

# Student Staff Advocate Quick Entry Protocol

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After a student incident is documented, the responding student staff member must enter the student involved information and a summary of the incident into Advocate.

## Step 1: Log--In to Advocate

- Type in the Advocate web address in your web browser <https://uga-advocate.symplicity.com>
- Use your MyID and password
  - If you are a new staff member you will receive an email from the Advocate system with instructions on how to log--in and change your password

## Step 2: Add Incident to Advocate (See Appendix I)

## Appendix II: Adding an Incident into Advocate

Click the “Create Incident Report” icon on the left side of your home screen to add a new incident.



Enter the main information for the incident.

- Incident number: This will be automatically populated, though it will not show up on your screen
- Referral Information:
  - Choose the staff member type under the Referred drop down menu
    - For CA/RAs, choose “University Housing” and then “Resident Assistant” or “CLASS Advocate”
  - In the Referred by Specifically box, enter in the names of all parties reporting the incident.
    - For example, if there are two RAs reporting, put in both names, if there is a RA and CA reporting, put in both names (please note that you will only be able to choose one title in the referred drop down menu. In this case, put the title next to the name in the referred by specifically box.)
- Time and Location of Incident:
  - Date/Time of Incident: Choose the date and time the incident happened
  - Location of Incident: Choose the location the incident happened by building
    - This drop down menu will allow you to select the appropriate building location based on community. NOTE: Please select nearest building to incident if an incident occurred outside of the residence halls.
      - Once you select a building, the system will refresh and give you options for floor, room, and/or common area
  - Additional Location Information: Utilize this box only when you need to further specify where an incident took place

- For example, this box would be used to specify that the lounge was in the basement of Reed hall
- Parties Involved:
  - Students Involved: List all students that were directly involved (not witnesses) in the incident
    - Begin by typing the name of the student in the box with the magnifying glass
      - The system will automatically populate a list of students that match your search along with their 81 number, choose the appropriate student
    - Enter every student into this area that is involved in the incident
    - If the involved parties are unknown or a non---student, leave this section blank
  - Student Groups Involved: Do not use this section
  - Witnesses: Enter any witnesses into this section
    - From the drop down menu, choose which type of witness they are (for example, Housing Staff Member)
    - Witnesses include anyone that is not directly tied to the incident (for example, Building Services/Facilities staff, Desk Assistant, etc.)
  - Witnesses Specifically: Specify who the witness is in the box (for example, John Smith)
    - Add any non---students involved into this area
  - Victims/Affected Parties: Identify any victims associated with the incident
- Descriptive Information:
  - Incident Description: Enter the narrative for the incident in this box
    - You may copy and paste from Word, be sure to check formatting after you copy the incident
  - Attach documents/Upload: Utilize this option if you have additional information outside of the narrative
    - This may include pictures of trash or vandalism, screenshots of text messages, video, etc.
    - Refer to your direct supervisor for protocol on when it is appropriate to upload/attach documents
- Additional Information:

- Professional Staff Called: If you called the GR or Pro Staff on Duty, or consulted up during the incident, choose yes. If not, choose no
- Police Called: Choose yes if you called UGAPD or 911 in this incident, either for police or EMS response
- Police Report #: Enter the report number given to you by UGAPD or ACC Police
- Reporting Police Officer: Enter the name of the UGAPD or ACC

Police officer Review the incident:

- Review the details you entered into Advocate to ensure accuracy

Submit the report:

- Click on the “Submit” button to submit the report to your Area or Senior Coordinator

To search for a student, begin by typing the name of the student, or their 81# in the box with the magnifying glass titled, “Students Involved”

- The system will generate any student with that 81 number or any student with that name.
- Choose the correct student