

Steps to Review a Policy Draft

1. Login and access the reviewer screen.

- Login to the [ComplianceBridge.User Portal](#) using your myBama username and password.
- From the User Portal, choose “**Reviewer**” from the drop-down menu.



2. Review the policy draft.



- Click the policy’s title to view the most recent draft.
- If this is a revision of an existing policy, click the “**compare to previous**” link in the top, left corner of the screen to view a version with changes tracked.
- Click the Policy Tracking Form link at the bottom of the policy to review additional information about the draft.
- Close the tab(s) to return to the original list.

3. Edit and/or leave comments.

- To view comments from previous reviewers, click the green plus sign (+).



- To make edits to the draft, click Edit Document.

Advice/Approval for document -- *Student Employment Policy*



- Scroll to the Policy Body section and click “Editor.”



- Make edits as desired, then click “Save.”
 - Click “Return” to go back to the policy overview screen
 - Click “Return” to go back to the reviewer comments screen. Click Ok to confirm that the policy body section has been temporarily locked for editing.
- Enter your comments and click “**Submit.**”
 - Click “**Ok**” to confirm your acknowledgement.