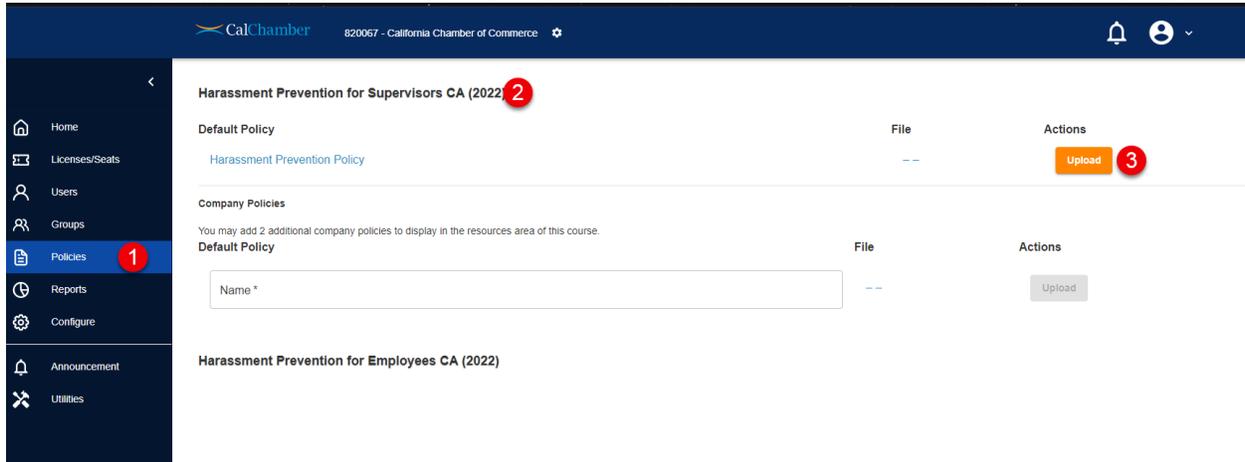


## CalChamber LMS User Guide:

### Adding Custom Policies to Courses:

A sample harassment prevention policy was included in your training purchase. You can review it from the Policies page, replace any default policy with your own, and add up to two (2) additional policies that you want your users to become familiar with. Policy content will appear on the course launch page for your users to access. **To override default policies for any course** from the Administrator homepage:

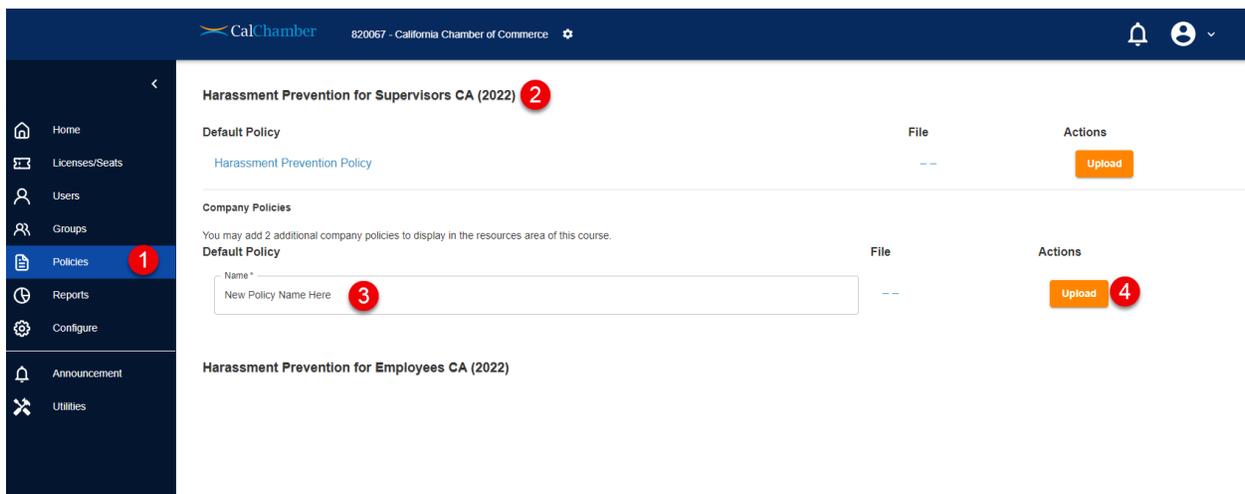


1. Select **Policies**
2. Select the course that needs a policy update
3. Select **Upload** and select the file you wish to serve as the new default policy (called Harassment Prevention Policy in this case). We recommend the upload be in PDF format.
4. Repeat this process if you've purchased more than one course

Your updated policy file will now show when the Harassment Prevention Policy link is clicked by your users in their coursework.

### Adding Additional Policies:

You may also add up to two additional company policies for your users to access on the platform:



1. Select **Policies**
2. Select the course that needs a policy update

### CalChamber LMS User Guide:

3. Enter a name for your custom policy
4. Select the adjacent **Upload** button to choose your policy file from your computer. We recommend PDF file format for these policies.

Your additional policies will appear on your users' course launch screen.