



## How To Add Student Violations to an Incident Report

### Violations

*Judicial Management*>Submit Incident Report

#### Find Incident Report

### Report an Incident

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**   **Add a New Value**

Academic Institution:	begins with	▼	UMS07	🔍
Campus:	begins with	▼	UMPI	🔍
Incident Identifier:	begins with	▼	0000000002	🔍
Incident Date:	=	▼	01/26/2010	📅
Date of Report:	=	▼	01/26/2010	📅
User ID:	begins with	▼	KPOLENSKY	🔍

Case Sensitive


**Search**   **Clear**   [Basic Search](#)   [Save Search Criteria](#)

1. **Enter any of the following information about the Incident Report to modify:**  
**Academic Institution:** Lookup and select or enter a valid Academic Institution Code  
**Campus:** Lookup and select or enter a valid Campus  
**Incident Identifier:** Enter the 10 character incident identifier  
**Incident Date:** Enter the date of the incident  
**Date of Report:** Enter the date of the report  
**User ID:** Enter the User ID of the person who entered the report
2. **Click Search**
3. **Click on the Incident from the results list to continue to the next screen**



## Residence Life Management System – Judicial Management

### *Violation Tab*

4. **Click on “Violation” Tab**
5. **Click “View All” in the Student Violation bar to view both students.** (You may also use the arrow keys to scroll through the students involved)
6. **For each Student, Enter the following Information:**  
**Nature of Violation:** Click the magnifying glass to select and assign appropriate violation
7. **Click  to assign additional violations to each student.**
8. **Click Save**