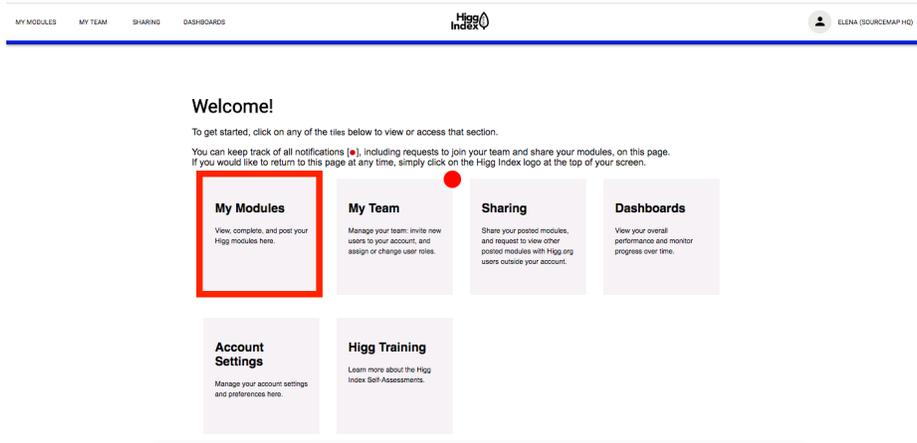# Higg.org Platform: Posting & Un-Posting Modules

Posting your module:

Open your completed module by going to the **My Modules** page:

Make sure you have answered all applicable questions and finalized all sections of your module.

All section levels must be finalized by shifting slider to the right

A quick way to check if all your sections are finalized is by viewing the "Overall Progress" bar in the left menu. If all sections are colored blue, then you have finalized all sections:

Once all sections have been finalized, go to "Post Module" and review the information on the page:

- If you **do not** plan to verify your module, you may disregard the first sentence on the screen.

- If you plan to verify your module, please note that after you complete verification, you will have two modules: one **self-assessment** and one **verified assessment**. You must choose the **one** you prefer to post and share with your business partners.

If you have questions or need support, please first review the training materials on www.HowtoHigg.org.
If you cannot find the answer to your questions, click "**Submit a Request**" at the top of the page to submit a support request.

Click "**Post Module**" to post your module. **Note**: Once you have posted your module, any account with which you have shared your module with will be able to view your results.

Un-posting & editing your module:

Once you have posted your module you cannot make edits to your module responses unless you un-post your module. **You may only un-post, edit, and re-post your module before the July 15, 2018 posting deadline. After July 15, 2018 you cannot post or edit your module.**

To un-post your module, go to the "Post Module" page again and click "**Unpost Module.**" By un-posting, any accounts you have shared your module with will **not** be able to view your module results.

If you have questions or need support, please first review the training materials on www.HowtoHigg.org.
If you cannot find the answer to your questions, click "**Submit a Request**" at the top of the page to submit a support request.

Post Module

You may only have one module posted for this account each year. If you have both a self-assessment and a verified assessment, only one of these modules may be posted. Please make sure this is the correct version of the module you would like to post.

Once you have posted your module, any account you have shared your module with will be able to view your module. If you un-post your module, accounts you have shared with will no longer be able to view your module. If you post a different version of this module (for example verified module), accounts you have shared with will see the updated version of the module.

Review posting instructions on http://howtohigg.org/platformtraining If you still have questions regarding posting your module, please Contact Support .

Module posted! ✅

UNPOST MODULE

By unposting your module, accounts you have shared with will no longer be able to view your module. You can post your module before the July 15 module deadline, after which you cannot edit or post modules.

To edit a question response after you have un-posted your module, go to the section you are editing and first unlock the finalized level slider:

FINALIZE LEVEL?

Slide right to record your responses for Level 1. To edit your Level 1 responses, slide left.

Now you can go to the question and edit your response. Once you have completed editing your responses, **you must finalize the section again before you can re-post your module.**

1)
FINALIZE LEVEL?

Slide right to record your responses for Level 1. To edit your Level 1 responses, slide left.

If you have questions or need support, please first review the training materials on www.HowtoHigg.org.
If you cannot find the answer to your questions, click "**Submit a Request**" at the top of the page to submit a support request.

2)

Once you re-post your module, accounts with which you have shared your module can view your updated module results.

Remember: your module must be posted by July 15, 2018. After this date you cannot post or edit your module.