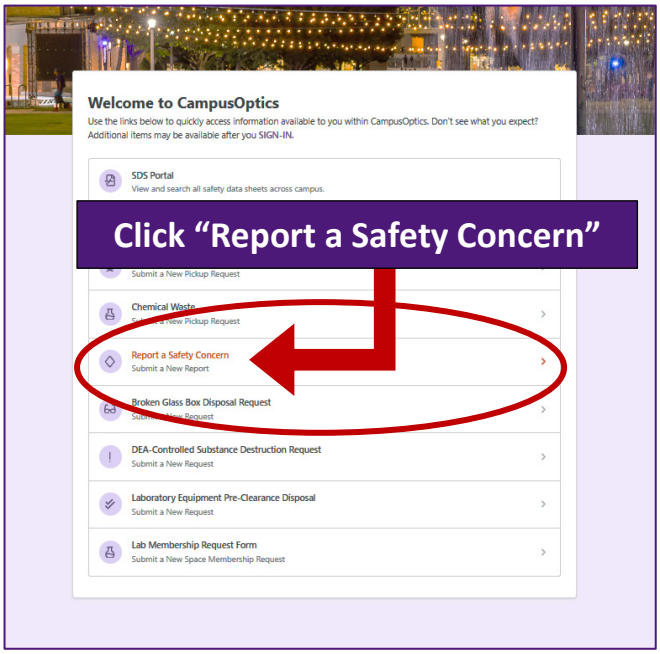
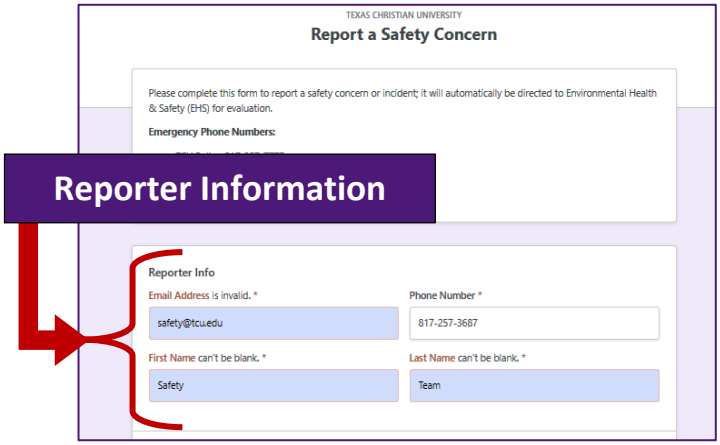
TCU CampusOptics: How to Report a Safety Concern

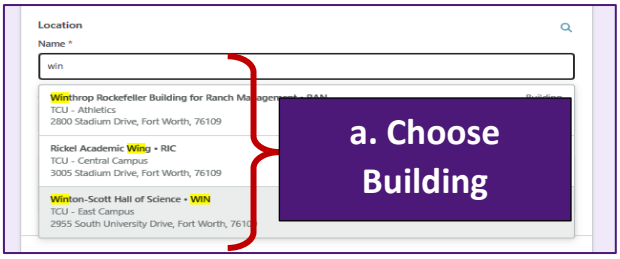
1. Navigate to the TCU CampusOptics public-facing portal landing page: https://tcu.campusoptics.com/ehs and click "Report a Safety Concern" under "Available Forms"



2. The blank Report a Safety Concern form will open. Begin by completing the Reporter Information.

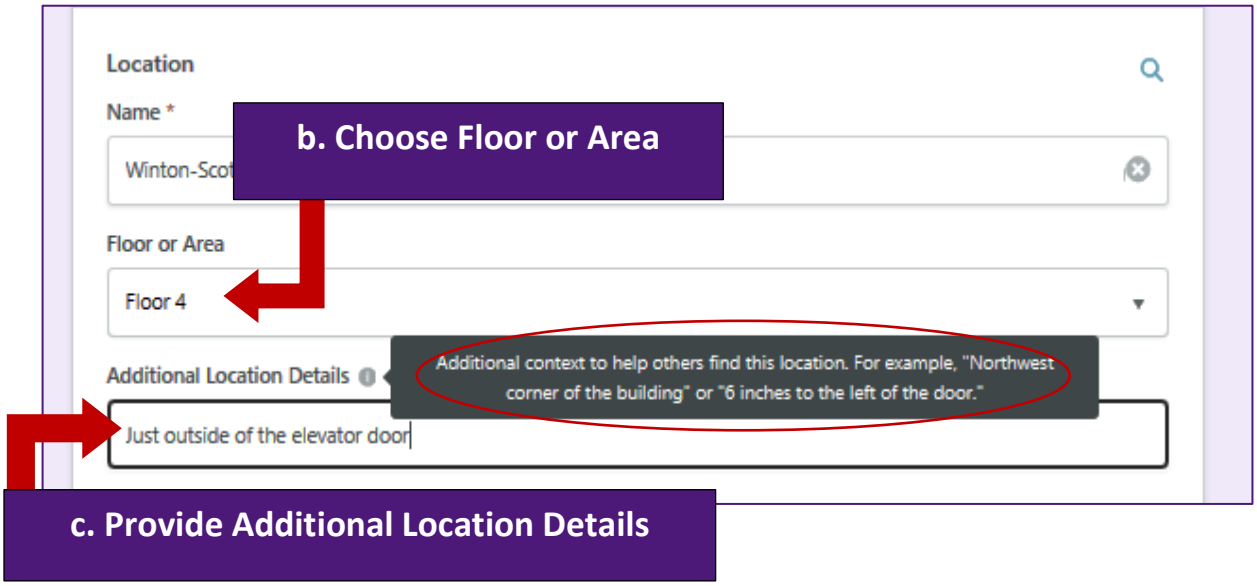


3. Next, enter the location where the safety concern is.
   a. Begin with the campus building the concern is near or inside of (begin typing building name then select from drop down menu).

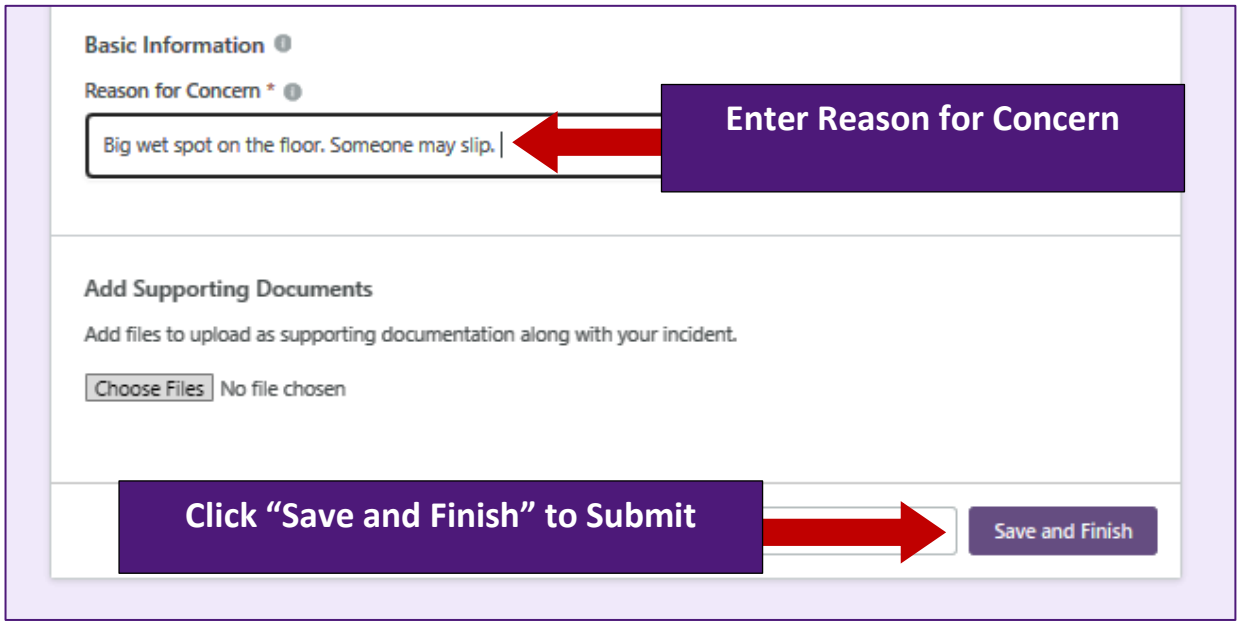


b. Once chosen, there will be a field for the "Floor or Area" that opens under Location Name. Choose the best option closest to the location of the concern from the dropdown menu. If the concern is outside of the building, leave the Floor or Area as is, and enter in a more precise location in the "Additional Location Details" section.

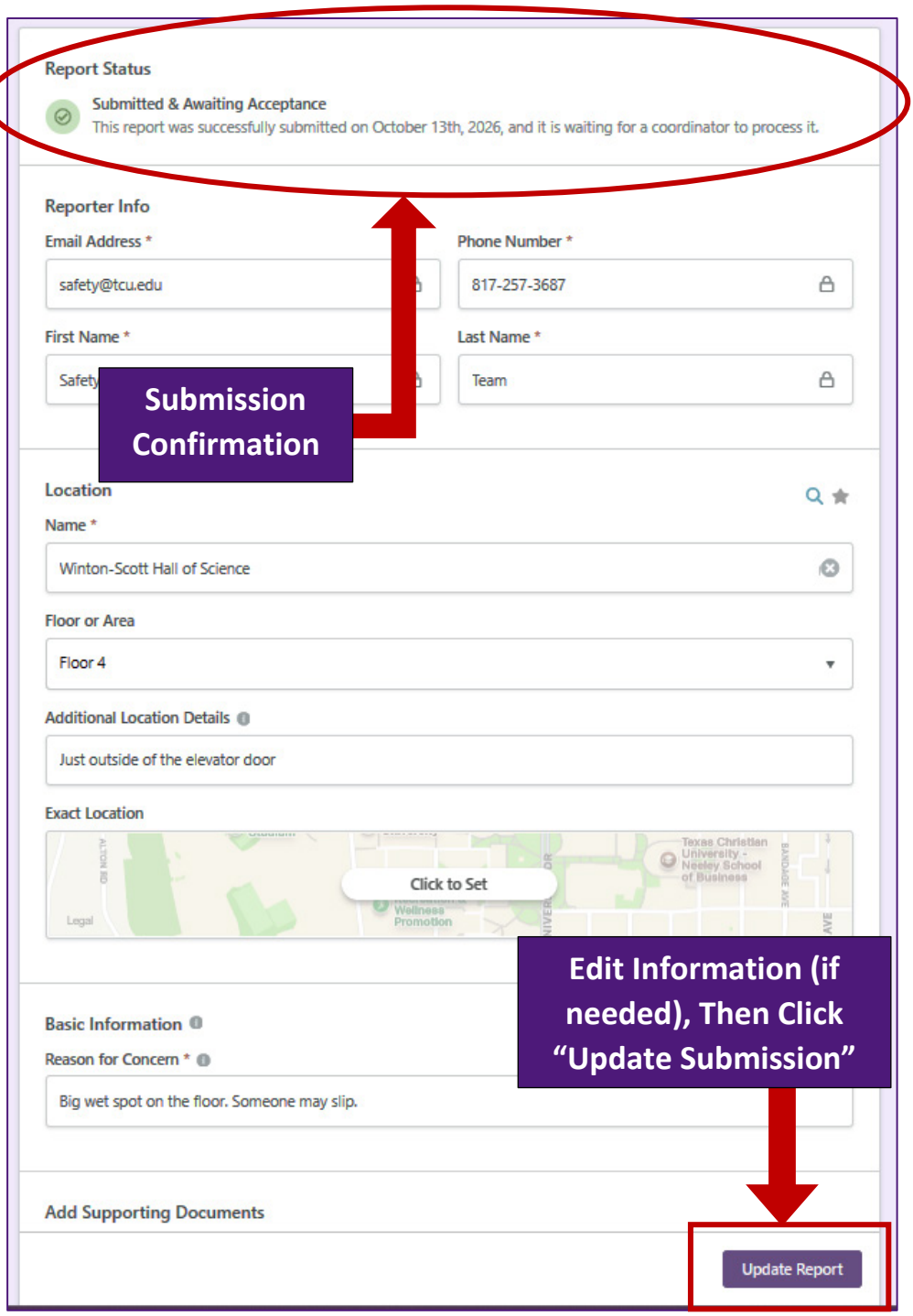
c. Use "Additional Location Details" to describe a more precise location within a floor or area.



4. Finally, describe the "Reason for Concern" and click "Save and Finish" to submit.



5. You will be directed back to your completed Safety Concern Report. A confirmation of submission will be at the top (above the Reporter Information section).
   If you need to change any submitted information, correct on this page and click "Update Report" at the bottom of the page



For additional information, or if there are any questions, please contact EHS at: safety@tcu.edu or 817-257-3687