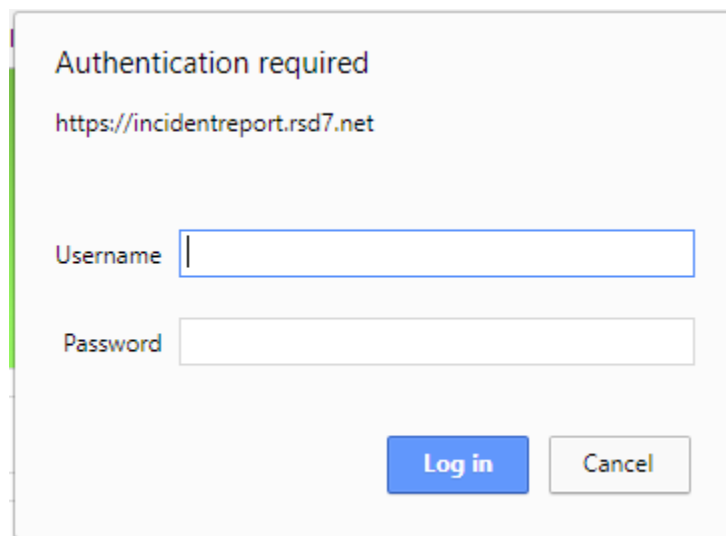


How to enter an incident report online

All staff and student incidents need to be recorded. We are now using the online form to record these incidents instead of the old paper form. These instructions will take you step by step through the process for completing an incident report online.

1. Open a web browser (Chrome, Firefox, Explorer, Safari, etc.) and go to the Incident Report site for Reynolds School District here: <https://incidentreport.rsd7.net>. You can either click on this link or cut-and-paste it into the web browser's URL bar.
2. Login with your Reynolds username and password. This is the same username and password that you use for logging into computers, email, etc.



The image shows a standard web browser authentication dialog box. At the top, it says "Authentication required" in a bold font, followed by the URL "https://incidentreport.rsd7.net". Below this, there are two input fields: "Username" and "Password". The "Username" field has a blue border and a cursor. The "Password" field is a simple white box. At the bottom right, there are two buttons: a blue "Log in" button and a white "Cancel" button with a grey border.

- Now fill out the incident report form. All of the fields with an asterisk (*) are required.

Reynolds
School District

Home

Log in and fill out a form

Incident Report Form

Type: Non-Injury *

Identification: Support Staff *

Details: I tripped when walking through a door ...

- At the bottom of the form, there is a place to upload attachments. This could be photographs or documents pertaining to the incident. Click "Choose File" if you have a document to attach. A window will pop-up and let you select the document from your computer. Once you select the file and click "Open" the file will be attached to your incident report.

Images

N/A

Select File: No file chosen

- When you are done filling out the form, click the Submit button to submit the incident report form. You will have access to see what you submitted and add additional comments after you submit it.