Tier 1 Incident Entry

All access levels (except District Administrator) can enter MINOR incidents and submit MAJOR incidents. In addtion, only users with School Administrator and Data Entry access levels can record disciplinary decisions for Major (office-managed) incidents.

From the **Incidents tab (1)**, select **Add New Incident (2).**

Part I: Fill out all fields **(3)**. Click the **"Student"** and **"Staff"** menu buttons to select the correct names from the rosters. Click **"Save and Proceed." (4)**

Part II: From the drop-down menus, select the appropriate details of the incident **(5)**. Only fields with a (*****) are required. Click **"Save and Proceed." (6)**

Part III: Check the appropriate Admin Decision(s) for the incident **(7)**. Click **"Submit." (8)**

Tier 1 Incident Entry

If an individual does not have School Administrator or Data Entry access level but needs to record disciplinary decisions for Major incidents, you can adjust their default permissions.

For additional resources, check our website (www.flritb.org), or email the RtIB Database Team at rtidb@usf.edu to arrange training.