

## LEARN TERMS AND CONDITIONS AND PRIVACY POLICY PAGES

In Learn you can create custom Terms and Conditions and Privacy Policy pages that users must accept prior to accessing the system.

This document establishes how to

- Create the Terms and Conditions and Privacy Policy pages
- Assign custom created pages as Terms and Conditions and Privacy Policy pages
- Translating page content
- Resetting acceptance for the Terms and Conditions and Privacy Policy pages
- How do I tell which users have accepted?

### Create the Terms and Conditions and Privacy Policy pages

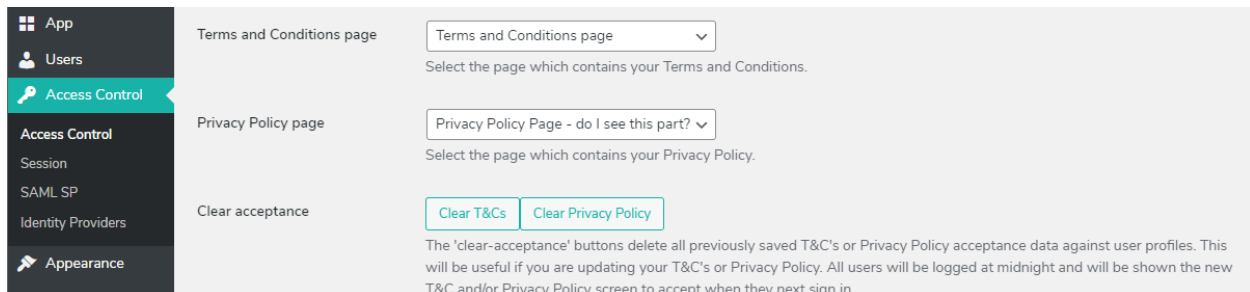
The first step is to create custom pages with the content you would like the users to accept. This is done similar to other custom pages in Learn.

Go to **Pages > Add New** and create a new page with the required content. You can choose any title you would like at this stage. Once the page is created, click Publish to save and publish this page.

The screenshot shows the 'Add New Page' interface in the LMS. The page title is 'Terms and Conditions'. The permalink is <https://learn.dev.storyshareplatform.com/terms-and-conditions/>. The main content area contains the text 'Enter your custom Terms and Conditions here.' Below the content area, it shows 'Word count: 7' and 'Draft saved at 8:29:36 pm.'. The 'Publish' panel on the right shows the status as 'Draft', visibility as 'Public', and language as 'Primary [en]'. The 'Categories' panel shows 'All Categories' and 'Most Used' with options for 'Food', 'Sport', and 'Uncategorized'. The left sidebar shows the 'Pages' menu item selected.

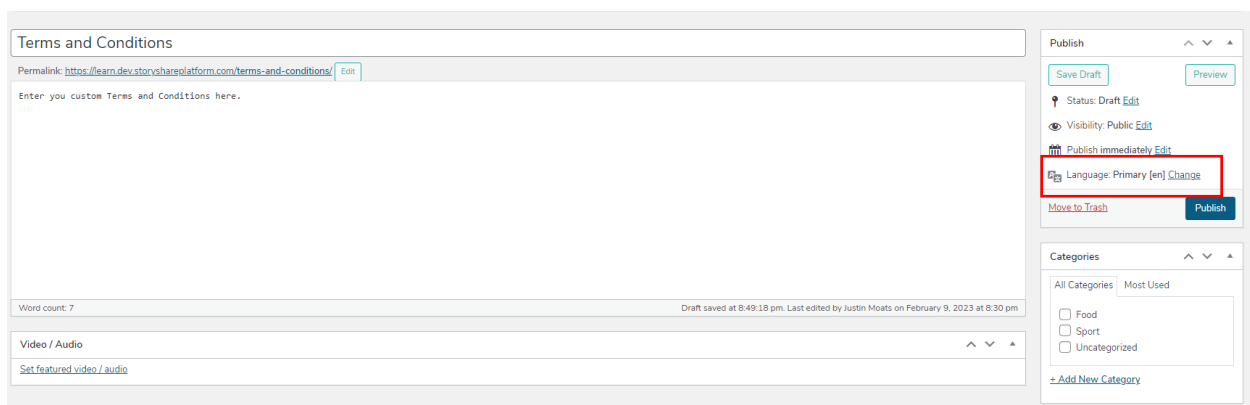
## Assign custom created pages as Terms and Conditions and Privacy Policy pages

Go to **Access Control** > **Access Control** and select the appropriate page you want for the Terms and Conditions and Privacy Policy. Note that any custom page added in Learn is an option in the dropdown list. There is also an option in these dropdowns to disable the Terms and Conditions and Privacy Policy pages.



## Translating Page Content

These pages follow the existing Learn language translation pattern. To choose a different language and enter your translated content, click Change next to the Language Primary option on the Page Edit screen. This will display all languages available within your Learn account and let you choose the language you want to update. After you select the language, enter the translated content and click Publish to save and make available to users selecting that language.



## Resetting acceptance for the Terms and Conditions and Privacy Policy pages

If you would like all users to agree to the Terms and Conditions or Privacy Policy again, click Clear T&Cs or Clear Privacy Policy. You will get a confirmation message and then the system will start the process to clear acceptance. Once the acceptance has been cleared for all users, you'll receive a message that the T&Cs or Privacy Policy has been cleared.

**Note that this will take effect at midnight in the default time zone set for your Learn account. All users will need to accept the new content after that.**

The screenshot shows the Evotix Admin console interface. On the left is a navigation menu with options: App, Users, Access Control (highlighted), Access Control, Session, SAML SP, Identity Providers, and Appearance. The main content area is titled 'Clear acceptance' and contains three sections: 'Terms and Conditions page' with a dropdown menu set to 'Terms and Conditions page' and a subtext 'Select the page which contains your Terms and Conditions.'; 'Privacy Policy page' with a dropdown menu set to 'Privacy Policy Page - do I see this part?' and a subtext 'Select the page which contains your Privacy Policy.'; and 'Clear acceptance' with two buttons: 'Clear T&Cs' and 'Clear Privacy Policy', which are highlighted with a red rectangular box. Below these buttons is a note: 'The "clear-acceptance" buttons delete all previously saved T&Cs or Privacy Policy acceptance data against user profiles. This will be useful if you are updating your T&Cs or Privacy Policy. All users will be logged at midnight and will be shown the new T&C and/or Privacy Policy screen to accept when they next sign in.'

## How do I tell which users have accepted?

The main user listing has been updated to reflect this information. In addition, new filter options have been added to look for specific scenarios.

