

Incident Entry Portal URL: No login is required.

<https://bit.ly/2XUxIJW>

Step 1: Select the ‘Submit a new incident’ button to begin.

Step 2: Data Entry.

- Provide as much detail as possible in the form.
- Required fields have a red asterisk next to the field name.
- Use the Lookup buttons to autofill common details and reduce data entry:
 - **Reported By Lookup** – Filter the list and select your Work Email in this Employee Lookup.
 - **Employee Work Location Lookup** – Use the wildcard (‘%’ symbol) to prefix any text search (e.g. ‘%admin’ for Administration buildings) or use in combination with the **Filter By Hierarchy** list on the right only search against that Member.
 - **Employee Lookup** – Filter by the Employee Name, Date of Birth or Work Location (Tip: use the wildcard).
 - **TAMUS Location Lookup** – Filter and select the location where the incident occurred, if on TAMUS premises.
- Select the blue icon to the right of fields with additional details for tips or field definition.

Step 3: Select the ‘Complete Incident’ at the top right corner of the screen to submit the incident. The system will alert you to required fields not entered.

Step 4: Upload any image or documents to be included in the submission.

System Actions:

1. An Email will be sent to the Employee with a Workers Compensation Healthcare Notification attached.
2. The Supervisor (person listed in the **Reported By** section) and WC HR Liaison will receive an email with a link to this incident.