

# Incident Management Navigation Guide

## General User

### Logging In

1. Go to [uno.scishield.com](http://uno.scishield.com)
2. Enter your UNO login credentials.

### Submitting an Incident or Near Miss

1. On the bottom right corner of the SciShield home screen, click the “Incident or Near Miss” box.

2. Select whether the report is for an incident or a near miss.

3. Complete all the required fields, indicated with an asterisk (\*).

**Note:** When appropriate, users may submit an incident report on behalf of another individual.

4. Include any additional information or photos that are available.

5. Select “Yes” for the “Submit Anonymously?” question if you do not want your name included with the report.

**Note:** If you submit anonymously, the Incident Investigator will not be able to contact you for additional information or follow-up.

6. Click the “Submit” button at the bottom of the page to send the incident or near miss report to the Incident Investigation team.

**Note:** Medical emergencies and urgent safety issues must be reported to the appropriate emergency contact for your organization. Do not submit an incident through SciShield until emergency response is complete and the immediate hazards have been mitigated.

If any issues occur when following the steps, please contact one of the following for assistance.

#### SciShield Contact Info

 EMAIL: [Support@scishield.com](mailto:Support@scishield.com)

 PHONE: 1-800-939-7238 x82

#### UNO Lab Safety Contact Info

 EMAIL: [labsafety@uno.edu](mailto:labsafety@uno.edu)



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