



## Teacher Orientation

### Incidents+ App

On desktop and laptop computers, access the [Incidents+ app](#) in Firefox, Chrome, Safari, or Edge at [incidents.educatorshandbook.com](https://incidents.educatorshandbook.com).

Android users can install the app by first opening the app in Chrome, then selecting Install app in the Chrome menu and following the prompts.

iOS users can install the app directly from the App Store.

### Sign In

If you are accessing your account for the first time or do not know your password, click the  Set a New Password link below the sign in form and follow the instructions to gain access to your account.

If you encounter an "Account not found" error message, contact a building administrator, who can add you to the account or correct your email address.

### Reporting Incidents

Users with teacher-level access can report new incidents for any enrolled student. To report a new incident, click the  button in the navigation,



report shows all incidents reported for the student – regardless of reporting employee – and although users with teacher-level access can report new incidents for any enrolled student, they only have access to the incidents they, themselves have reported.

You can gain access to reports for select groups of students by completing a roster request. You will gain full report access for the students on the roster when an administrator approves your request.

### Tracking Consequences

The calendar view shows the schedule of actions assigned to the incidents you have reported. Click any date to see exactly  is assigned . Select a roster in the toolbar to view the schedule of actions for students on the roster.