University of South Alabama Incident Reporting System

Getting Started

Report injuries to your supervisor IMMEDIATELY.

An incident report must be completed within 72 hours of the incident.
Out-of-pocket expenses and/or reinstatement of time will not be considered if an incident form has not been submitted.

NOTE: If you are responsible for entering incident reports for others in your department you will need to contact the Office of Risk Management to request a status change in the system from User to Reporter
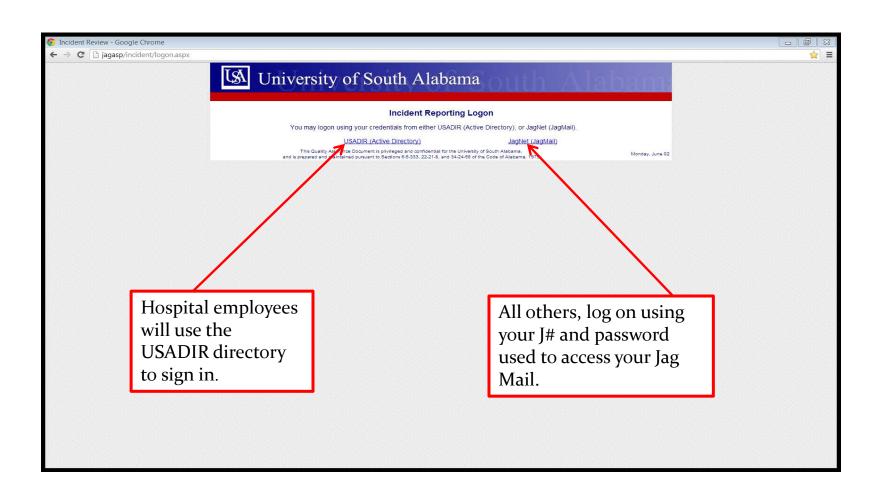
Before You Begin
Gather the following mandatory information :

- Name
- Address
- Phone Number
- Affiliation
- Date of Birth
- Incident Date
- Date Incident Reported
- Description of Incident
- Contributing Factors (if any)
- Location of Incident
- Type of Injury
- Location of Injury
- Was Treatment Received? If so, where?
- Name of Witness (if applicable)
- Witness Phone Number

Log-on Screen

University of South Alabama

Incident Reporting Logon

You may logon using your credentials from either USADIR (Active Directory), or JagNet (JagMail).

USADIR (Active Directory)   JagNet (JagMail)

This Quality Assurance Document is privileged and confidential for the University of South Alabama, and is prepared and maintained pursuant to Sections 6-5-333, 22-21-8, and 34-24-58 of the Code of Alabama, 1975

Monday, June 02

Hospital employees will use the USADIR directory to sign in.

All others, log on using your J# and password used to access your Jag Mail.

Incident Entry

All employees and students should provide a Jag Number when reporting an incident.

Visitors will not have a Jag Number, therefore just click on the submit button to advance to the next section.
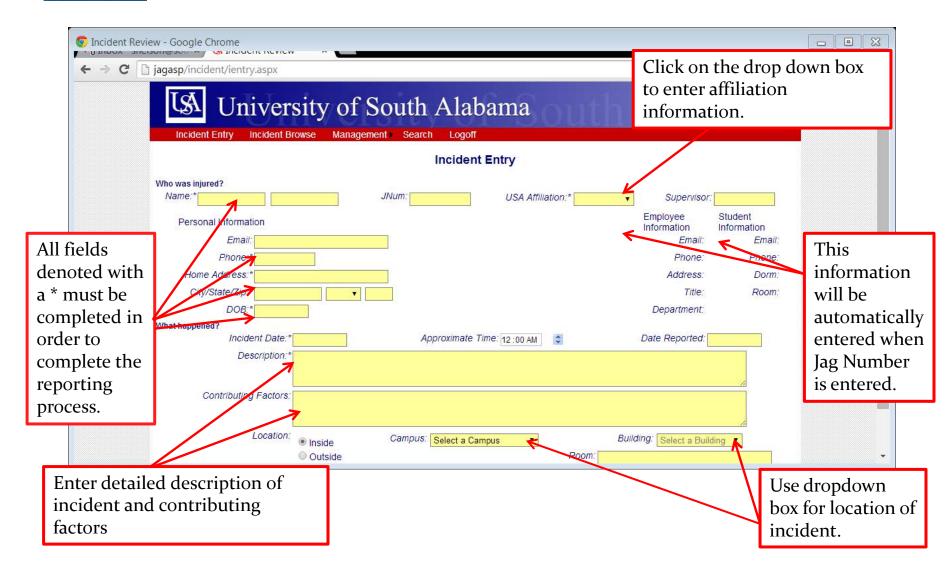
Incident Entry - Part One

Incident Entry - Part Two

Multiple injuries from a single incident can be entered one at a time by using the dropdown box for type and bodily location of each injury.

Witness information must include the witness' name, USA affiliation, and phone number.

Attachments such as pictures or other documentation may be attached to report .

When form is completed click on the box and then click Finish. Keep a log of your report numbers.