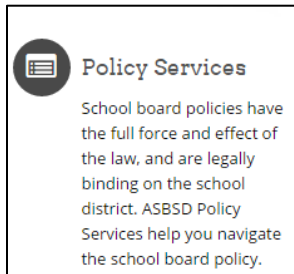# ASBSD Online Policy Resource Manual Instructions

Accessing and log in for ASBSD Policy Reference Manual

1. To access the ASBSD Online Policy Resource Manual website, visit
   https://eboard.eboardsolutions.com/sd/asbsdpolicy or go to **www.asbsd.org** and click the
   https://eboard.eboardsolutions.com/sd/asbsdpolicy link under the Policy Services header on the homepage:
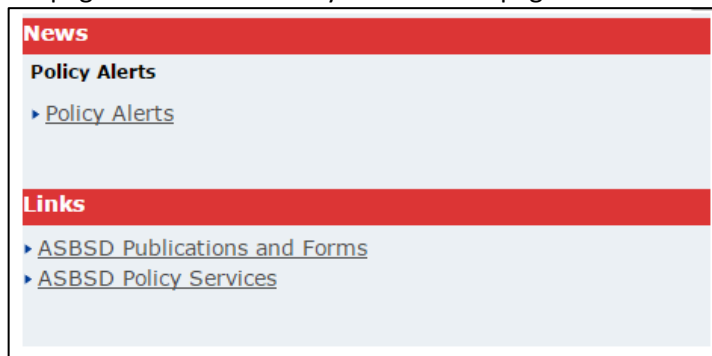

2. On the ASBSD Policy Reference Manual home page, click on the LOGIN button
   located at the top right of the screen.
3. A drop down window will appear, there you will enter your login and password and you will enter
   the website.

Using the Online Policy Resource Manual

1. On the Online Policy Reference Manual homepage there are four menu options:

   a. About Us – describes each service offered by ASBSD Policy Services;
   b. News – gives you the option to read the latest ASBSD Policy Alert or review the list of
      sample policies recently updated by ASBSD;
   c. Policies – takes you to any section of the Online Policy Reference Manual to review
      sample policies.
   d. **Admin – we suggest you do not use this option as it can result in unwanted edits being
      made to your district's login and password information.**

2. The home page also features three quick links to Policy Alerts, ASBSD's Publications and Forms
   webpage and ASBSD's Policy Services webpage.

3. To access the sample policies move your mouse over the "Policies" tab and click the Policy Overview link or the link to the specific section of the manual you would like to review:

4. The Policy Overview page provides you links to each specific section of the manual, the option to search the manual or the option to print the entire sample policy manual:

5. A specific policy section page lists each sample policy within the section, as well as any regulation or exhibit that may be housed within the section, and the last time the sample policy was revised:

6. Click the link to the sample policy you would like to review, the sample policy page is composed of the policy, notes of interest, the date it was adopted/created, last revised and last reviewed, related legal references and any additional sample policies associated or relevant to the policy:

7. Sample policy pages also include the options to translate the policy into another language or to print:

8. If you're unsure of the section a sample policy may be in or if the manual contains a sample policy you are looking for, you can search the manual. To search for a policy, click the search button

located at the bottom of the Policy Overview page: or click the search drop down menu located at the top right of the web page:

9. Both search options present you the option to search by keyword and within a date range.

10. If help is needed to access the manual, contact Policy Services Associate Kay Thompson-Tieszen at 605-773-5204 or kay@asbsd.org.