

Acknowledge an Assigned Policy

When a user is assigned acknowledgments, they will receive a notification by email of the need to Acknowledge every Monday night if there is an email associated with their account.

All users will see any policies awaiting their acknowledgments displayed on the Home tab. Click a policy title to open it or click the Acknowledgments header to view the full report before opening a policy.

Read and review all of the policy's content.

Once your review is complete, click the acknowledgment button at the bottom to indicate that you have read and understand this policy.

To view any of your previous acknowledgments, click the Acknowledgments History button in the top blue bar.

This history page provides details about your policies acknowledged including how many times they were assigned, and the date acknowledged.