Go to:

- Navigate to the Montclair State University Online CARE Report (https://montclair-advocate.symplicity.com/care_report/)

Online Care Report/Student of Concern Form: I am a –

- Select from the drop down menu: Faculty/Staff, Student or Community Member
Reporter’s Name, Email, and Phone:

- Please provide your name, email, and phone

Report Type(s):

- Select areas of concern (each area of concern provides an explanation). Please select the type of situation that you are reporting.

Please note that if you select more than one option, the system will refresh between each individual selection.

Date, Time, and Location:

- **Date and Time**- List the date and select the approximate time when the incident took place, from the drop down menu
- **Location**: Click on **Choose** and select from the list of buildings (name of location where the incident took place)

**Additional Location Information**-

- If applicable, please provide any additional location details (for example: in the 3rd floor lobby)

**Student(s) Involved**:

- List students involved. Please provide as much personal identification as possible (the names, CWID, class year, emails if possible of the student(s) involved in this situation)
Incident Information:

- Provide a thorough description of the incident(s)

Supporting Documents:

- If you have any videos, pictures, etc… (Please attach them)

Anonymous:

- Answer Yes or No (regarding if you want to remain anonymous or not)
Submitting a Report:

- Please note that each report is reviewed by a member of the University staff. Based on the report the staff may not be able to disclose the outcome of the outreach.
  - Click on the Verification Box- (I’m not a robot)
  - Click Submit