How to submit a report at report.fsu.edu

1. Select one of the options that best describes the situation that you wish to report.

2. **Background Information** – This is where you will enter your information unless you wish to remain anonymous.
   a. If you are a University Employee submitting a Sexual Misconduct or Stalking Report, you must include your name and contact information.

3. **Involved Parties** – This is where you would enter information for the parties that are involved.
   a. Depending on the report you are submitting these fields will be different. Please fill in each field or select the best option.

4. **Questions or Description of Issue or Concern** – Depending on the report that you are submitting this section will either have questions about the situation and/or a place for you describe the situation.
   a. This is where you would provide a detailed description of the situation using objective language (who, what, where, when, why, and how).

5. **Supporting Documentation** – This is where you would attach any documents to the report such as photos, videos, emails, and other documents.