QUICK REFERENCE GUIDE- NON-EMPLOYEE INCIDENT REPORT

1- From the Incident Reporting Page (can be accessed through UAccess Manager Self Service Page for supervisors or directly through the UA-RMS Website), select the red button (see below) to begin the process.

2- Once arriving at the incident report landing page, select the “Submit a Non-Employee Incident Report” tile.

1 Version 1: January 2019
3- Complete the form using all information currently available. Mandatory fields are marked with an *. Please complete non-mandatory fields when information is known and applicable.

- Data fields that contain a magnifying glass to the right of the box allow the user to look-up and select UA employees and UA Locations.
- In the **Summary** section of the form, users have the option to provide additional details regarding the incident or to express concerns related to the injury or incident.

4- After completing the incident report, users will be given the option to attach relevant documents such as pictures or other reports.
5- An email notification will be sent to Risk Management and the person who completed the report.