



POWERDMS POLICY CONTACT GUIDE

UNT Policy Office

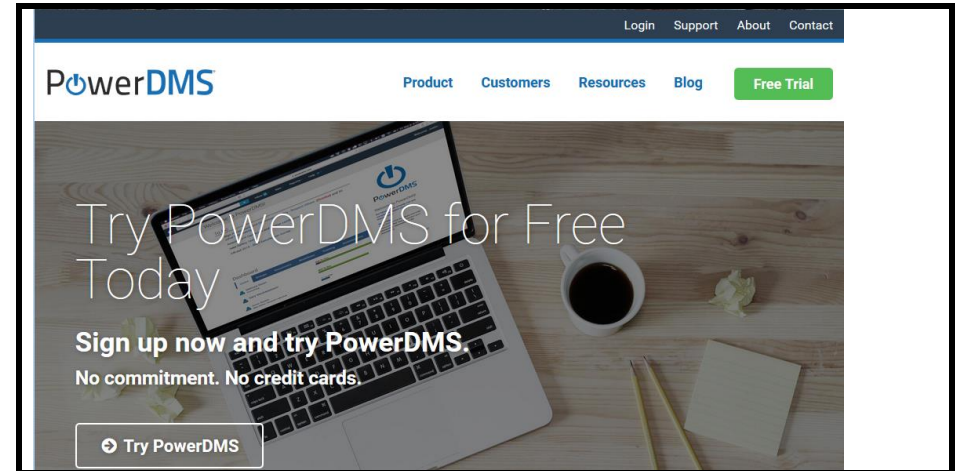
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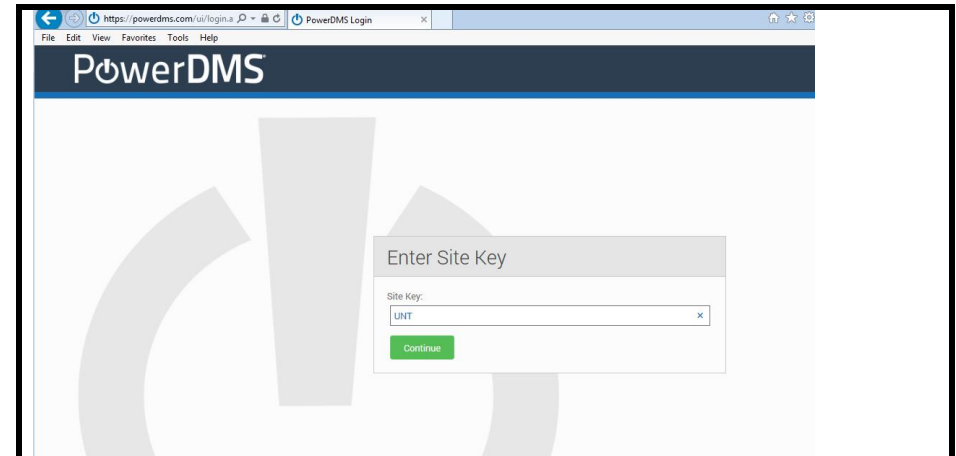
Part 1: Access PowerDMS

- **Browser requirements:** Google Chrome or Mozilla Firefox. Please ensure you are using the latest version of browser.
- **PowerDMS does not support Internet Explorer.**
- Steps to login to PowerDMS:

1. Go to <https://www.powerdms.com>, click “Login” button on top right



2. Enter **UNT** for website key.
3. You will be redirected to UNT System single sign on interface; use your email and password to authenticate.
4. If you have trouble logging in, e-mail Anna.Pechenina@unt.edu, or call 940.565.2145.



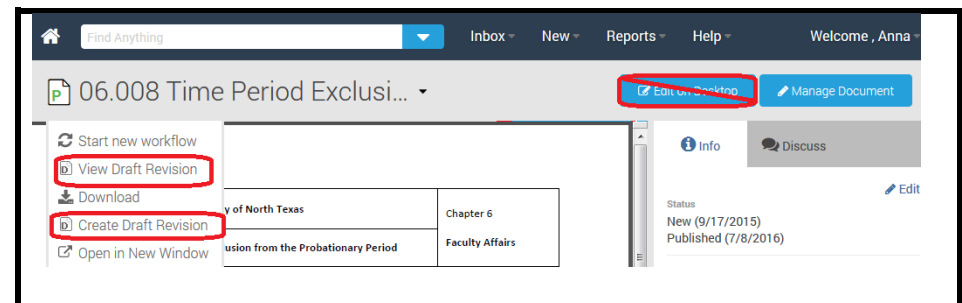
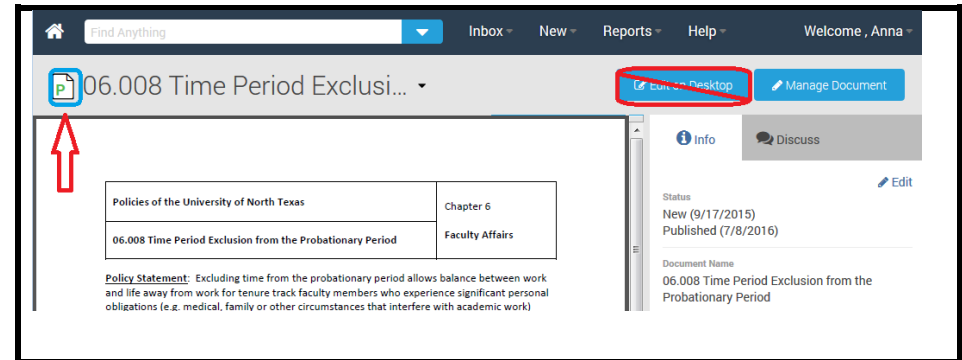
Part 2: Editing Policy Draft in PowerDMS or Loading Redline into PowerDMS

Edit Policy Document in PowerDMS.

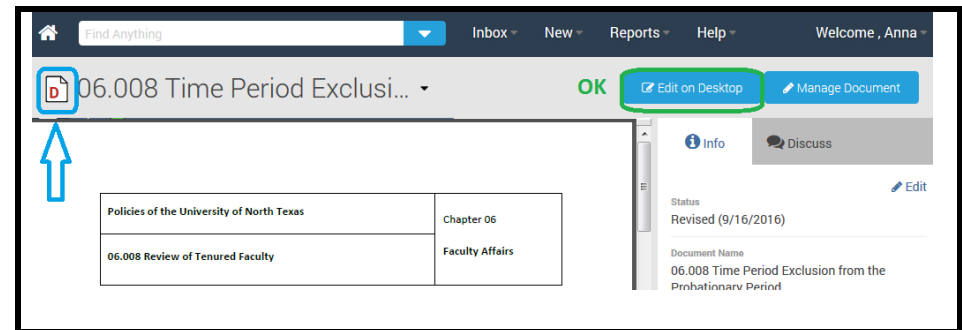
You may access assigned documents through your inbox via documents in the dropdown, or you can find a document by using the search bar.

If using the search bar, the PowerDMS default will display the **current published version**. **PLEASE DO NOT** attempt to edit the document if you see the green “P” icon on the top left by the title of the document. Published versions are official documents and should not be edited. Edits should only be made to **Draft** versions.

1. Hover over the policy title (see image below) click on either “View Draft Revision” if there is already a draft; or
2. If no Draft Revision exists, you may click “Create Draft Revision” to start a new draft to edit. Please do not create a new draft if one already exists.



3. When a red “D” icon is displayed in the top left by the title of the document, you may begin editing.

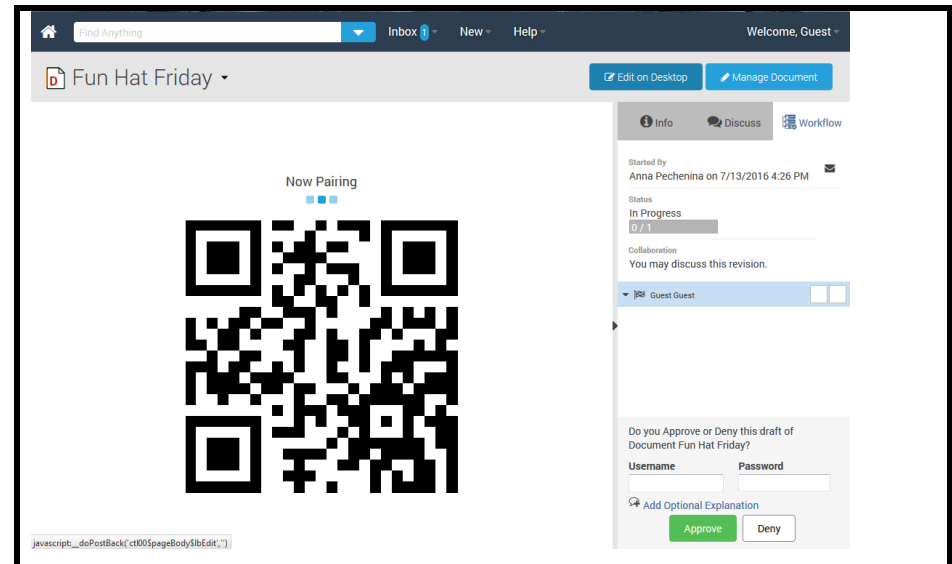


First Time using PowerDMS on your Computer.

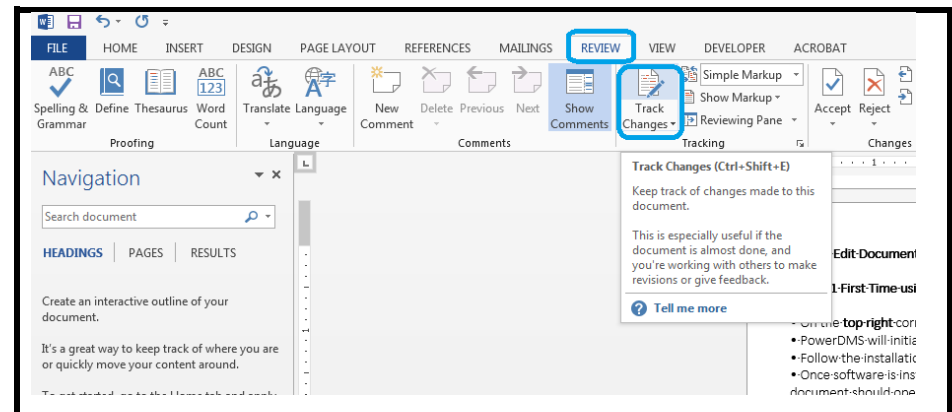
1. Click *Edit on Desktop* (**top right** corner of the policy draft page). PowerDMS will initiate the download of the *PowerDMS Author* software.
2. Follow the installation prompts and once complete, refresh your browser.
3. Click “Edit on Desktop” button in browser. *Word* document will open once your computer has successfully paired with the software.

All Other Times.

1. Click *Edit on Desktop*; *Word* document will open in Microsoft Office



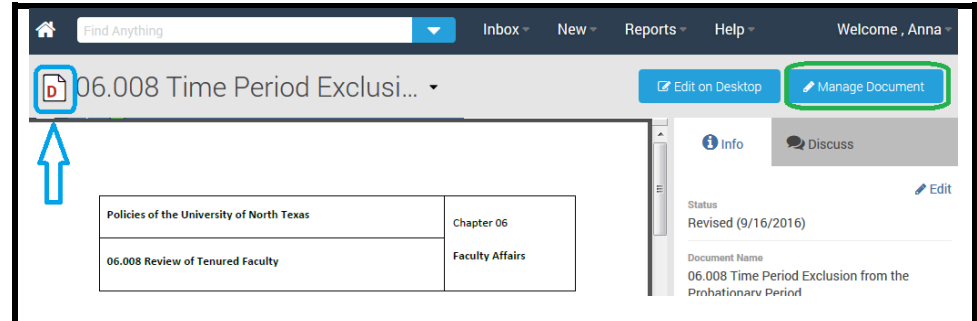
2. **Remember to always hit “Track Changes”** in Word to record your edits as required for OGC legal sufficiency review.
3. The system will automatically time out after 20 minutes of inactivity, please save frequently.
4. If PowerDMS logged you out, log back in and hit save on the document you were working on. PowerDMS will automatically recognize the file and pull it back into the system.



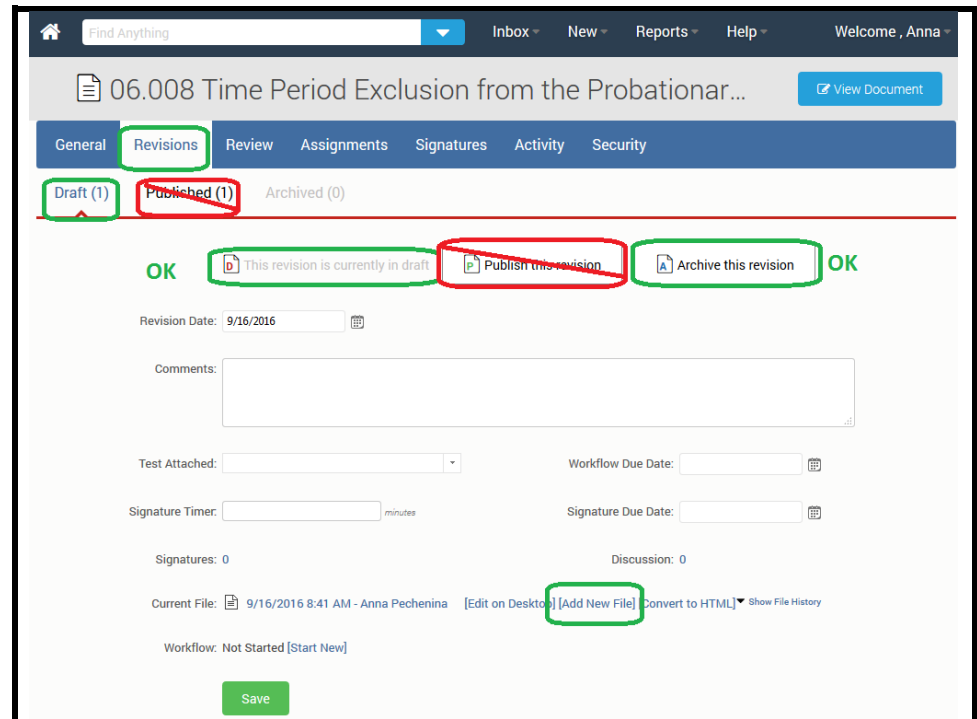
Load a Redline File from Your Computer

If you have a redline draft you want to load because you marked up the Word document outside the system:

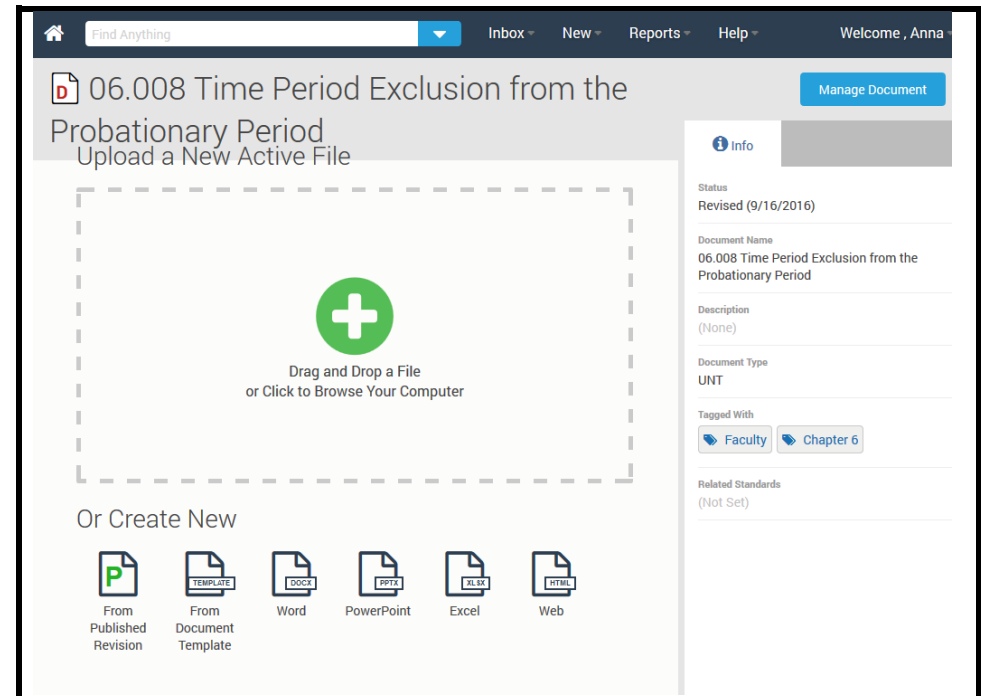
1. Check the current draft revision (red "D") in PowerDMS to see if this is the draft you want to edit or if you want to replace it with your file (if you create new draft revision, your changes to the current draft will be archived).
2. Once you determined that you want to replace the draft revision (red "D"), click "Manage Document;" You will be taken to the "Revisions" tab of the document.



3. Click "Add New File" button at the bottom to drag and drop your redline draft into the system
4. **PLEASE DO NOT** hit "Publish this Revision" button; UPO only publishes drafts approved by President.

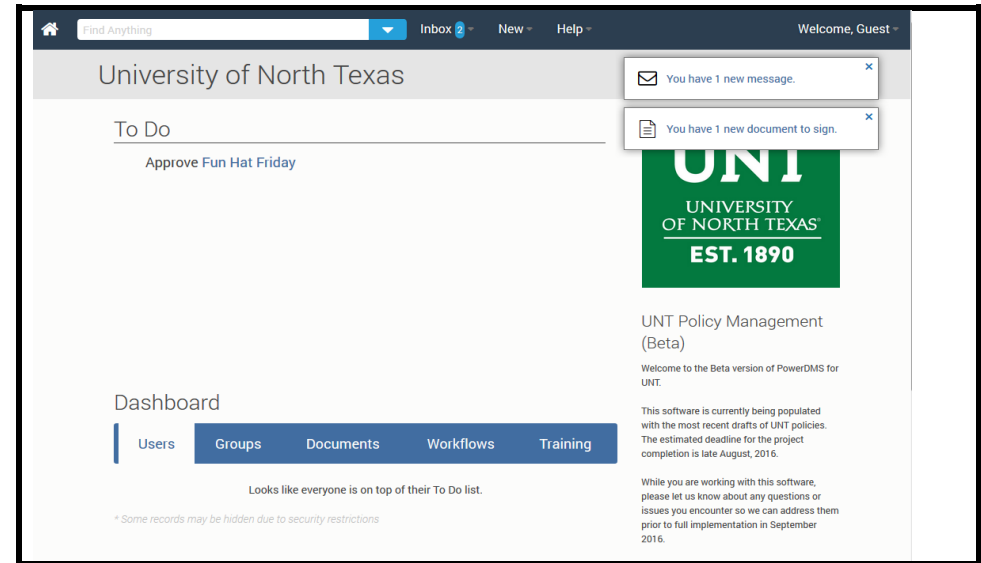


5. Drag and drop your Redline word document into the page and the system will do the rest.



Part 3: Policy Routing and Approval

1. Once your draft is ready and you would like to route it, please email the completed [Routing Request](#) form to UPO (Deena.Merrill@unt.edu).
2. UPO will initiate the routing workflow and you will be listed as the first step.
3. PowerDMS will send you a notification once the policy draft has been routed to you.
4. You will need to login to PowerDMS and check the *To Do* list on your Dashboard.
5. Click on the policy title assigned for your review
6. This will open the page that contains the policy, discussion options, and approve/deny button.



7. On the **right side** of the screen click *Discuss* button.
8. Please add one to two sentences regarding the nature of your submission for benefit PAG, OGC, and President. Please include a) policy action (revision, deletion, new); b) reason for policy action (response to legislative actions, update in Regents Rules, etc); c) timing priority (standard routing or high priority with explanation); d) any key stakeholder involved in revisions, particularly if an OGC member has assisted with initial/informal development.
9. Click *Approve* button to start the official routing process.

