

## Employee/Student How To:

# Safety Concern

Filling out forms in BP Logix is like completing most online forms and should be possible on desktop and mobile devices. For best user experience please use Chrome, IE, Edge, Safari. Firefox is not recommended.

Remember to also turn off Pop-up Blockers on your browsers.

**Step 1:** To create a new request for a Safety Concern, click on the request form link on the UWGB Safety and Environmental Management webpage.

To resume filling out a request that you have previously saved: When you log in to BP Logix, you will see a Task List where you can open your application and continue working where you left off.

**Step 2:** Login using your employee/student credentials

Mobile View:

4:41

sso.uwgb.edu

**UNIVERSITY of WISCONSIN  
GREEN BAY**

Sign in with your organizational account

**Sign in**

This computer system is the property of the University of Wisconsin - Green Bay. It is for authorized use only. By using this system, all users acknowledge notice of, and agree to comply with, the University's Acceptable Use of Information Technology Resources Policy ("AUP"), available at <https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/>. Unauthorized or improper use of this system may result in administrative disciplinary action, civil charges/criminal penalties, and/or other sanctions as set forth in the University's

Desktop:

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**Step 3:** Fill out the Form

## Initiator To Complete:

**\*\*Please make sure to have your current contact information updated in Student Information Systems (SIS)**

- The Following information will be automatically populated in the form:

**Name**

**Employee HRS ID (if Employee)**

**Email**

## Safety Concern

Form Submit Date: 2/15/2022

Request Number:

### Instructions

Please utilize this form to request a Safety Concern only. For an **EMERGENCY** please contact University Police or call 911.

### Initiator To Complete

Name:	Student, Sally - sstuden123 Employee HRS ID
Email:	Balabann@uwgb.edu
Phone Number:	<input type="text"/>
Safety Concern Type:	<input type="radio"/> Sidewalk Conditions <input type="radio"/> Street/Parking Lot Conditions <input type="radio"/> Poor Lighting <input type="radio"/> Exterior Faults <input type="radio"/> Animal/Wildlife <input checked="" type="radio"/> Other <input type="text"/>
Enter a brief description of your concern. Please include information about any injury, care received or others that were contacted about this concern.	<input type="text"/>
Enter Room or Location of the Concern:	<input type="text"/>

**Safety Concern Type (Required):** Please select the type of safety concern you are reporting from the radio buttons. If you select Other, you also need to type in a type.

**Enter a brief description of your concern. Please include information about any injury, care received or others that were contacted about this concern. (Required):** Type in a brief description of your concern along with information on injury, care receive and others that were contacted.

**Enter Room or Location of the Concern (Required):** Type in a location, room or area where the concern is, be specific.

### Step 4: Submission

Click **Submit**

**Controls**

Print

By submitting this form I confirm that the information provided herein is accurate, correct and complete.

Save and Close For Later

Submit Cancel Changes

*Other Buttons/Screens:*

**Print:** If you would like to print the form for offline use, use this option.

**Save and Close for Later:** If you need to pause your actions and resume later, this will allow you to save and resume your submission at a later time. Note: These tasks will still show under your Task list pending your response.

Print

Save and Close For Later

**Addressed/Closed:** This button will only show up if a request is returned to you for more information. This will close your request and no further action will take place.

Addressed/Closed

**BP-Logix Dashboard:**

Log directly into [BP Logix dashboard click here.](#)

**Running Processes** – Look for this tab on your BP Logix Dashboard. If you are involved in the process, you will be able to see which step it is at in the process and the current users or group name.

Home Page / Tasks | Running Processes | All Knowledge Views and Reports | Forms I Can Submit | Logoff

**Dashboard Home Screen:** This will show your Tasks List.

Home Page / Tasks | Running Processes | All Knowledge Views and Reports | Forms I Can Submit | Logoff

**Forms I Can Submit Tab:** Forms you have access to submit.



If you have technical questions, problems logging in or getting access to the form, please contact the IT Service Desk at (920)-465-2309 or [gbit@uwgb.edu](mailto:gbit@uwgb.edu).

Questions or concerns regarding the form please contact Scott Piontek.