



Frequently Asked Questions About the HutchCC TIPS Reporting Portal

1) What type of Incidents can be reported?

- Academic Dishonesty & Disruption
- ADA Accessibility Issues and Concerns
- Alcohol, Drug, or Tobacco Violations
- Personal Safety & Security
- Sexual Harassment & Discrimination
- Sexual Misconduct
- Student Code of Conduct Violations
- Threat to Others
- Threat to Self (Suicidality)
- Workplace Issues or Concerns
- Acts of Kindness
- Others/Not Listed

****Remember: contact 9-1-1 or Campus Security 620-665-3379 in an emergency****

2) Once I submit an incident, what happens?

Incident Reports are securely transmitted to and stored on the TIPS platform (hosted by Awareity, a trusted partner approved by, but independent of, HutchCC). Once the Incident Report is received, notifications are sent to the appropriate HutchCC administrator(s). Your Incident Report will only be viewed by and accessible to personnel that HutchCC has approved for each incident type.

3) Is my Incident Report Anonymous?

Yes, if you choose not to disclose your personal information when submitting an Incident Report. By utilizing the TIPS reporting site, reporters can remain truly anonymous if they choose, so they have nothing to fear in sharing their concerns. However, please be aware that HutchCC cannot guarantee a follow-up response regarding the incident unless a name and contact information is provided.

4) How secure is TIPS and my Incident Report?

All data transmitted between the Incident Report form and the TIPS platform is encrypted using Secure Socket Layer (SSL) technology. Incident reports can be securely submitted from anywhere Internet access is available.

5) How do I know if someone has responded to my Incident Report?

If you would like feedback regarding the Incident Report you submit or if you would like to be available for follow up questions, you can provide your name and contact

information. You may wish to create a pseudonym or alias e-mail account that does not identify your real name.

6) Where is the TIPS reporting portal located?

The TIPS portal icon can be found in the black footer of any HutchCC webpage. A larger version of the TIPS button can be found on the [Campus Safety and Compliance homepage](#) or can be accessed directly at [TIPS](#).

7) Is TIPS compatible with smart phones?

The TIPS Reporting Portal is web-responsive and because every smart device has a secure web browser, there is never any additional software or app to install. It is actually easier, and more secure, to bookmark TIPS on a smart device than it would be to download an App. And bookmarks don't use up memory on the smart device.

8) How Do I Bookmark the TIPS Reporting Portal on my Smart Device?

A) For Android OS:

1. Launch the Chrome browser App.
2. Go to [HutchCC](#) and click on the TIPS icon located in the black footer of the homepage. (You may need to choose to access 'Full Site' in order to locate the TIPS icon).
3. Tap the menu button (in the upper-right hand corner of the screen).
4. Tap Add to Home screen.
5. Edit the shortcut name (we recommend something easy to identify later such as TIPS or TIPS Report).
6. Tap Add and then Chrome will add it to your home screen.
7. When you need to make a report, click on the shortcut you created and you will be taken right to the incident reporting page where you can fill out and submit your report.

B) For iOS:

8. Launch the Safari browser App.
9. Go to [HutchCC](#) and click on the TIPS icon located in the black footer of the homepage. (You may need to choose to access 'Full Site' in order to locate the TIPS icon).
10. Tap the "share/action" icon located at the bottom middle of the screen (it looks like an arrow exiting a square).
11. Tap on the Add to Home Screen button where you should see Awareity's Butterfly icon appear.
12. Edit the bookmark name (we recommend something easy to identify later such as TIPS or TIPS Report).
13. Tap Add in the upper right corner.
14. When you need to make a report, click on the shortcut you created and you will be taken right to the incident reporting page where you can fill out and submit your report.