How to Submit a Referral Form

Initial Steps:
- Navigate to BRCC Cares Page at: http://www.mybrcc.edu/brcccares/index.php
- Identify appropriate referral form to use and click on the appropriate link

Reporter Information:
- Please enter information about yourself (the reporting party) and any information that you know about the date, time and location of the incident.
- Reports may be submitted anonymously. However, we encourage you to provide your contact information.
- Full Name and Title
  - Titles should be entered: ex: *Assistant Professor, English*, *Maxwell Bear.*
- Date and time of incident
- Your Physical Address
  - If on campus, please enter your building & room number.
  - If off campus, please list your permanent address. This field may be left blank.
- Location of incident
  - Select the appropriate location from the drop-down list provided.
- Specific location
  - If known, manually enter the room number or other location, such as stairwell, second floor men's room, etc.   This field may be left blank.

Involved Parties:
- Please **ALL** the people involved in the incident.   If non-students were involved in the incident, please provide their names in the incident description and put "(NON-STUDENT)" next to their name.
- Please enter any and all information that you know about *each of the involved parties.*
  - Name - If you are able, please enter the FULL NAME of the student with the correct spelling.
  - Student ID - If known, enter the Student ID number. If unknown, enter the last 4-digits of the SSN.
  - For Non-Students, please enter the FirstNameLastName as the ID number (ex: JohnSmith).
  - Phone Number and Email Address.
  - To add additional people to a report (when applicable), click the button labeled "Add Another"

Description/Narrative:
- Include the description of the incident, including checkboxes and a written narrative.
- Please use proper grammar and spelling in your narrative.
- Please re-read and spell check your narrative before submitting a report. Many browsers include a native spell-check tool. We strongly encourage reporting parties to utilize these tools whenever possible.

Supporting Documentation:
- Attach any photos, videos, screenshots, hyperlinks, etc.

Final Steps:
- Authentication – please fill out appropriate fields.
- One last step – fill out provided field, hit submit report.