Search for a Policy

**Definitions**

**Category:** A group of policies.

**Ancillary Services:** Large departments that provide services throughout VUMC. E.g., Diagnostic Laboratories, Pharmacy.

**Steps**

**Logging In**

1. Go to [https://vanderbilt.policytech.com](https://vanderbilt.policytech.com).
2. Enter your VUNetID and e-password.

**Searching for a Policy**

3. Locate the search box.

Click [policytech@vanderbilt.edu](mailto:policytech@vanderbilt.edu) to email for additional support.
Search for a Policy

4. Enter the desired **search term**.

![Search form](image)

5. Select from the drop-down list if you want a **full-text search**.

![Search form](image)

6. Use the **enter key** or click **Search** to see results.

![Search results](image)

7. **Select** the desired document.

Click [policytech@vanderbilt.edu](mailto:policytech@vanderbilt.edu) to email for additional support.
8. The **document** will open in a new window.