PolicyStat Frequently Asked Questions

What is PolicyStat?

PolicyStat is a **cloud-based document management tool** that helps organizations manage, access, and collaborate on policies. PolicyStat's primary functions are:

- To act as a **centralized, searchable library of an organization's policies and procedures**.
- To provide **policy management tools** that support the entire policy lifecycle including creation, approval, publishing, updating, version control, and retiring policies.

What is included in the USG Policy & Procedures Library?

Currently, the USG Policy & Procedures Library includes the following:

- **Academic and Student Affairs Handbook**
- **BOR Policy Manual**
- **Building Projects Procedures Manual**
- **Business Procedures Manual (BPM)**
- **HR Administrative Practice Handbook (HRAP)**
- **IT Handbook**

Additional USG policies may be added over time.

Will I need to update my old links?
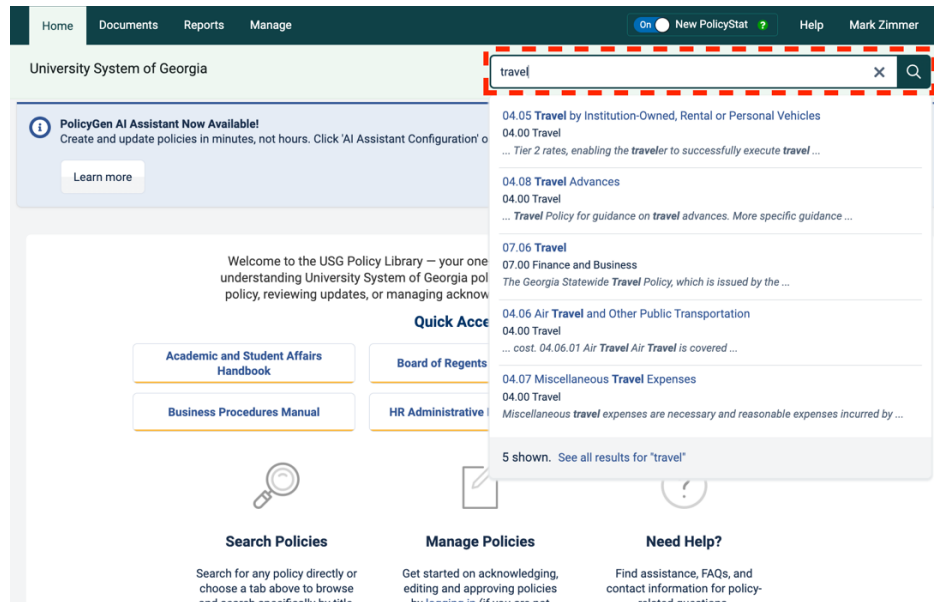
Yes, but not immediately.

All existing links to USG Policies will automatically redirect to PolicyStat until July 1st, 2026. As a best practice, it is recommended that links to specific USG policies be updated when possible.

Example: *Any existing link to the Business Procedures Manual's old "14.02 Establishment of Custodial Fund" URL will automatically redirect to the new URL for the Business Procedures Manual's Table of Contents inside PolicyStat.*

A complete PolicyStat URL Crosswalk document has been created for your convenience. It contains current and new links for all USG policies and procedures moving to PolicyStat.
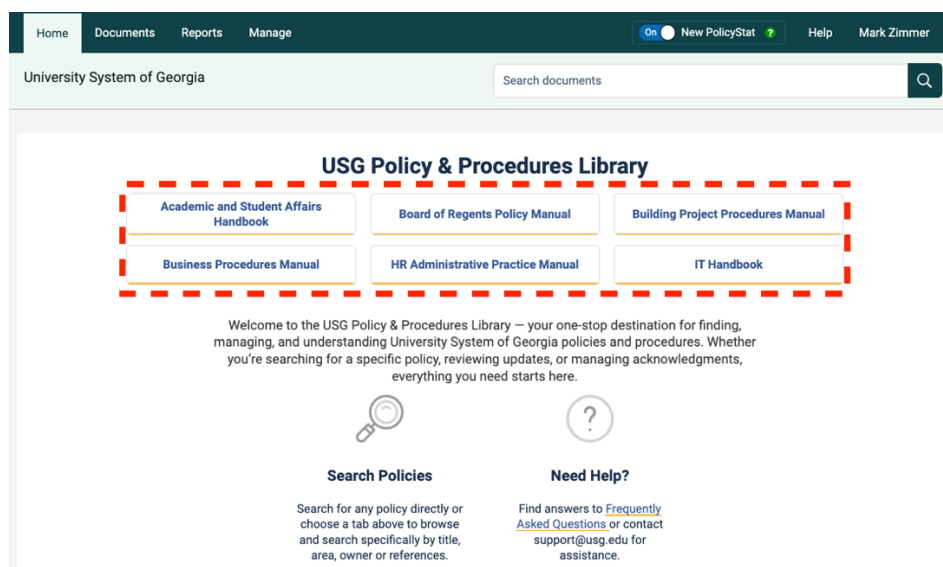
How do I search for a specific USG policy?

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 "magnifying glass" button**.
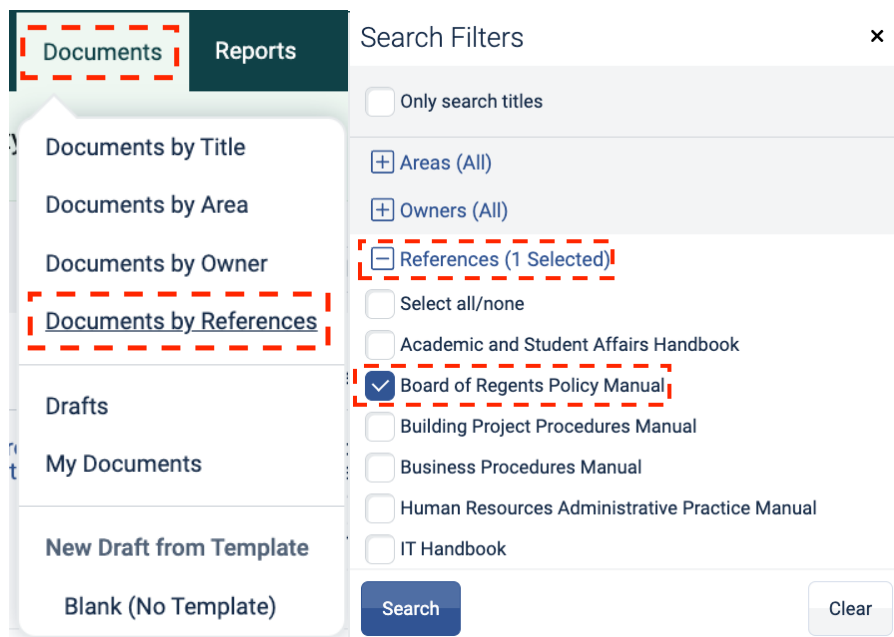

How do I review all policies in the BOR Policy Manual/Business Procedures Manual/etc?

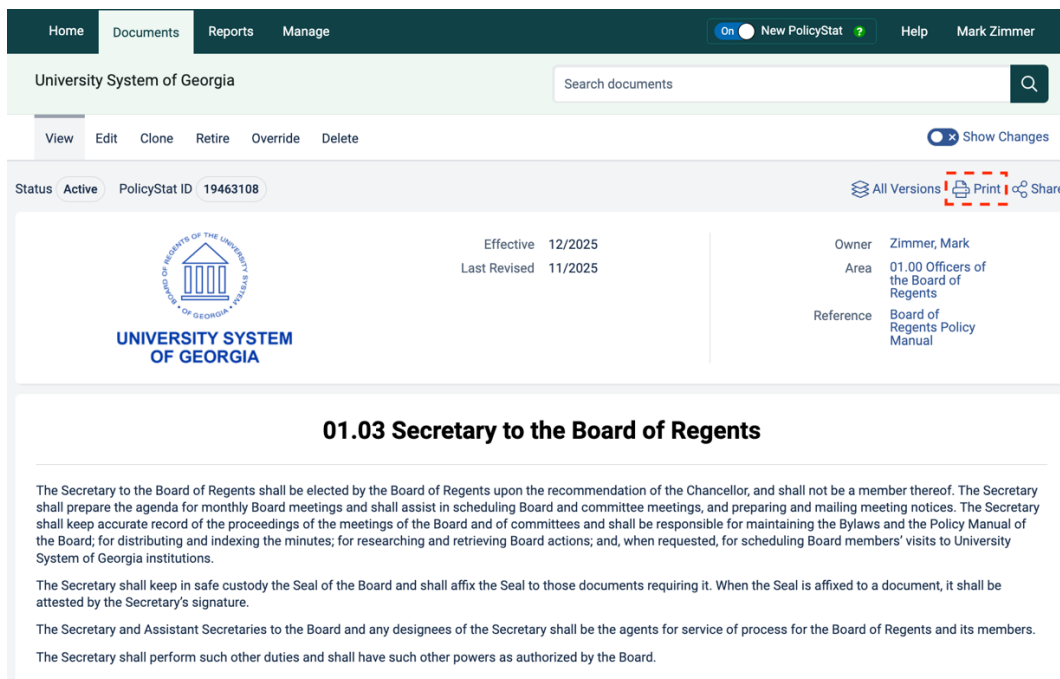The easiest way to browse all policies in a particular Reference is to click its quick access link on usg.policystat.com.

Or filter your search by selecting **Documents -> Documents by Reference-> References**

How do I download or print a policy?

Click on the "Print" icon in the upper right-hand corner of the policy. This will take you to a PDF version of the policy suitable for printing and/or downloading.

How do I view recent changes made to a policy?

Click the "Show Changes" toggle in the upper right-hand corner of the screen. Any changes made to the policy within the past 90 days will be highlighted.