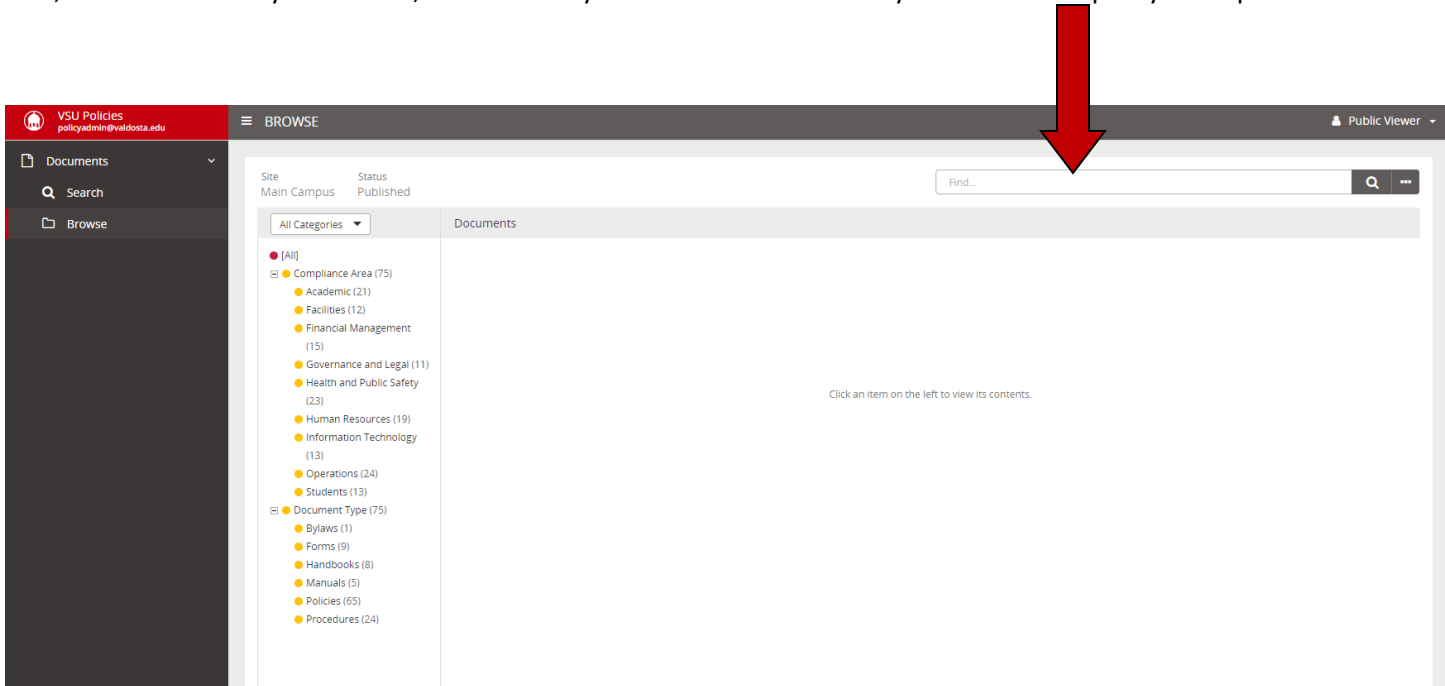




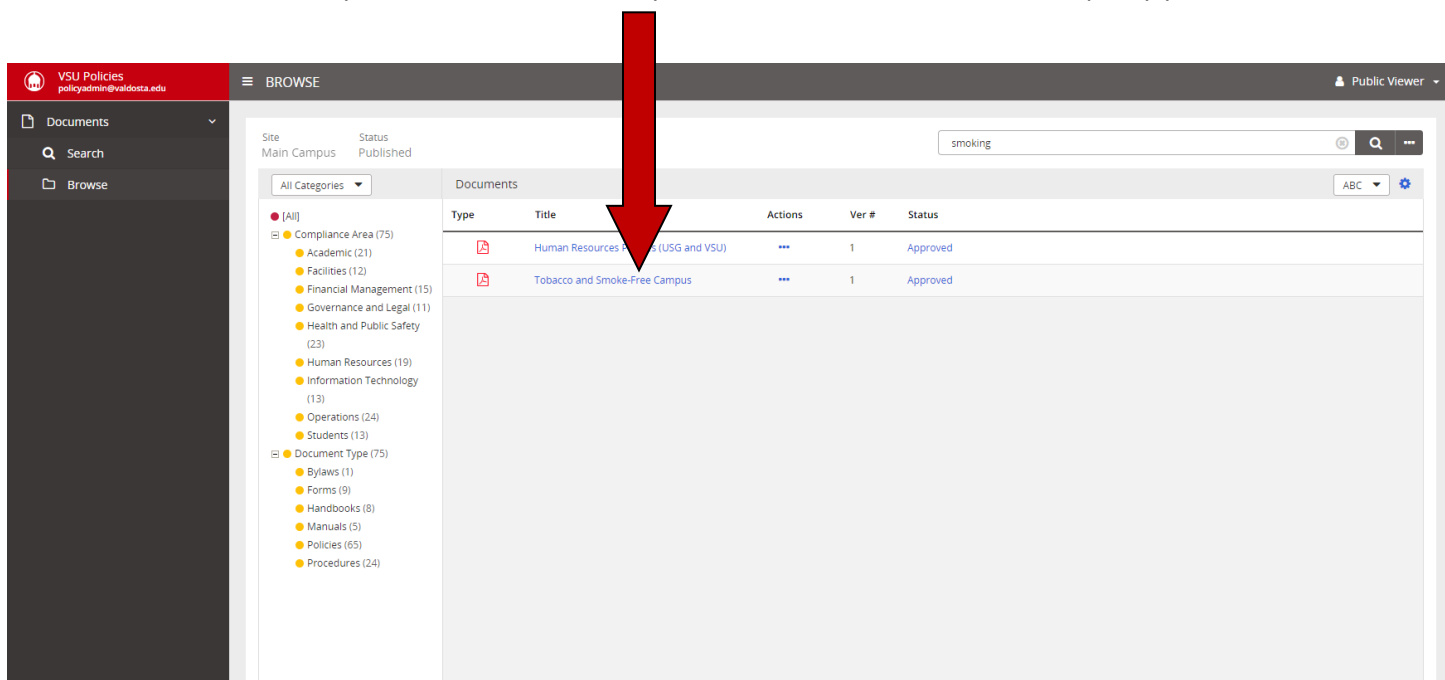
How to Search, Print, and Download from the University's Policy Library

From the home screen (<https://valdosta.policytech.com/?public=true&siteid=8>), there are several methods to locate a policy:

If you know the title of the policy or a word or short phrase that might be in the title or body of the policy, type it in to the search bar at the top of the screen and click the magnifying glass symbol. The search function looks for words in the title, words in the body of the text, and in the keywords entered in to the system when the policy was uploaded.



In the center of the screen you will see the results of your search. Click on the title of the policy you wish to view.





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If you know which section of the policy library your policy is located, click on the “+” sign underneath “Compliance Area” or “Document Type” located on the left hand side of the screen. Select the category from the menu that appears and select your document from the options in the center of the screen.

The screenshot shows the VSU Policies website interface. The top navigation bar includes the VSU logo, the email address 'policyadmin@valdosta.edu', and a 'Public Viewer' dropdown. The main content area is titled 'BROWSE' and features a search bar and a 'Find...' input field. On the left, a 'Documents' sidebar menu is visible, with a red arrow pointing to the 'Policies (65)' category. The main area displays a table of documents with columns for Type, Title, Actions, Ver #, and Status. A second red arrow points to the 'Actions' column in the table.

Type	Title	Actions	Ver #	Status
Academic Catalog	Academic Catalog	***	1	Approved
Alcohol Policy for	Alcohol Policy for	***	1	Approved
Americans with Disabilities Act (ADA)	Americans with Disabilities Act (ADA)	***	1	Approved
Anti-Harassment	Anti-Harassment	***	1	Approved
Archives Collection, Usage, and Digital Preservation (Odum Library)	Archives Collection, Usage, and Digital Preservation (Odum Library)	***	1	Approved
Automated External Defibrillator (AED)	Automated External Defibrillator (AED)	***	1	Approved
Board of Regents Policy Manual	Board of Regents Policy Manual	***	1	Approved
Campus Homeland Security	Campus Homeland Security	***	1	Approved
Campus Parking and Transportation Committee	Campus Parking and Transportation Committee	***	1	Approved
Classified Employee Handbook	Classified Employee Handbook	***	1	Approved
Confidentiality and Privacy Policy under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)	Confidentiality and Privacy Policy under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)	***	1	Approved
Copyright (USG)	Copyright (USG)	***	1	Approved
Corrective Action Regarding Environmental and Occupational Safety	Corrective Action Regarding Environmental and Occupational Safety	***	1	Approved
Delegation of Contract Signing Authority	Delegation of Contract Signing Authority	***	1	Approved
Disruptive Behavior	Disruptive Behavior	***	1	Approved
Drug Free Workplace	Drug Free Workplace	***	1	Approved



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Once you have located the policy you wish to view, you can download or print the document from the icons on the top toolbar.

The screenshot shows a web browser window displaying a document. At the top of the browser, there is a toolbar with several icons. Two red arrows point to these icons: one labeled 'Download' pointing to a download icon, and another labeled 'Print' pointing to a print icon. The document content includes the Valdosta State University logo, the title 'Encryption', and two main sections: '1. Purpose' and '2. Policy'. Under '2. Policy', there is a sub-section '2.1 Data in Transit on VSU Network' with a paragraph of text.

View Document Status: Approved - Published download.aspx 1 / 2

Encryption

- Purpose**

This is a statement of policy regarding the use and administration of Valdosta State University computer and data protective measures utilizing encryption. This policy is in accordance [with University System of Georgia Information Technology Handbook, Section 5.8 and Section 5.11.](#)
- Policy**
 - Data in Transit on VSU Network**

Unencrypted device authentication mechanisms are only as secure as the network upon which they are used. Traffic across networks may be surreptitiously monitored, rendering these authentication mechanisms vulnerable to compromise. Therefore, all networked devices must use only encrypted authentication mechanisms unless otherwise authorized by [VSU Information Security](#). In particular, historically insecure services such as Telnet, FTP, SNMP, POP, and IMAP must be replaced by their encrypted equivalents.