USF Event Reporting

At all USF sites, including Morsani, STC, Byrd, CMS, Eye Institute, Psychiatry Center, Counseling Center, 1 & 17 Davis, etc.

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**

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.

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