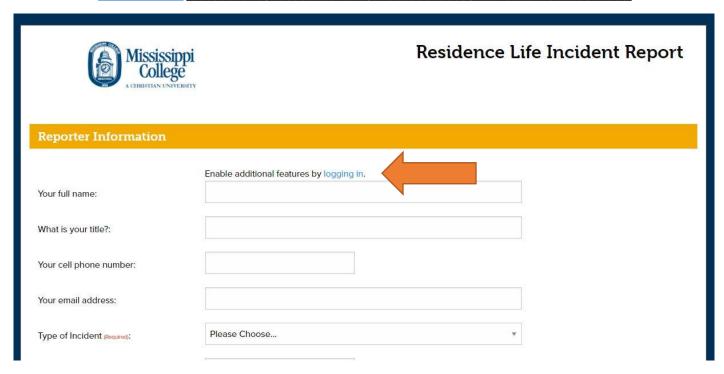
Maxient How-To Resident Assistants

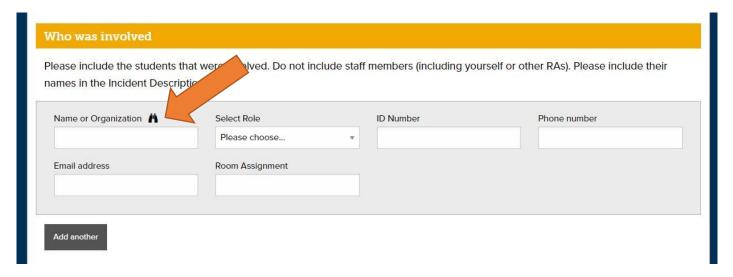
Reporting Behavior:

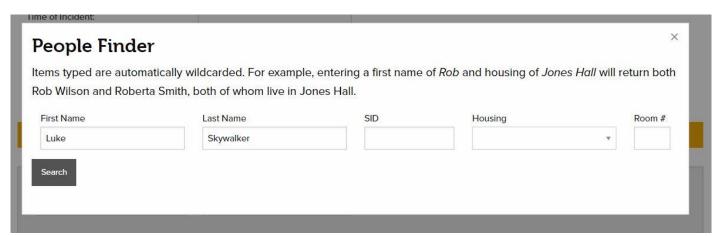
Go to www.mc.edu/

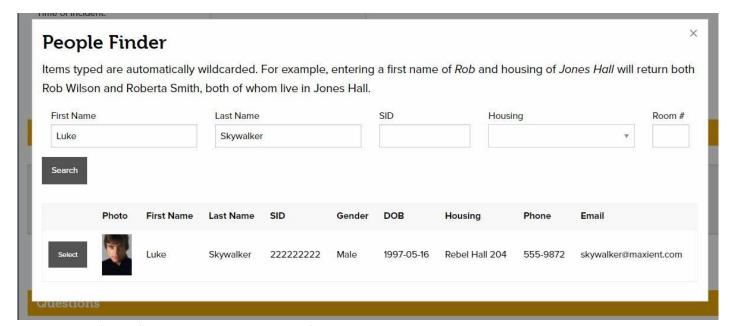


- You can click the "logging in" link to authenticate your identity with your MC credentials
- Under Reporter Information, type:
 - o Your full name
 - o Your title (Example: John Doe, RA, Ratliff Hall)
 - Your cell phone number
 - Your email address
 - o Type of Incident (THIS IS IMPORTANT)
 - Student Code of Conduct Related Incident
 - Student Behavior Concern
 - Medical Related Incident
 - Date of Incident
 - o Time of Incident
 - o Location of Incident (choose from drop down menu)
 - Specific Location (Example: Room 103; lobby, etc)

- Who was involved?
- The binoculars icon will pull up "People Finder" so you can search for people







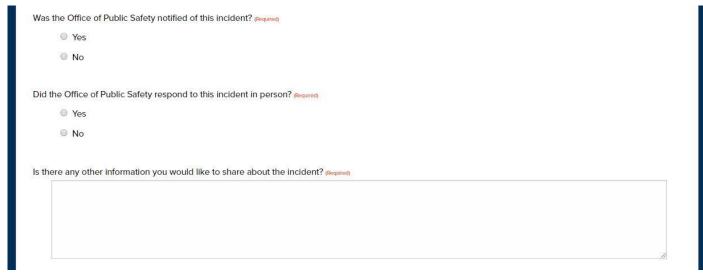
Click "Select" to choose the student you found in the system that matches your report

- Don't forget to "Select Role" after you have found the individual using the People Finder
- Repeat this step for each person you need to add to the incident
- Answer the questions in the next section
 - o The first question is your full description of the event
 - 3rd person
 - Descriptive and detailed as possible
 - FACTS- do not include your opinion

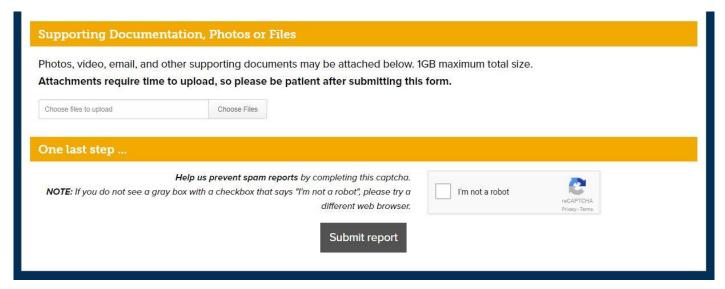
Questions	
Please provide a detailed description of the incident/concern using specific concise, objective language. If you have I	isted an individual as an involved person, he
or she should appear at least once in the narrative. For matters involving Conduct violations, please provide as much	detail as possible in describing the behavior
and activities that occurred. The use of direct quotes, including any language used by any party involved, is encourage	ed. Avoid using pronouns when multiple
individuals are involved. These reports are generally reviewed by the appropriate staff member in the Office of Resid	ence Life and/or the Office of Student
Development. (Required)	
Who was the ResLife professional staff member on-call during this incident? (Required)	
Please Choose	*
Was the Deal if a professional staff member on call position of this incident?	
○ Yes	
◎ No	
Did the ResLife professional staff member respond to this incident in person?	
○ Yes	
Was the ResLife professional staff member on-call notified of this incident? (Required) Yes No No Did the ResLife professional staff member respond to this incident in person? (Required)	▼.

- Also answer whether the following questions:
 - Who was the ResLife professional staff member on-call during this incident? (dropdown menu)
 - o Was the ResLife professional staff member on-call notified of this incident?
 - o Did the Res Life professional staff member respond to this incident in person?

- Answer the following questions:
 - o Was the Office of Public Safety notified of this incident?
 - o Did the Office of Public Safety respond to this incident in person?
 - o Is there any other information you would like to share about this incident?
 - Maybe: background information about the individuals
 - Any back story that would help me understand the situation better
 - Not the facts of the incident included above



- You can then add attachments
 - Photos
 - Screen shots of messages or emails
 - o PDfs
 - Any relevant documentation



Press "Submit Report" and it will be routed to the appropriate person!