Employee Incidents, Injuries, and Illnesses must be reported to the Office of Risk Management (ORM) using the Self-Serve Portal. The QR code on this guide can take you directly to the ORM’s Webpage, labeled Report an Incident.

Enter the Portal to Submit a New Incident:

Select Injured Employee, or the most appropriate choice.
Start Typing the Employee ID number or Last Name of the Injured employee in the **R# or Employee ID** field and the System will populate the HR Data. Verify the information and make any changes, as needed. Please note, correcting employee information in this system will not correct it in Banner.

Complete the online form with as much detail about the incident as possible. You may search the Building Names or Building Numbers in the **Location of the Accident** Field.

This Symbol offers tool tips, if you need more information on the question. The Magnifying Glass allows you to search the options for the field.

If the Employee needed medical Treatment, include the treating Physician’s Information, and note the Employee should be seeking treatment in the CareWorks network. If you have questions about providers in our network, please email ttusrm@ttu.edu for additional information.
To Indicate the affected body part, select the area on the diagram, complete the specific **Body Part** question on the right, and then select **Add Part**. Multiple affected areas can be added. You must select **Add Part** to save the affected areas to the record.

**Complete Incident** when all information has been completed. **Upload Documentation** on the next screen, as required, before logging out of the Portal.

Following reporting, ORM will contact the employee or supervisor for any additional information needed. If you have questions, please email **ttusrm@ttu.edu** or call 806-742-0212.