

# How do I add a policy to the system for all users to view and acknowledge (a global policy)?

Select the Policy tile in the admin dashboard.



Go to “Policies for all sites”. Type the title of the policy.

Select “Choose file” to add the policy file. Then select “Upload”.

The policy will then be shown below. Users will then see this policy as part of their site sign in to every site.

A screenshot of the "Induction Policy" admin interface. The page has a blue header with the title "Induction Policy". Below the header, there is a checkbox labeled "Enable Policy Expiry?". Underneath, there are two sections: "Policies for all sites" and "Policies for TIKS Office". Each section contains a text input field for "Title", a file upload button labeled "Choose file" (with a note "Upload policies: pdf only" and "No file chosen"), and an "Upload" button. In the "Policies for all sites" section, there is also a "Dummy Policy" card with "View" and "Deactivate" buttons.

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