TIPS FOR USING THE OPE WEBSITE

1. **Be sure your internet browser is compatible and current.** The new system administration webpage supports all of the modern and updated browsers, including: Chrome, Firefox, Safari, Internet Explorer or Opera on most any device or operating system. For example, we are supporting Internet Explorer back to version 8 (the latest stable version is Internet Explorer 11).
   - If you are on an older version, contact your campus IT Helpdesk for instructions or assistance in upgrading your browser. (There should be no cost for upgrading your browser.)

2. **Easy ways to search for policies.**
   - By keyword – using “search sites and people” at the top of any CU System webpage. Enter key words in the search box and hit return or click on the magnifying glass. In the example below, the key words used were “performance ratings”.

![Screenshot of the OPE website search feature]
The result is a list of all system webpages that contain the key words and a count of those pages by department.

You can filter the results by department. The screen below is filtered for Office of Policy and Efficiency results.
On any OPE web page, select either “Policies A-Z”, “APS by Functional Area” or “Policy Related Resources” from the left menu under policy.

- By title – using Policies A-Z (also see item #3)
- By functional area – using APS by Functional Area
- By linking to other policy related sources, including Regents, APSs, Campuses, Governance, Service Centers, Handbooks, and External Sources – using Policy Related Resources

3. **You can also do a quick search by keyword to find a policy on the Policies A-Z listing.**
   Alphabetical listings can be tricky. Sometimes the keyword you remember isn’t the leading word in the title OR all you remember is the policy number. Here is a quick tip to help find the policy using your keyword or policy number.
   - Go to Policies A-Z
   - Hit CTRL + F (A box like this, should appear somewhere on your screen – usually at the top.)
   - Then just enter your keyword or policy number – i.e. teaching or 1009
     - The search bar will tell you how many matches there are for your keyword or number.
       - The matching keywords or numbers will be highlighted on A-Z list for you.
       - You can also navigate using the “Next” or “Previous” on the search bar.
4. **How to view the entire administrative policy statement (APS).** APSs are now provided in an HTML format with expandable/collapsible sections to help you easily navigate to each major section of the policy. But you may want to print or view the entire policy at once. At the top of each page is a button that links to the official PDF version of the policy. Select that icon for a printer friendly or full view of the entire policy.