Incident Entry Portal URL: No login is required. - shorturl.at/lpsA9

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.