1. From a USF Health computer, click on the RL icon; or using a web browser, go to http://RLPROD/RL6_Prod.
2. Sign in using your USF Health username and password.
3. From the Welcome Screen, click on Skip and it will take you to the Icon Wall.
   **Note** – If you do not know which Icon to use, type the incident in the Find a form box, and those Icons that are pertinent to your event will be filtered to match your search criteria.
4. Begin completing the form. At a minimum the mandatory fields must be completed.

If you have questions or need assistance please email: RLsupport@health.usf.edu or call: 813-974-5923

Scan QR code for USF Medical Student Guidelines
1. To create a report, you must be on a TGH computer and have your TGH login information.
2. Don’t remember your TGH User ID? Look on the back of your TGH ID badge.
3. Under the smaller barcode, you will see a 6-digit number. Change the first number to a letter following this sequence (0=a; 1=b, etc.). The first letter is followed by the remaining 5 numbers (Example: 312345 = user ID: d12345).
   **Note** – Reset your password by going to https://myaccess.tgh.org
4. From a TGH computer through EPIC -> look for the **Hyperlinks** menu -> Incident/Event Reporting, and enter your username and password.
5. Select the Provider Quick Submit icon (scroll down and shown to the left). Icons are alphabetized by title.

If you have questions or need assistance please email: helpdesk@tgh.org or call: 813-844-7490