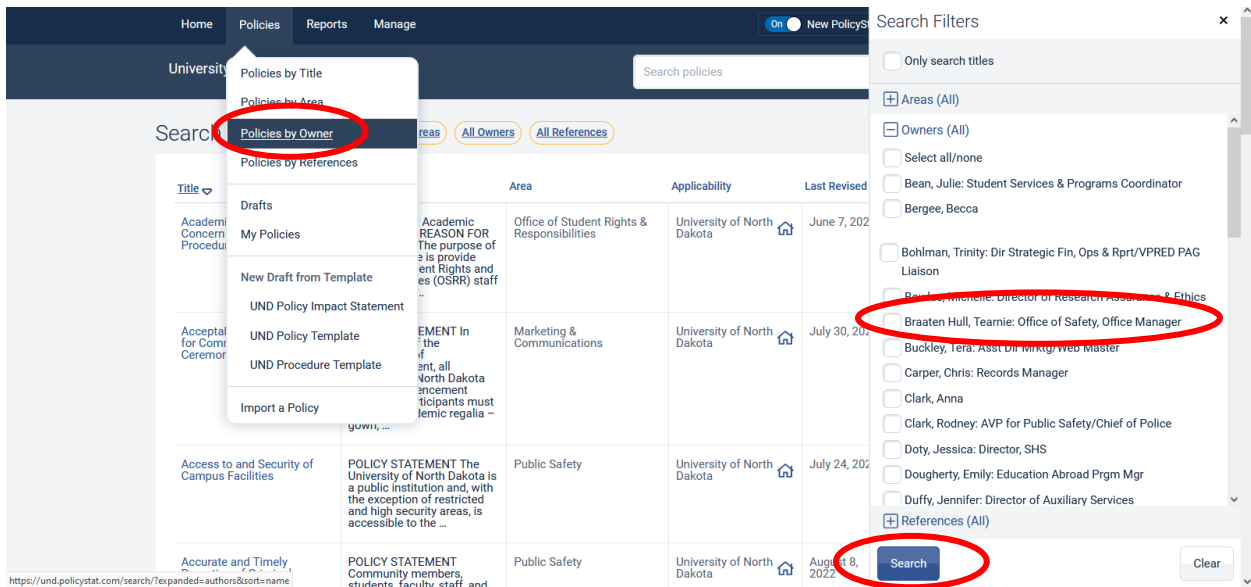
Area

Search by the policy area by using the **Policies > Policies by Area** tab in the menu bar. Select one or more available areas from the list provided and select Search.



Owner

Search by the policy area by using the **Policies > Policies by Owner** tab in the menu bar. Select one or more available names from the list provided and select Search.



Reference Tags

Custom reference tags may be assigned to policies. These reference tags are user controlled. Please contact the Policy Office to implement a new reference tag.


Search by the policy area by using the **Policies > Policies by References** tab in the menu bar. Select one or more available reference tags from the list provided and select Search.

Note: Reference tags in the policy document also work as a hot link. Selecting a reference tag in a policy will display all policies with related tags.

| Title | Preview | Area | Applicability | Last Revised | Effective | Last Approved |
|--|--|---------------|----------------------------|----------------|----------------|----------------|
| Access to and Security of Campus Facilities | POLICY STATEMENT The University of North Dakota is a public institution and, with the exception of restricted and high security areas, is accessible to the ... | Public Safety | University of North Dakota | July 24, 2022 | July 24, 2022 | July 24, 2022 |
| Accurate and Timely Reporting of Criminal Offenses | POLICY STATEMENT Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely ... | Public Safety | University of North Dakota | August 8, 2022 | August 8, 2022 | August 8, 2022 |
| Addressing Criminal Activity Off-Campus | POLICY STATEMENT The University of North Dakota Police Department provides law enforcement services to fraternities and sororities situated on non-campus locations, as all these recognized ... | Public Safety | University of North Dakota | July 24, 2022 | July 24, 2022 | July 24, 2022 |

Starting a New Policy

To request access to create or edit policies, complete the PolicyStat [access request form](#). Contact Jen Rogers (jen.rogers@UND.edu or 701-777-4392) if you have questions or have difficulty completing the form.



Request PolicyStat Access

Policies are accessible by anyone, internal or external to the University, without special permission. Simply [access the policy library](#) and search for the policy in question.

Employees who need to create or edit policy documents must have special permission within PolicyStat to do so. Submit the form below to request access. Contact the Policy Office if you have questions.

Name: Last, First*

Username*

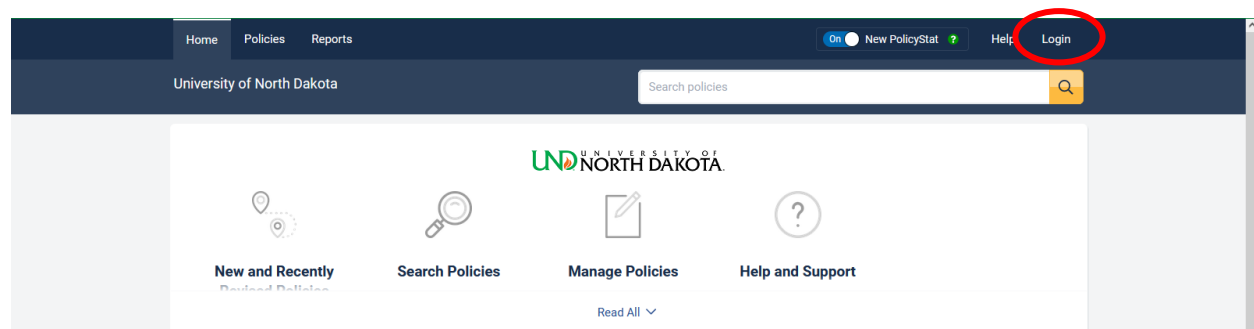
UND dotted identifier (e.g., mary.smith)

Email Address*

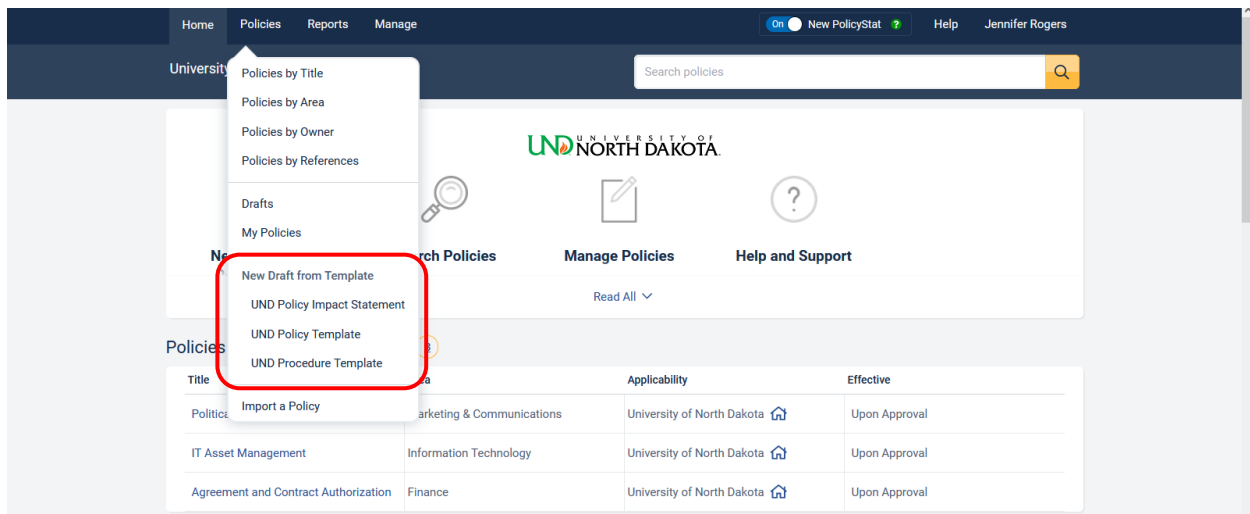
UND Employment

- Administration (president, VP, AVP, dean)
- Department head/chair/director

Log in to PolicyStat [online](#) by using your UND SSO.



Start a new draft by using the **Policies > New Draft from Template** tab in the menu bar. Select the appropriate template to use. Templates can also be downloaded from the Policy Office [website](#) and uploaded to PolicyStat upon completion. Contact the Policy Office for additional guidance and instructions when using the upload option.



Policy Properties

A policy title, area and approval workflow must be completed before the document will autosave.

Identify the following

- Owner (your name)
- Area (your department/area)
- Workflow (Use *2. New Document or Major Modifications* unless otherwise directed)
- Expiration date (i.e., when you want the policy next reviewed/revised) standard is three years or 1095 days. The expiration can be shorter, but not any longer than three years.

New Policy

Properties

*Required

Title*

Check for duplicate policies

Owner*

Rogers, Jennifer: Policy Office

Area*

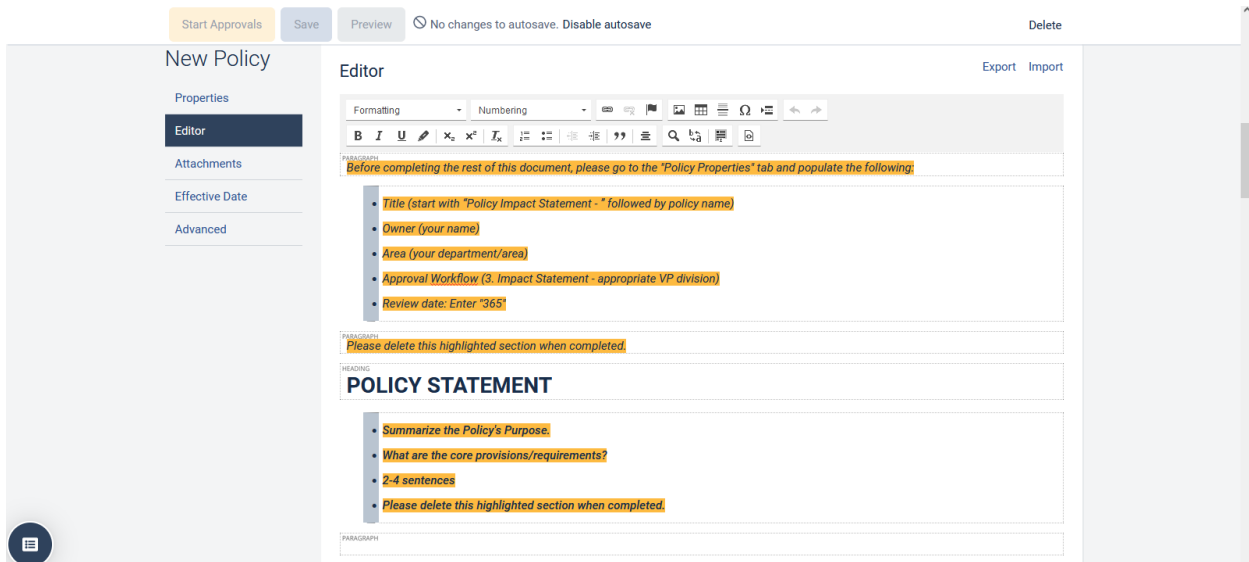
Approval Workflow*

Review Date*

days after the last approval

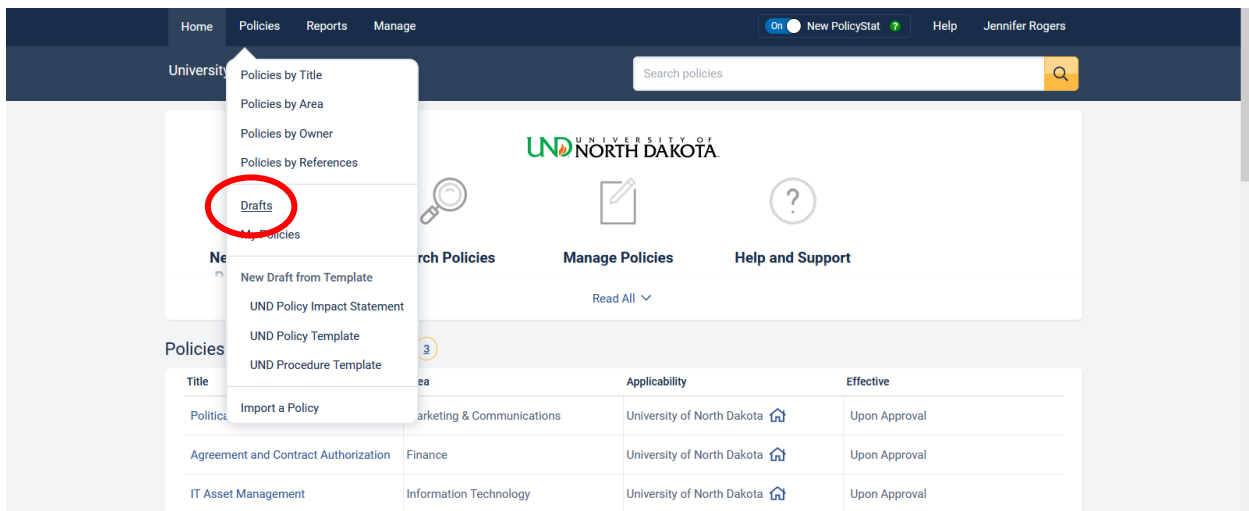
Creating Initial Content

Follow the guidance provided in the template. When complete, delete all highlighted information before starting the approval process.



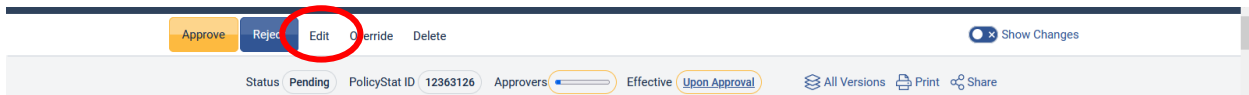
Drafts

Should the power go out, computer lock up or you've simply finished working on a document for the day, the document is automatically stored in Drafts until it is routed for approval.



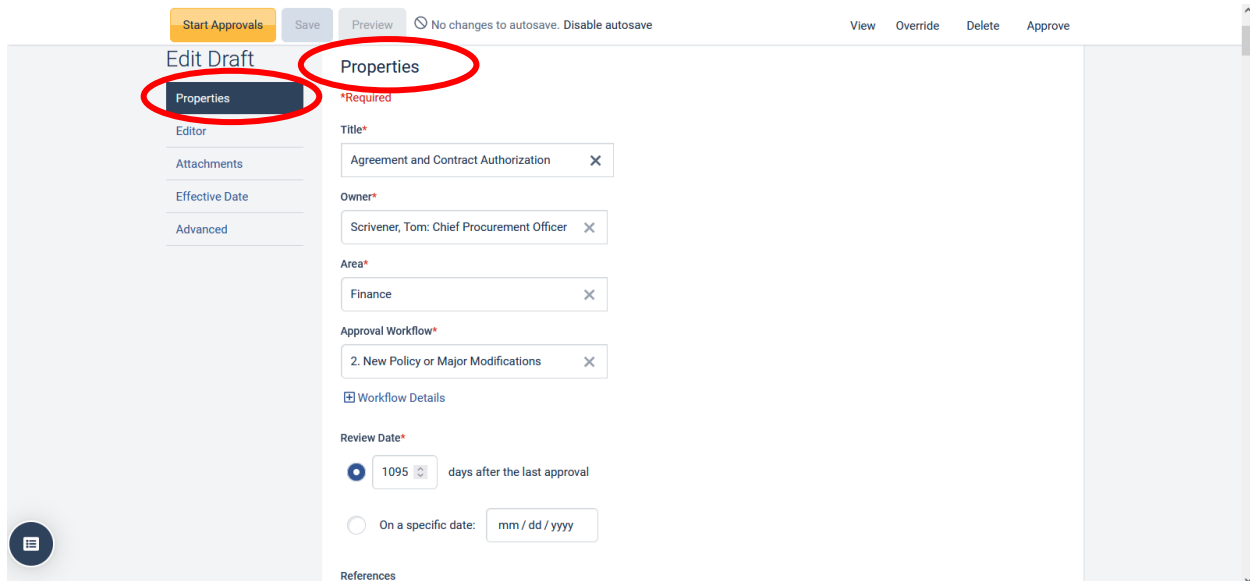
Editing a Draft

To make changes as the owner or prior to sending it to the owner for further review/revision, select the policy title to bring the document into view. Select **Edit** to begin making changes.



Policy Properties

This information should have been set up when the document was input into PolicyStat. It includes title, owner, area, approval workflow, review date and references. Contact the Policy Office before making changes to this section.

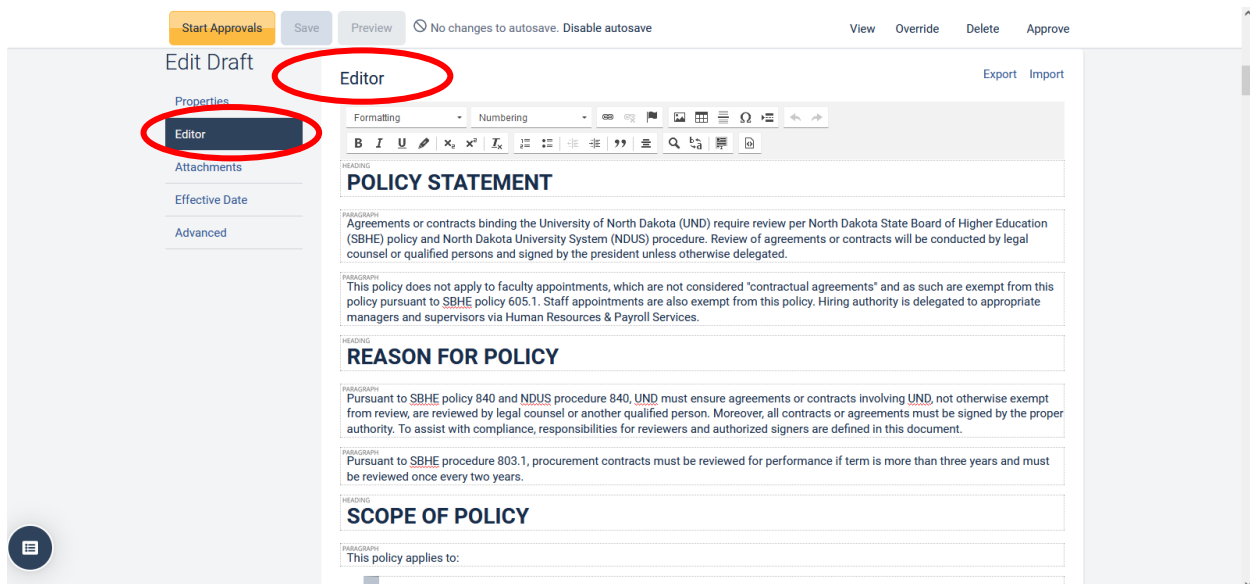


Editor

This section contains the content for the policy document that is published through PolicyStat. PolicyStat's editor mirrors MS Word (formatting options, links, find/replace, etc.).

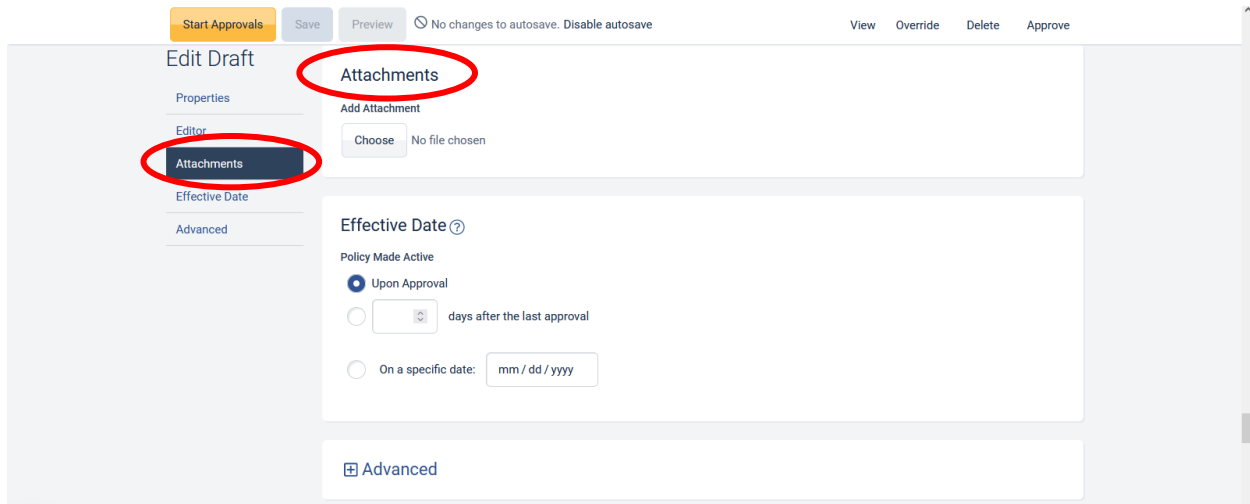
Note: Ordered lists must be selected from the menu bar. Indenting must also be selected from the menu bar.

Autosave runs every few seconds.



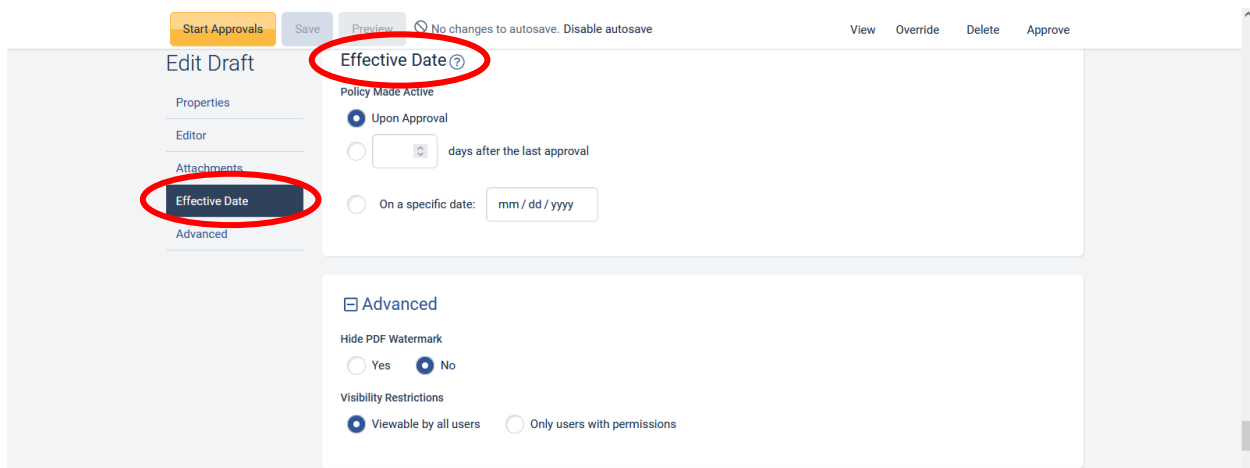
Attachments

The use of attachments is not a requirement but may be useful in some instances. Upload an attachment to a document by following the instructions found in **Attachments**. It can be renamed/replaced at any time. If attachments are referenced in the document as appendices, ensure they are named accordingly.



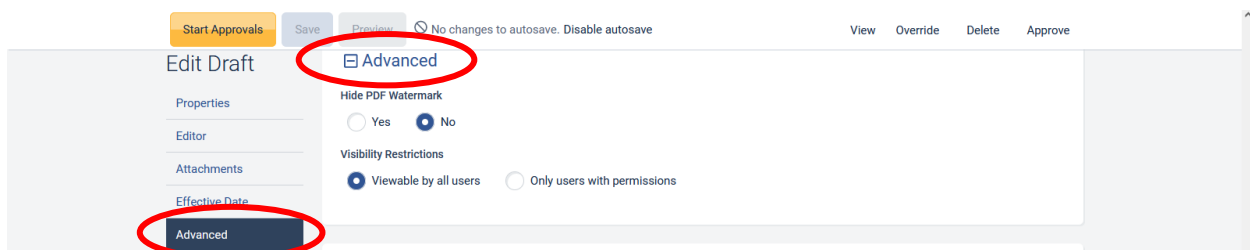
Effective Date

Policies may be set to take effect upon approval, on a specific date, or upon a certain number of days after the last approval. The standard is upon approval. Contact the Policy Office before making changes to this section.



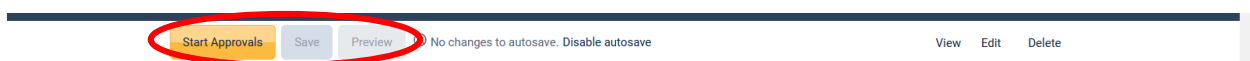
Advanced

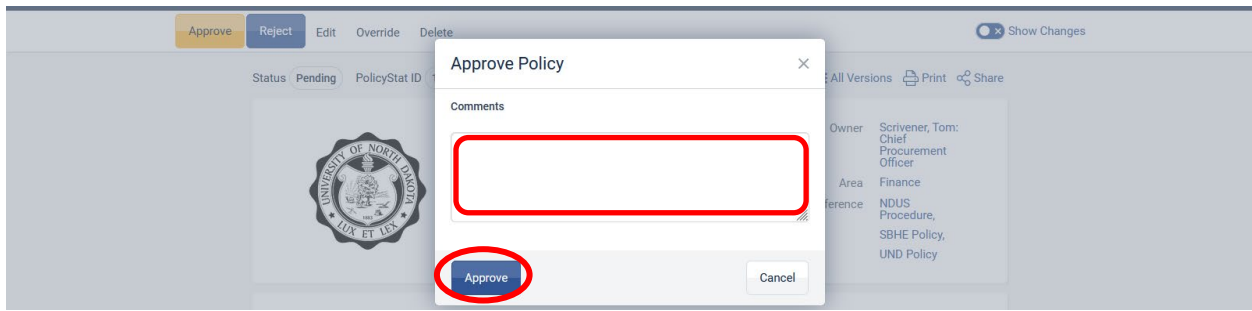
These settings are managed by the Policy Office and are applicable only in certain instances. Contact the Policy Office before making changes to this section.



Start Approvals/Save/Preview

These buttons at the top of the document are self-explanatory.





Comments are required when **Start Approvals** or **Approve** is selected. Briefly explain what has been modified in the document prior to routing it for approval.

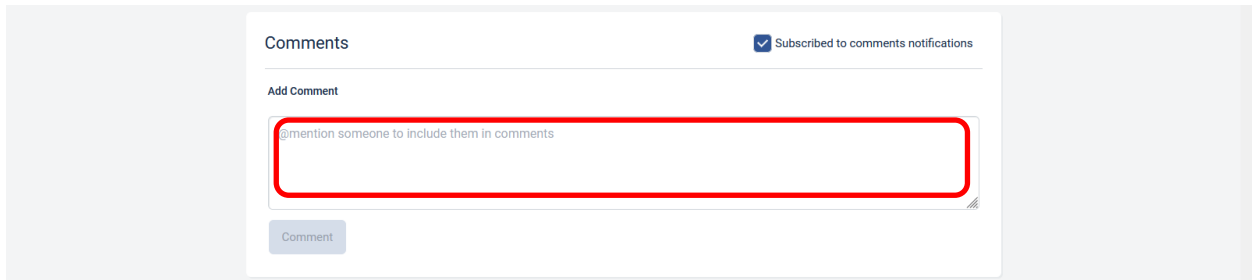
Example:

Policy Properties: Changed revision to 365 days; Policy Content: Updated links throughout document and modified contacts; made other minor revisions throughout

Select **Approve**

Comments

Route the document for additional input to staff or subject matter experts without giving them access to edit the document by inviting a user to review and respond in the comments section. PolicyStat is tied to active directory. Type “@” and then the name of the employee from which you want to solicit input and pick their name from the list. Then type your comment, question or directions in the comment box. The individual(s) will receive email notification that a comment has been made. They can then respond to by logging in to PolicyStat. Again, these individuals are not able to edit the document, only provide feedback.



Policies Requiring Your Approval

Policies in this section require your action. To access one policy at a time, select the title of the policy from the list. To access the list of all policies that require your approval, select the circled number next to **Policies Requiring Your Approval**.

| Title | Area | Applicability | Effective |
|--------------------------------------|----------------------------|----------------------------|---------------|
| Political Activities | Marketing & Communications | University of North Dakota | Upon Approval |
| IT Asset Management | Information Technology | University of North Dakota | Upon Approval |
| Agreement and Contract Authorization | Finance | University of North Dakota | Upon Approval |

Selecting the **circled number** next to Policies Requiring Your Approval will provide access to a report of policies that includes title, area/category, who needs to approve it, step description, how long policy has been waiting on this particular step and the revision category (new, revised or unchanged).

| Title | Category | Applicability | Needed Approver | Step Description | Wait time | Revised? | Effective |
|---|----------------------------|----------------------------|-----------------|---------------------------------|---------------|----------|---------------|
| <input type="checkbox"/> Agreement and Contract Authorization | Finance | University of North Dakota | Rogers Jennifer | Executive Council (2nd Reading) | 9 days | Revised | Upon Approval |
| <input type="checkbox"/> IT Asset Management | Information Technology | University of North Dakota | Rogers Jennifer | Executive Council (1st Reading) | 16 days | Revised | Upon Approval |
| <input type="checkbox"/> Political Activities | Marketing & Communications | University of North Dakota | Rogers Jennifer | Executive Council (1st Reading) | about 1 month | Revised | Upon Approval |

Bulk Review and Approval

If the policies have been reviewed for compliance purposes and are unchanged, they may be bulk approved. Select the check box in front of the appropriate policies and then select **Bulk Approve**.

| Title | Category | Applicability | Needed Approver | Step Description | Wait time | Revised? | Effective |
|---|----------------------------|----------------------------|-----------------|---------------------------------|--------------|-----------|---------------|
| <input checked="" type="checkbox"/> Accurate and Timely Reporting of Criminal Offenses | Public Safety | University of North Dakota | Rogers Jennifer | Policy Office | about 1 hour | Unchanged | Upon Approval |
| <input checked="" type="checkbox"/> Access to and Security of Campus Facilities | Public Safety | University of North Dakota | Rogers Jennifer | Policy Office | about 1 hour | Unchanged | Upon Approval |
| <input checked="" type="checkbox"/> Acceptable Academic Regalia for Commencement Ceremonies | Marketing & Communications | University of North Dakota | Rogers Jennifer | Policy Office | about 1 hour | Unchanged | Upon Approval |
| <input type="checkbox"/> Agreement and Contract Authorization | Finance | University of North Dakota | Rogers Jennifer | Executive Council (2nd Reading) | 16 days | Revised | Upon Approval |

If there is a revision, the policy must be reviewed and cannot be approved in bulk.

Individual Review and Approval

Select the policy title to bring the document into view.

| <input type="checkbox"/> | Title | Category | Applicability | Needed Approver | Step Description | Wait time | Revised? | Effective |
|--------------------------|--|---------------|----------------------------|-----------------|------------------|------------|-----------|---------------|
| <input type="checkbox"/> | Accurate and Timely Reporting of Criminal Offenses | Public Safety | University of North Dakota | Rogers Jennifer | Policy Office | 38 minutes | Unchanged | Upon Approval |

Page Components

Menu Bar

A menu bar is located at the top of the page and includes buttons to **Approve** or **Reject** policy changes. You can also choose to **Edit** the document, see **All Versions**, see the **Approvers** and workflow associated with the document, **Print** the document via PDF or **Share** it, and **Show Changes** recently made. Each policy is assigned an approval workflow. The current workflow step is highlighted in blue.

Approve Reject Edit Override Delete Show Changes

Status Pending PolicyStat ID 12363126 Approvers Effective Upon Approval All Versions Print Share

| | | | |
|---------------|---------------|-----------|---|
| Origination | 03/2014 | Owner | Scrivener, Tom: Chief Procurement Officer |
| Last Approved | - | Area | Finance |
| Effective | Upon Approval | Reference | NDUS Procedure, SBHE Policy, UND Policy |
| Last Revised | 10/2022 | | |
| Next Review | - | | |

Agreement and Contract Authorization

POLICY STATEMENT

Agreements or contracts binding the University of North Dakota (UND) require review per North Dakota State Board of Higher Education (SBHE) policy and North Dakota University System (NDUS) procedure. Review of agreements or contracts will be conducted by legal

Each time an edit is made to policy, it reverts to the first step in the approval workflow. Therefore, it is important to have as many changes completed as possible prior to starting the policy through workflow. Consequently, content editors are up front in the workflow whereas authoritative approvals are located toward the end that would have the tendency to make fewer edits.

*Note: Minor changes can be sent to the Policy Office to be made via **Override**. A policy owner should never override a document unless the Policy Office approves doing so.*

Editing and Reviewing Edits

PolicyStat is similar to MSWord in that it tracks changes (deletions are red; additions are green). To see the change, select **Show Changes** on the right side of the document. This button changes to **Changes: Newest** when edits are being shown.

Approve Reject Edit Override Delete Show Changes

Status Pending PolicyStat ID 12363126 Approvers Effective Upon Approval All Versions Print Share

Last revised as of 11/16/2022

When reviewing a document prior to approval, pay special attention to the items in red and green. If all modifications look to be in order, select **Approve** and key in your feedback (e.g., confirmed all changes). If a pending version is not acceptable for any reason the policy can be rejected using the **Reject** button. This option is available *only* after the first step in the workflow. If rejected, the step will start over.

A policy will not be available in the search feature until it has completed its workflow.

To see where a policy is within the approval process, select **Reports > Pending Approvals** in the menu bar. When a policy has been fully approved, a notification will be sent to the policy owner.

University of North Dakota Policies Pending Approvals

Showing 3 of 3 results

| Title | Category | Applicability | Needed Approver | Step Description | Wait time | Revised? | Effective |
|--------------------------------------|----------------------------|----------------------------|-----------------|---------------------------------|---------------|----------|---------------|
| Agreement and Contract Authorization | Finance | University of North Dakota | Rogers Jennifer | Executive Council (2nd Reading) | 9 days | Revised | Upon Approval |
| IT Asset Management | Information Technology | University of North Dakota | Rogers Jennifer | Executive Council (1st Reading) | 16 days | Revised | Upon Approval |
| Political Activities | Marketing & Communications | University of North Dakota | Rogers Jennifer | Executive Council (1st Reading) | about 1 month | Revised | Upon Approval |

Policies Due for Review

Policies in this section are coming up for review based on review dates assigned to documents within the system. To access one policy at a time, select the title of the policy from the list. Select the **circled number** next to Policies Due for Review to access the full list of all policies.

Policies Due for Review **13**

Past Due: 9 | < 30 Days: 1 | < 60 Days: 2 | < 90 Days: 1 | > 90 Days: 182

| Title | Area | Applicability | Next Review |
|--|---|----------------------------|---------------------|
| University Code of Conduct | Human Resources | University of North Dakota | ⚠ June 22, 2013 |
| Sponsored Program Cost Share | Research & Economic Development | University of North Dakota | ⚠ November 26, 2020 |
| Employee and Eligible Family Member Tuition Waivers and Tuition Assistance | Human Resources | University of North Dakota | ⚠ May 13, 2022 |
| Surplus Property | Facilities | University of North Dakota | ⚠ May 27, 2022 |
| Student Conduct Sanctioning Guidelines | Office of Student Rights & Responsibilities | University of North Dakota | ⚠ June 8, 2022 |

Selecting the **circled number** next to Policies Due for Review will provide access to a report of policies that includes title, preview (traditional the first few words of the policy statement), area, policy owner and next review date.

Policies Due for Review

Past Due: 22 | < 30 Days: 1 | < 60 Days: 3 | < 90 Days: 1 | > 90 Days: 185

Just Mine | Everyone's | Showing 20 of 27 results

In Approval Process

| Title | Preview | Area | Applicability | Owner | Next Review |
|----------------------------|--|-----------------|----------------------------|---|---------------|
| University Code of Conduct | GENERAL CONDUCT The University of North Dakota (University/UND) is committed to ethical and professional conduct. The University's leadership expects that each individual performing any activities ... | Human Resources | University of North Dakota | Varberg, Peggy: Associate VP for HR/Payroll/PAG Liaison | June 22, 2013 |

Selecting the check box for **In Approval Process** and active policies due for review that are currently in the approval process will be added to the list.

Managers will see all policies coming due for review within their area. This may include multiple owners. However, policy owners will see only the policies that they are responsible for in this section.

Policy owners should initiate the review of documents. However, a manager may also do so similarly to the bulk approval. Select the check box in front of the appropriate policies and then select Start Approval Process. This sends the policy to the first person in the workflow process.

| | Past Due | < 30 Days | < 60 Days | < 90 Days | > 90 Days |
|--|----------|-----------|-----------|-----------|-----------|
| | 3 | 0 | 0 | 0 | 185 |

2 policies selected

Filter by keyword

In Approval Process

| Title | Preview | Area | Applicability | Owner | Next Review |
|--|--|-----------------|----------------------------|---|---------------|
| <input checked="" type="checkbox"/> Employee and Eligible Family Member Tuition Waivers and Tuition Assistance | POLICY STATEMENT Benefited University of North Dakota (UND) employees and their family members who meet specified requirements are eligible for tuition waivers and/or tuition assistance. ... | Human Resources | University of North Dakota | Varberg, Peggy: Associate VP for HR/Payroll/PAG Liaison | May 13, 2022 |
| <input checked="" type="checkbox"/> Lactation Support for Nursing Mothers | POLICY STATEMENT The University of North Dakota (UND) aims to provide a supportive and flexible | Human Resources | University of North Dakota | Varberg, Peggy: Associate VP for HR/Payroll/PAG Liaison | July 24, 2022 |

Acknowledgments

Require staff to review and acknowledge that they've read new/revised policies. To access acknowledgements, select **Manage > Acknowledgements** in the menu bar. Then select **Assign Acknowledgements** from the right menu options.

Home Policies Reports Manage

University of North Dakota

Acknowledgments

Recurring Acknowledgments

Committees

Review Sets

Admin Console

New and Recently

Search Policies

Manage Policies

Help and Support

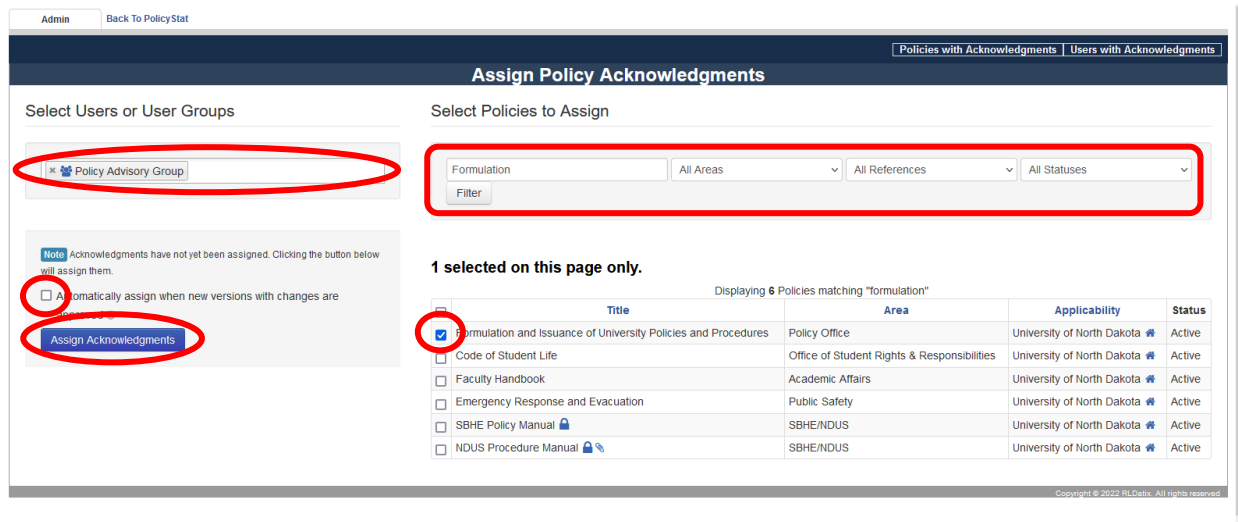
Admin Back To PolicyStat

Assign Acknowledgments

Policies With Incomplete Acknowledgments

Assigning Acknowledgments

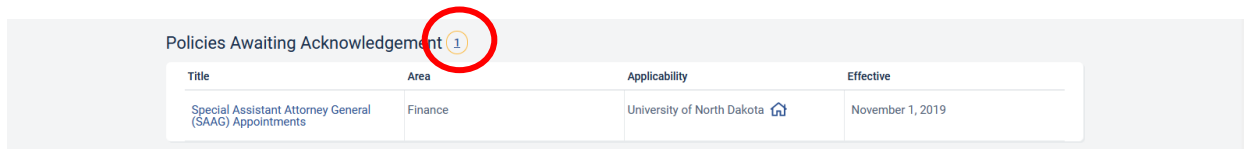
Managers can assign acknowledgements on an individual basis or via user group. (To establish a user group, please contact the Policy Office.) Type in the name of the individual or user group, search for and select the policy to be acknowledged. If you require acknowledgement upon any revision to the document, check the box for **Automatically Assign** when new versions with changes are approved prior to assigning the acknowledgement. Select **Assign Acknowledgements**.



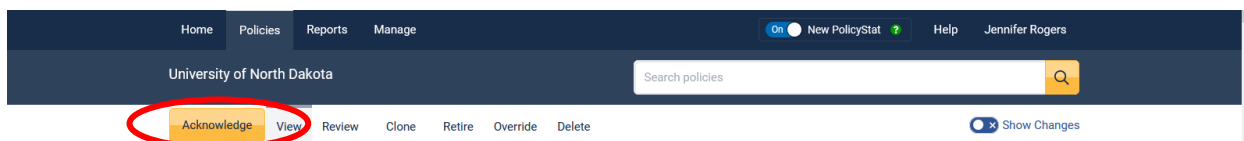
An initial email will be sent to the employee indicating a policy has been assigned to them for acknowledgement. Additionally, weekly, employees will receive (if necessary) the Policies Requiring Your Action This Week reminder which includes acknowledgements.

Completing Acknowledgments

Policies in this section require acknowledgement. To access one policy at a time, select the title of the policy from the list. To access the list of all policies that require approval, select the circled number next to **Policies Awaiting Acknowledgement**.

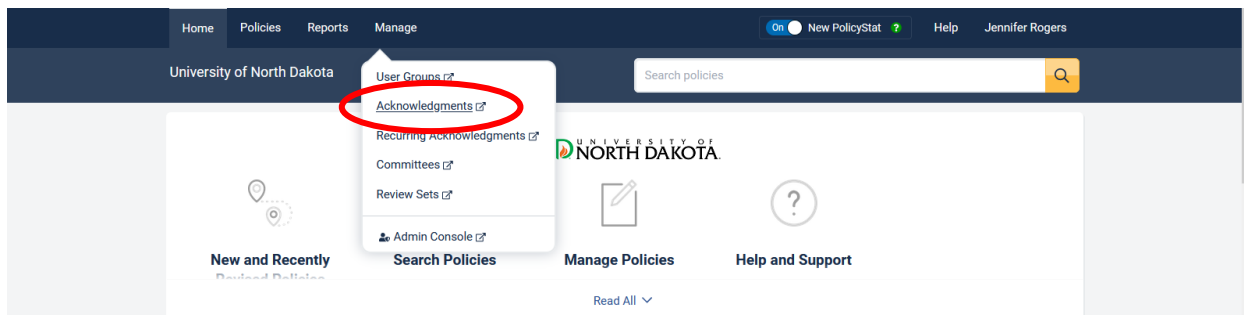


Once an employee reads the policy (must scroll to the bottom of the document), the **Acknowledge** button becomes available above the document.

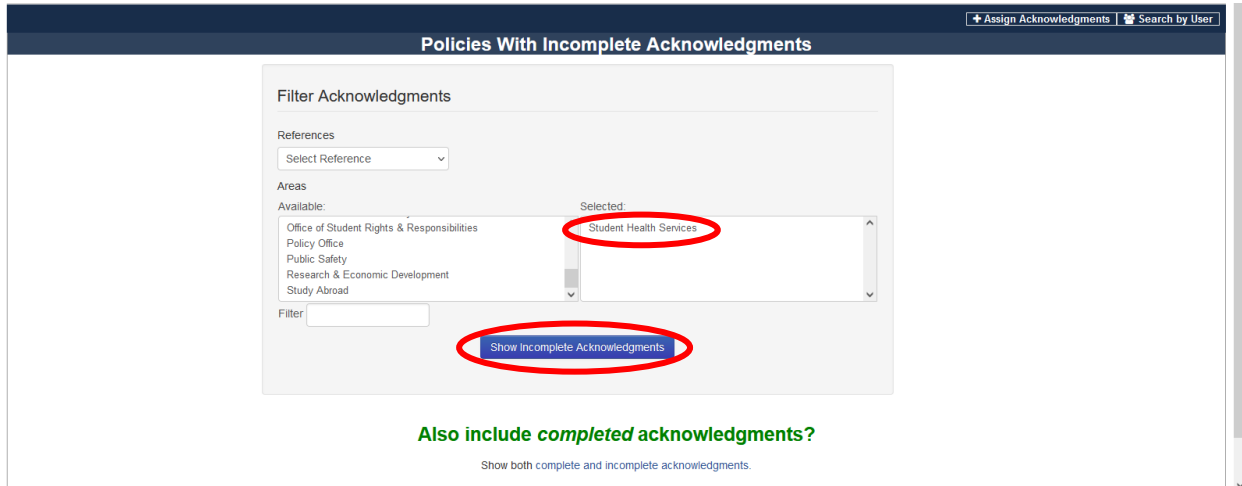


Viewing Acknowledgments

To view acknowledgement status, select **Manage > Acknowledgments** in the menu bar. Then select **Assign Acknowledgments** from the right menu options.



Select the area you want to view and select Show Incomplete Acknowledgements.



Policies With Incomplete Acknowledgments

Filter Acknowledgments

References
Select Reference

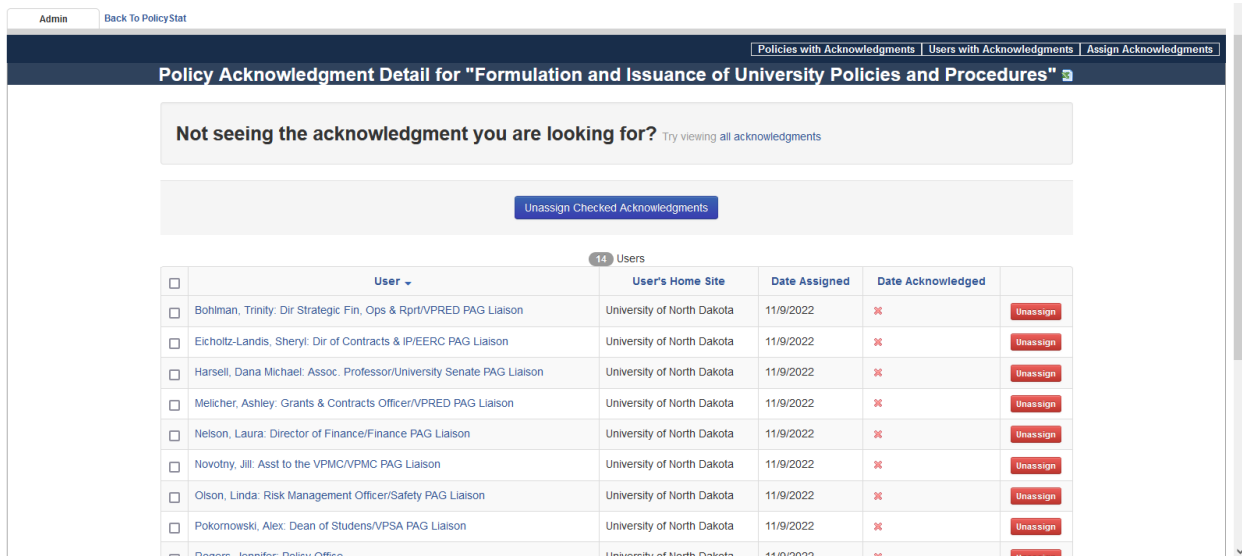
Areas
Available: Office of Student Rights & Responsibilities, Policy Office, Public Safety, Research & Economic Development, Study Abroad
Selected: Student Health Services

Filter

Show Incomplete Acknowledgments

Also include *completed* acknowledgments?
Show both complete and incomplete acknowledgments.

A list showing those employees that have not yet acknowledge the policy are shown along with the date assigned, date acknowledge and the capability to unassign the document. The list can also be downloaded as a CSV file.



Admin Back To Policy Stat

Policies with Acknowledgments Users with Acknowledgments Assign Acknowledgments

Policy Acknowledgment Detail for "Formulation and Issuance of University Policies and Procedures"

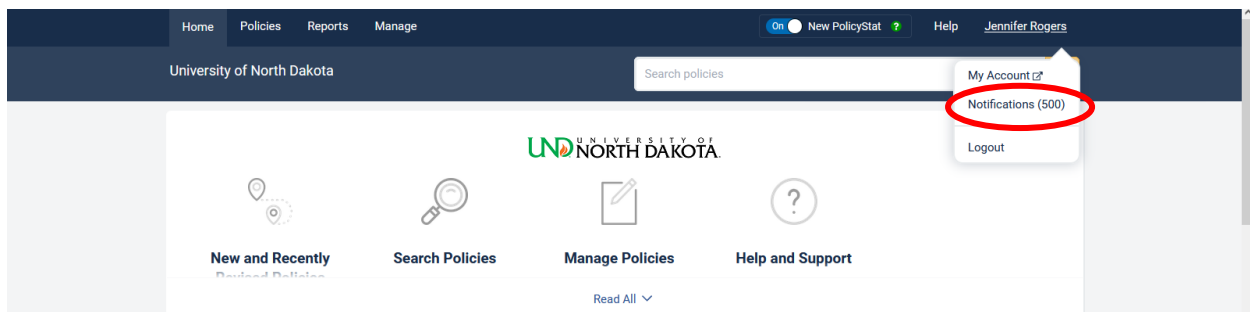
Not seeing the acknowledgment you are looking for? Try viewing all acknowledgments

Unassign Checked Acknowledgments

14 Users

| <input type="checkbox"/> | User | User's Home Site | Date Assigned | Date Acknowledged | |
|--------------------------|---|----------------------------|---------------|-------------------|----------|
| <input type="checkbox"/> | Bohiman, Trinity: Dir Strategic Fin, Ops & Rprt/VPRED PAG Liaison | University of North Dakota | 11/9/2022 | ✘ | Unassign |
| <input type="checkbox"/> | Eicholtz-Landis, Sheryl: Dir of Contracts & IP/EERC PAG Liaison | University of North Dakota | 11/9/2022 | ✘ | Unassign |
| <input type="checkbox"/> | Harsell, Dana Michael: Assoc. Professor/University Senate PAG Liaison | University of North Dakota | 11/9/2022 | ✘ | Unassign |
| <input type="checkbox"/> | Melicher, Ashley: Grants & Contracts Officer/VPRED PAG Liaison | University of North Dakota | 11/9/2022 | ✘ | Unassign |
| <input type="checkbox"/> | Nelson, Laura: Director of Finance/Finance PAG Liaison | University of North Dakota | 11/9/2022 | ✘ | Unassign |
| <input type="checkbox"/> | Novotny, Jill: Asst to the VPMC/PMC PAG Liaison | University of North Dakota | 11/9/2022 | ✘ | Unassign |
| <input type="checkbox"/> | Olson, Linda: Risk Management Officer/Safety PAG Liaison | University of North Dakota | 11/9/2022 | ✘ | Unassign |
| <input type="checkbox"/> | Pokornowski, Alex: Dean of Studens/VP SA PAG Liaison | University of North Dakota | 11/9/2022 | ✘ | Unassign |
| <input type="checkbox"/> | Dunne, Jennifer: Policy Office | University of North Dakota | 11/9/2022 | ✘ | Unassign |

Notifications



Home Policies Reports Manage

On New PolicyStat Help Jennifer Rogers

University of North Dakota

Search policies

My Account

Notifications (500)

Logout

UNIVERSITY OF NORTH DAKOTA

New and Recently

Search Policies

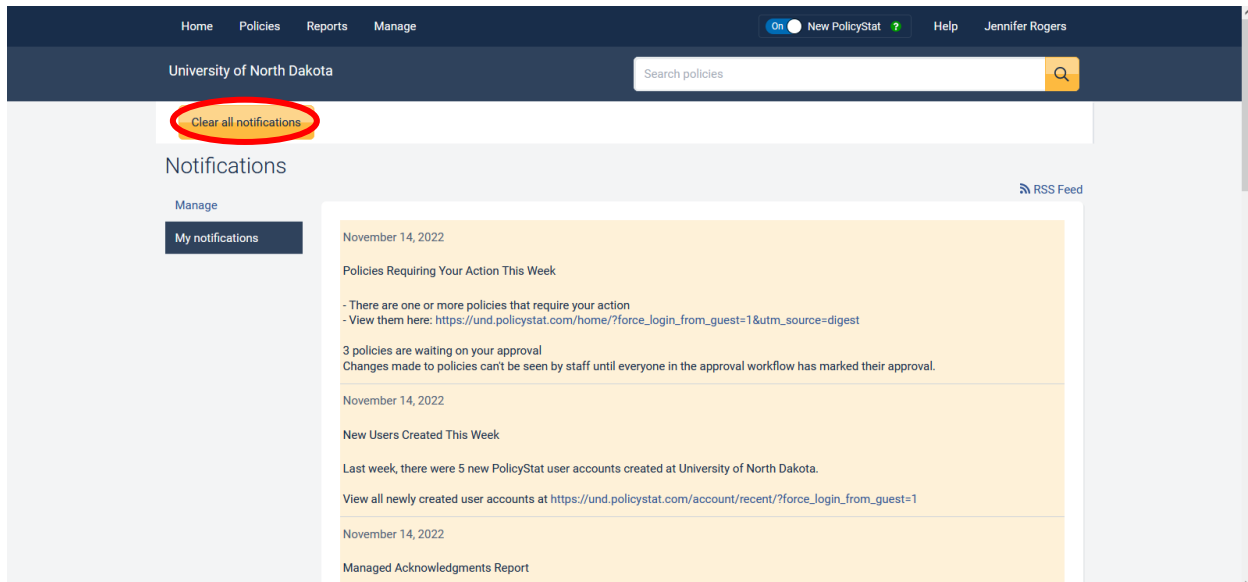
Manage Policies

Help and Support

Read All

Internal Notifications

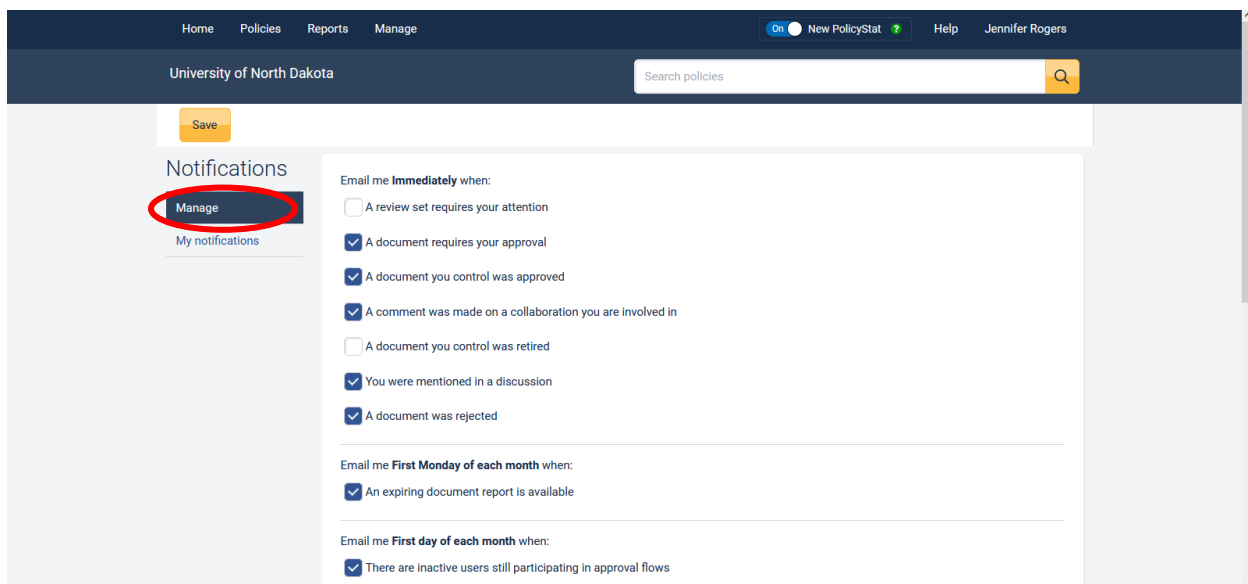
Accessible through PolicyStat. New notifications are highlighted. Once you click on the notifications section, it will remove the highlighting; however, the notification will remain until you select the **Clear All Notifications** button.



The screenshot shows the top navigation bar with 'Home', 'Policies', 'Reports', and 'Manage'. A search bar for 'Search policies' is present. Below the navigation bar, the 'University of North Dakota' logo is on the left, and a search bar is on the right. The main content area is titled 'Notifications' and features a 'Manage' button and a 'My notifications' button. A 'Clear all notifications' button is circled in red. The notification content includes a date 'November 14, 2022', a section 'Policies Requiring Your Action This Week', and a message: '- There are one or more policies that require your action - View them here: https://und.policystat.com/home/?force_login_from_guest=1&utm_source=digest'. It also states '3 policies are waiting on your approval' and 'Changes made to policies can't be seen by staff until everyone in the approval workflow has marked their approval.' Below this, there is another date 'November 14, 2022', a section 'New Users Created This Week', and a message: 'Last week, there were 5 new PolicyStat user accounts created at University of North Dakota. View all newly created user accounts at https://und.policystat.com/account/recent/?force_login_from_guest=1'. At the bottom, there is a date 'November 14, 2022' and a section 'Managed Acknowledgments Report'.

External Notifications via Notification Settings

These notifications are tied to a user's email address. Those with high impact (e.g., policies are approved, retired, require your approval) are sent immediately; others are sent weekly or monthly. Individual users can set their email notification preferences to either on or off.



The screenshot shows the top navigation bar with 'Home', 'Policies', 'Reports', and 'Manage'. A search bar for 'Search policies' is present. Below the navigation bar, the 'University of North Dakota' logo is on the left, and a search bar is on the right. The main content area is titled 'Notifications' and features a 'Save' button and a 'My notifications' button. A 'Manage' button is circled in red. The notification settings are displayed, including a 'Save' button. The settings are organized into three sections: 'Email me Immediately when:', 'Email me First Monday of each month when:', and 'Email me First day of each month when:'. The 'Immediately' section includes: 'A review set requires your attention' (unchecked), 'A document requires your approval' (checked), 'A document you control was approved' (checked), 'A comment was made on a collaboration you are involved in' (checked), 'A document you control was retired' (unchecked), 'You were mentioned in a discussion' (checked), and 'A document was rejected' (checked). The 'First Monday' section includes: 'An expiring document report is available' (checked). The 'First day' section includes: 'There are inactive users still participating in approval flows' (checked).