CONDUCT SYMPPLICITY

How to Create a Public Incident Report

Go to:

Navigate to the Montclair State University Public Incident Report site (https://montclair-advocate.symplcity.com/public_report/)

Public Incident Report Welcome Page:

Reporter Type: I am a— Select your role from the drop down menu (required):

1. Faculty/Staff (Employed as a professional or Faculty role at the University)

2. Student (Currently registered student)
3. **Community Member** (Community members may be neighbors; family members; alumni, etc…)

**Reporter’s Information:** Please provide your name and email (required) and phone number (optional)
Academic Dishonesty: Please choose Yes or No (required)

NO- Academic Dishonesty

YES- Academic Dishonesty: Please provide Department, Term, and Course Code
Title IX Concern: If you are reporting a Title IX case, please use the link provided below:
Bias Incident/Concern:

Based on the situation choose one (optional)

Descriptive Information:

Date and Time- Please provide the date and select the approximate time when the incident took place from the drop down menu (required)

Location- To enter location of the incident click on Choose and select from the list of buildings and the name of the location where the incident took place (required)
**Additional Location Information** - If applicable, please provide any additional location details (for example: in the 3rd floor lobby).

**Incident Description** - Please provide a thorough description of the incident(s) (required)

**Parties Involved**: List the names of those who are involved. Please provide as much personal identification as possible (Names; CWID; Class Year; Emails; etc…) (required)
Attach Documents: If you have any videos, pictures, etc… (Please attach them):

Click on the Verification Box: I’m not a robot (required)

Click Submit