

## Instructions for Editing or Withdrawing a Proposed SARA Policy Modification Process Proposal

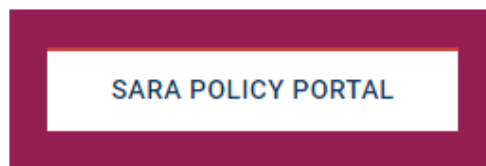
***Please use the instructions below to edit or withdraw a proposal, whether or not the proposal has already been made visible to the public.***

***Please be aware -***

- ***“Editing” a proposal can only occur during the initial period for proposal submissions at the beginning of a cycle, and will not formally be reflected as an “Amendment”. After the proposal submission window closes, proposals can be “Amended” when that period is open and “Amendments” will be categorized accordingly.***
- ***If a proposal is “Withdrawn” before the initial proposal submission period closes, it will have the status of “cancelled”. A cancelled proposal will not be reflected in the total submissions or statistics for the current cycle, and will not appear as a “withdrawn” proposal in the public SARA Policy Portal archives.***

### ***Step 1:***

From the [Participate in SARA Policy Modifications webpage](#), click the “SARA POLICY PORTAL” button.



### ***Step 2:***

On the next screen, log in to the portal by clicking the “Log in” button in the upper right corner of the page. Use the same login credentials you used when you submitted your proposal.

- If you are a regional education compact staff member or a SARA State Portal Entity staff member, use your regular SARA Portal username and password.

**Step 3:**

After logging in, click the drop-down arrow on the left side of the screen next to “Current Cycle: Active Policy Proposals” and select “All Cycles: My Proposals”. You will see a listing of the proposal(s) you have submitted. You may edit or withdraw any of the proposals on this list that are from the current SARA Policy Modification Process cycle.

**Step 4:**

Select the proposal that you would like to edit or withdraw.

***To Edit a Proposal:***

- Click the “Edit This Proposal” button, then review the message in the pop-up window and click “I Understand.”
- Next, update any information you wish to change (including uploading or dropping additional files, or deleting previously-attached files).
- Click the “Update” button on the bottom right of the screen.
- Your proposed submission will reflect the changes you entered.

**Please note:** Any edits made to proposals will be reviewed for completeness before being made visible to the public.

***To Withdraw a Proposal:***

- Click the “Withdraw This Proposal” button, then review the message in the pop-up window and click “I Understand.”
- Please provide a reason for the withdrawal as requested on the next screen and click the “Withdraw” button on the bottom right of the screen.
- Your proposed submission will be withdrawn.

**Please note:** Withdrawn proposals will not appear publicly; however, you will still see withdrawn proposals in the “All Cycles: My Proposals” list view with its status shown as “Withdrawn.”

**For assistance with or questions about this process, please email [info@nc-sara.org](mailto:info@nc-sara.org)**