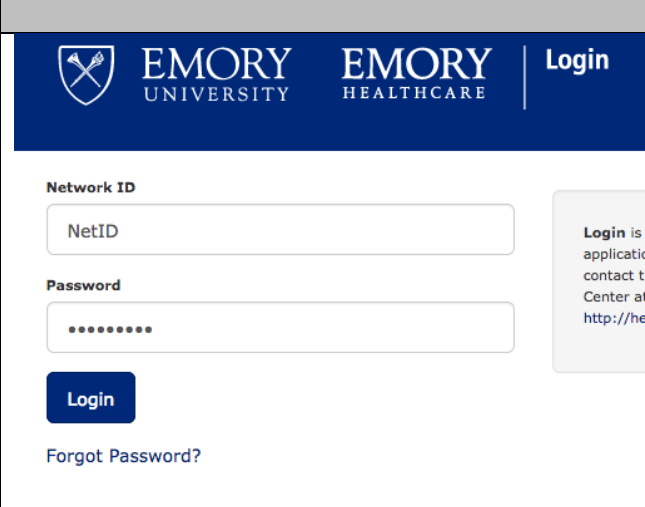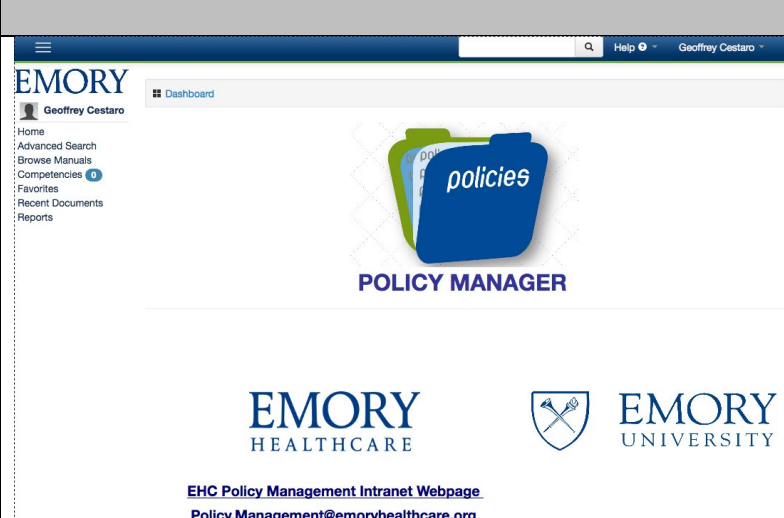**Emory Policy Manager Quick Reference Guide: University**

Logging in to the Policy Manager Website

1. Go to https://emory.ellucid.com/ OR go to www.policies.emory.edu and select the link for Emory University Policies.
2. You will be re-directed to Emory single sign-on.
3. Enter your netID and password.
4. Click Login.

You will arrive at the main Policy Manager home page.

From here, policies are organized by Facility, including Emory Healthcare, University, and Enterprise. Enterprise contains policies shared across University and Healthcare.

Within Facility, policies are organized into Manuals, which represent topics, like administration, communications, etc.
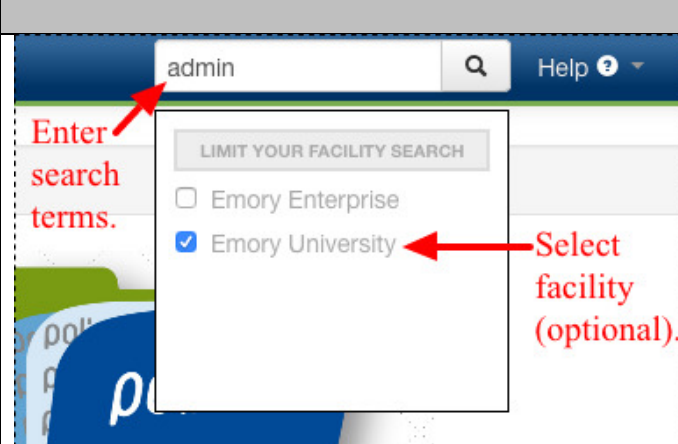
Searching for Policy Manuals and Documents

You can do a basic search from the main navigation bar or choose Advanced Search from the sidebar menu.
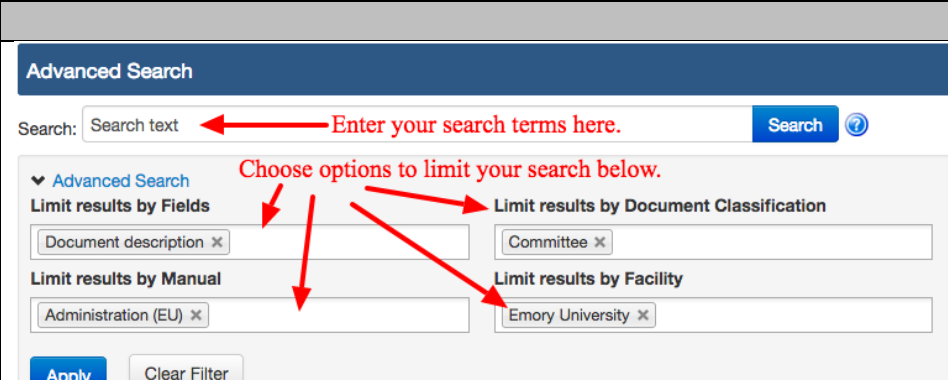
Basic Search

From the main navigation bar, enter your search term and limit the search by facility if you would like, including Emory Enterprise*, University or Healthcare.

*Reminder: Enterprise contains policies that are shared by Healthcare and University.
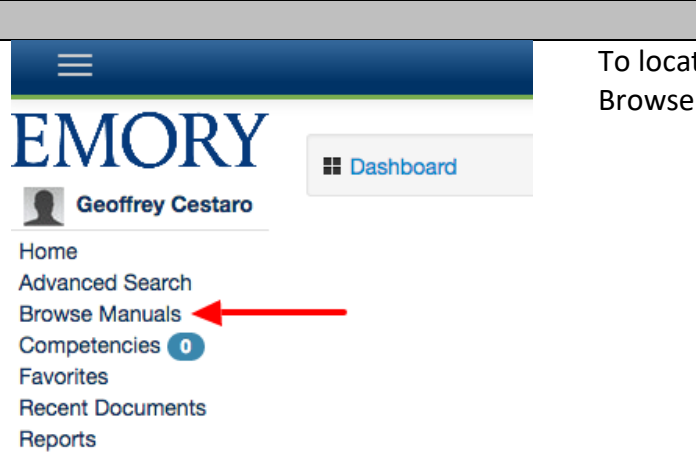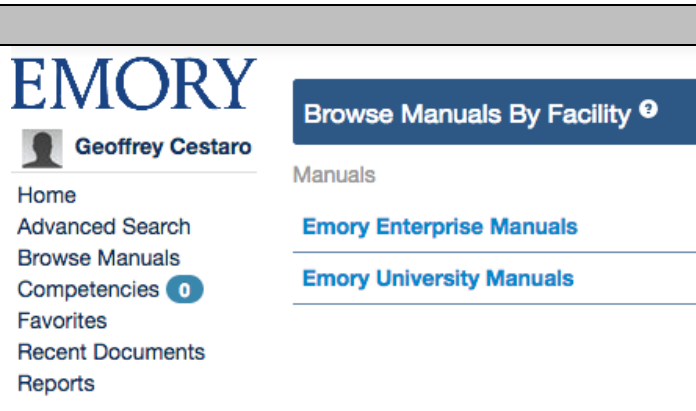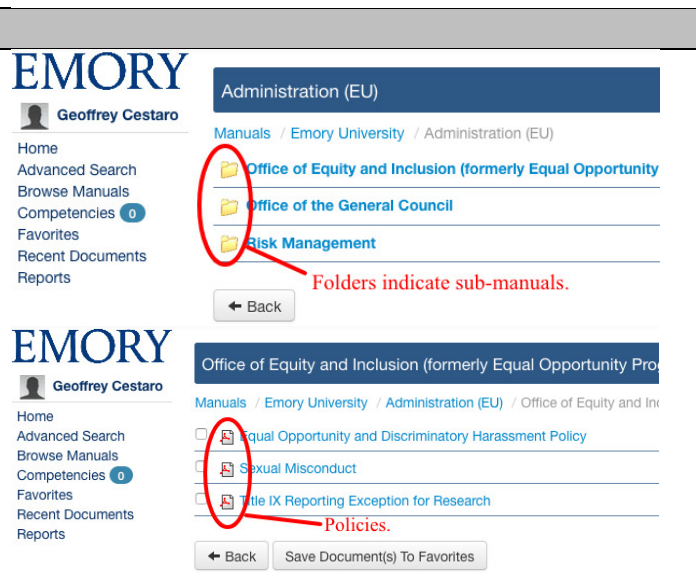
Advanced Search

If you choose Advanced Search from the sidebar menu, enter your search terms and click Advanced Search to view the options for restricting your search further.

The drop-down options for advanced search include the following:
1) **Fields:** limits the search to a specific field, like document title or description.
2) **Manual:** lets you select a specific manual, like Administration Policies, and limits your search to policy documents within that manual.
3) **Document Classification:** limits your search to specific document types, such as committee policies.
4) **Facility:** limits your search to Emory Enterprise, University or Healthcare.

Browsing Manuals

	To locate a manual or policy document by browsing, select Browse Manuals from the sidebar menu.
	Choose the facility you would like to browse. Emory Enterprise contains policies that are shared between University and Healthcare, like HIPAA. **Note:** Healthcare is not shown here but is the third option that will show only for Healthcare affiliates.
	All manuals within that facility will be displayed. Select a specific policy manual.
	If there are sub-manuals, you'll see them here as folders. Policies appear as pdf icons.

EMORY

Geoffrey Cestaro

Home
Advanced Search
Browse Manuals
Competencies 0
Favorites
Recent Documents
Reports

Equal Opportunity and Discriminatory Harassment Policy (1.3)

Manuals / Emory University / Administration (EU)
/ Office of Equity and Inclusion (formerly Equal Opportunity Programs or EOP)

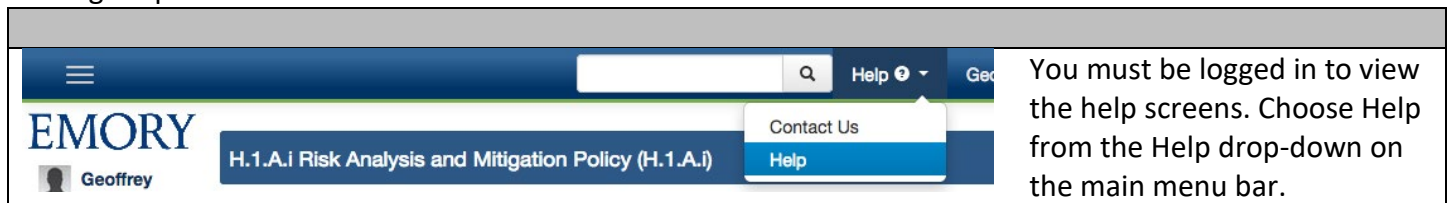Save frequently viewed policies to your favorites.

[Save To Favorites] [Approval Details] [Hide Details [-]] [Print]

View your favorites from anywhere on the site using the side menu bar.

Reference Code:
1.3

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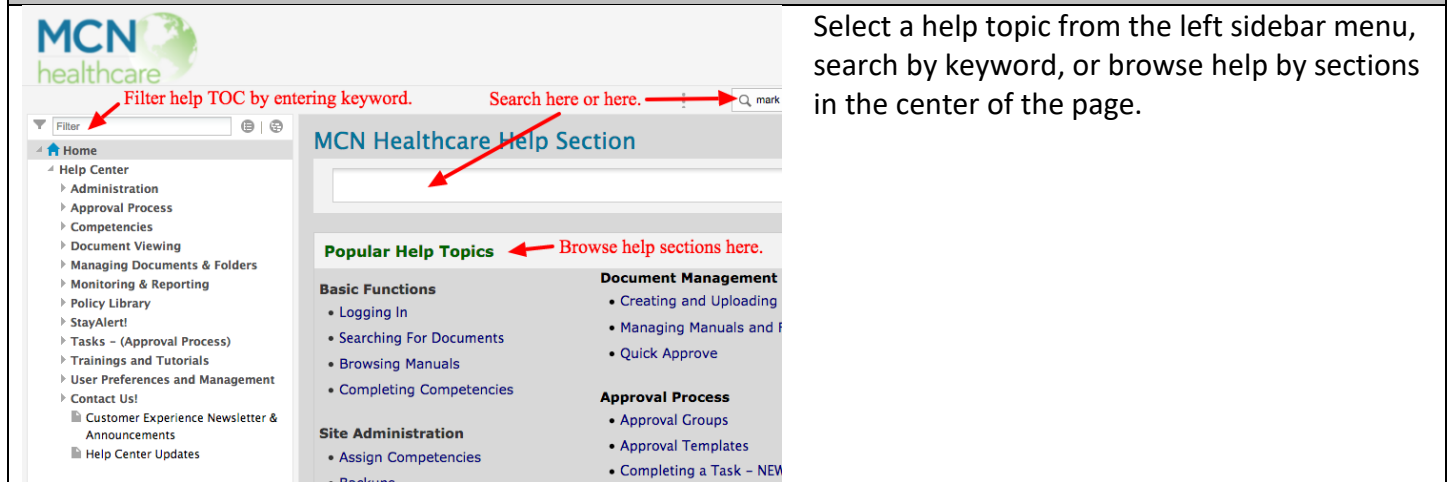**EMORY** UNIVERSITY | Official University Policy
https://emory.ellucid.com
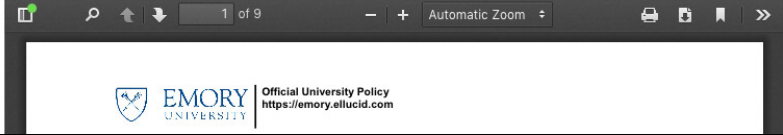
View the policy and print it if necessary. Save policies you use frequently to your favorites for easy viewing later.

Getting Help

You must be logged in to view the help screens. Choose Help from the Help drop-down on the main menu bar.

Select a help topic from the left sidebar menu, search by keyword, or browse help by sections in the center of the page.