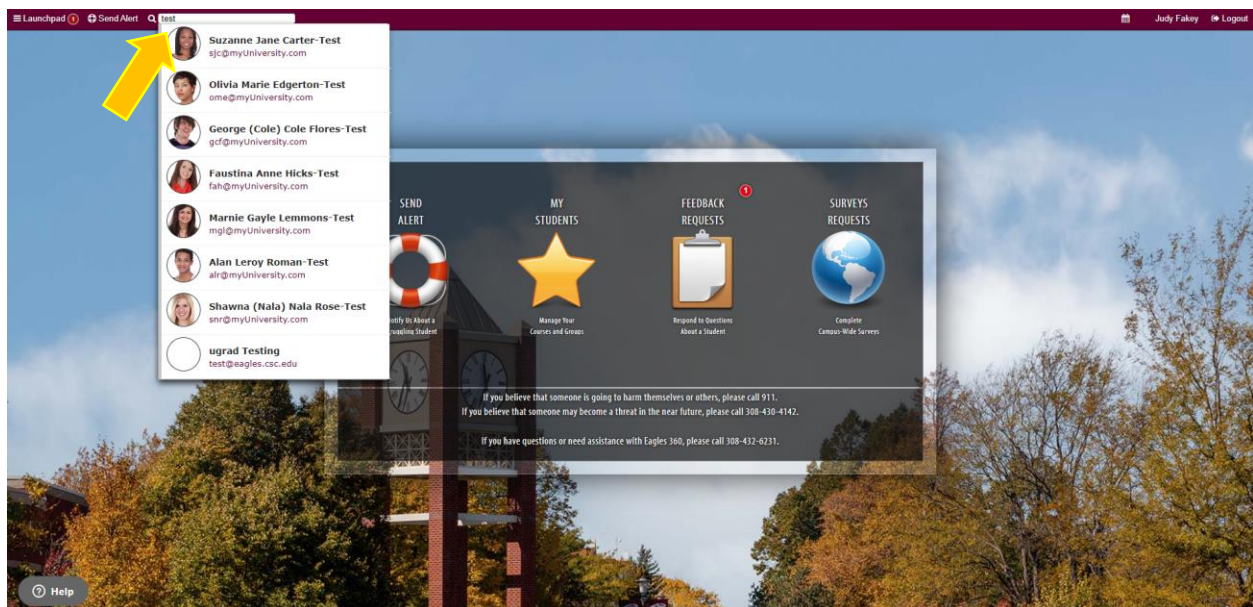
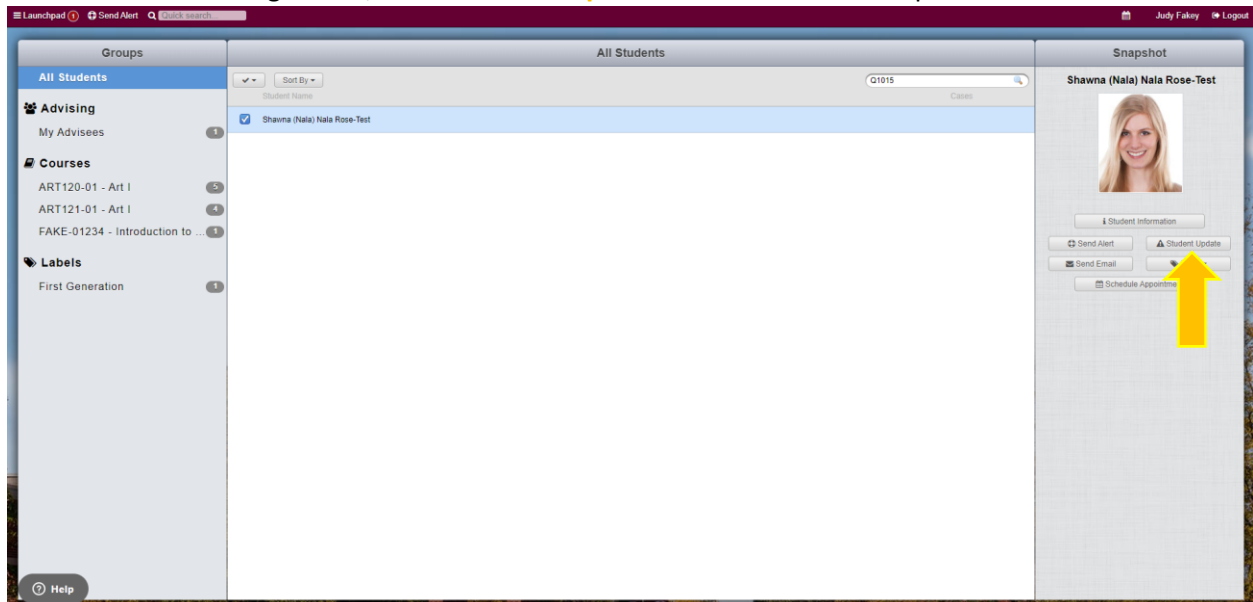


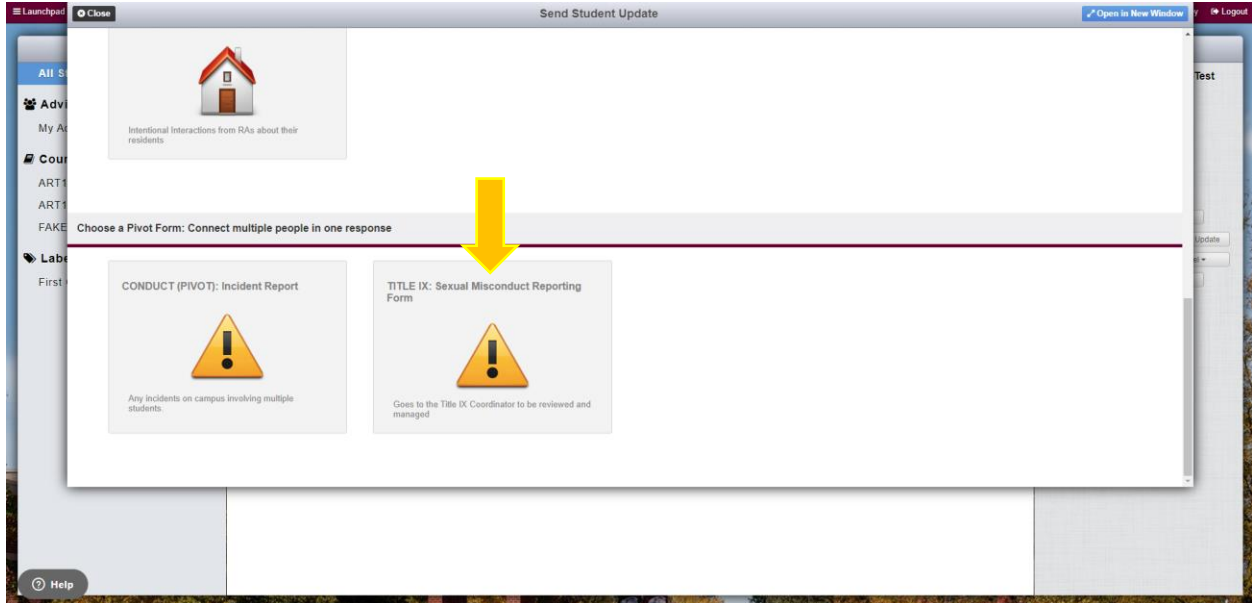
1. To submit a Title IX Incident Report, navigate to Eagles360.
 - a. Option 1
 - i. Open csc.pharos360.com
 - b. Option 2
 - i. Open csc.edu
 - ii. Select the Resources button in the top right (the hamburger)
 - iii. Select 'Eagles360'
2. Log in using your EagleMail credentials.
3. Search for the student in the search bar and select the student.



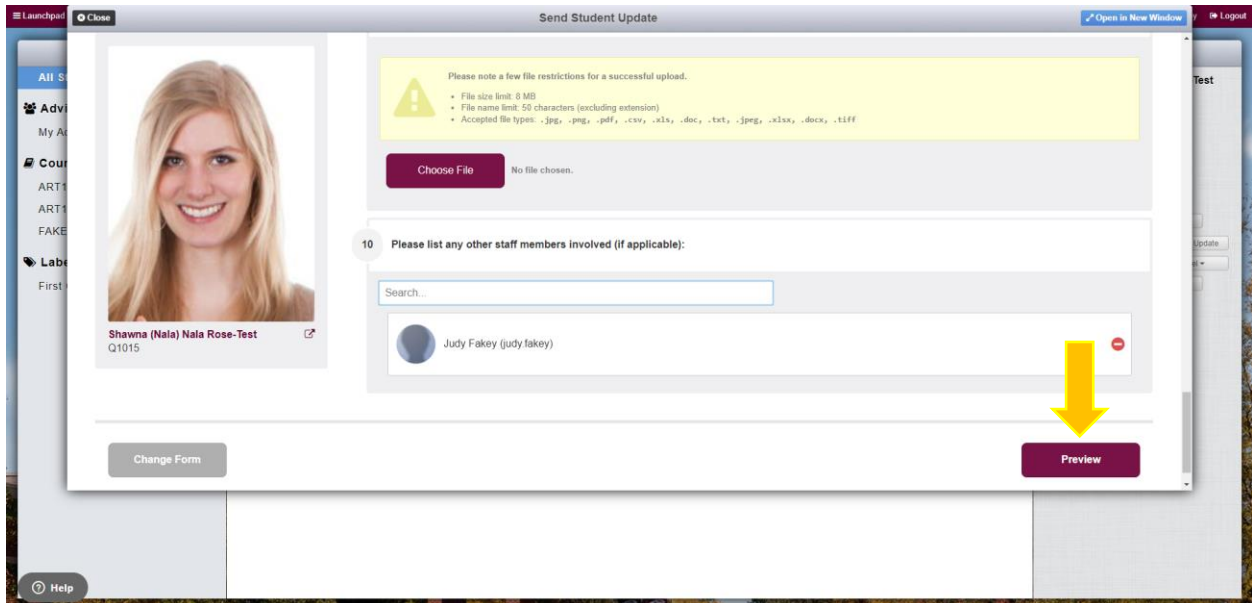
4. From the following screen, select 'Student Update' below the student's photo.



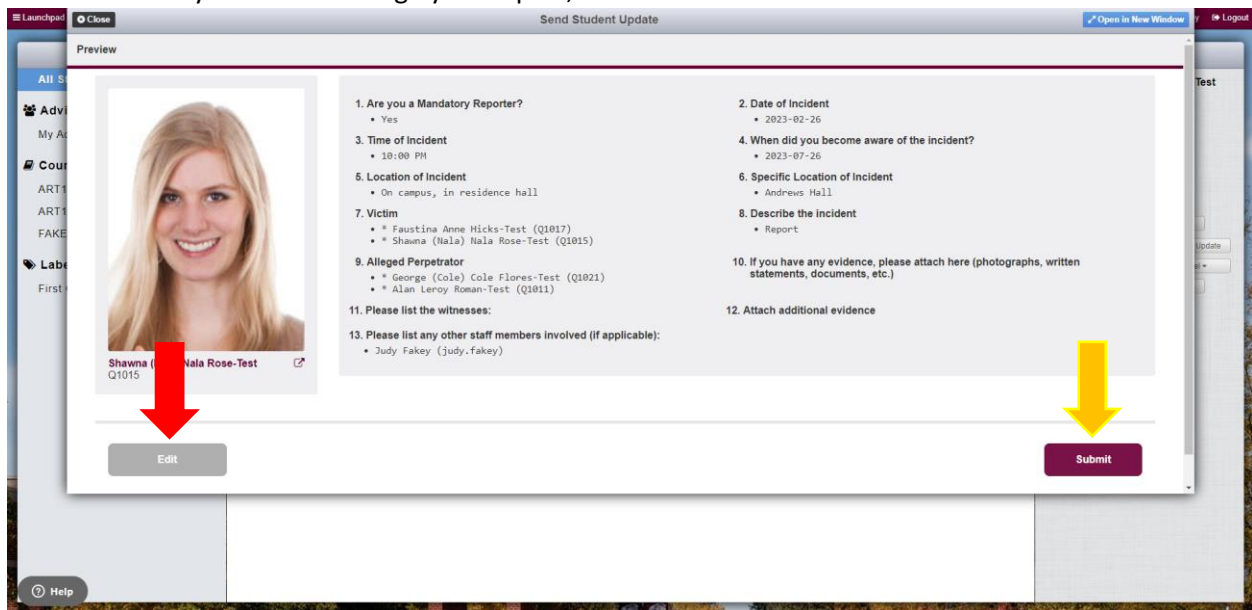
5. Scroll through the forms and select '**TITLE IX: Sexual Misconduct Reporting Form.**'



6. Fill out the report form, listing as many details as possible. You can add other CSC individuals (students & staff/faculty) on questions 7, 9, 11, and 13. Select '**Preview**' when finished.



7. The following screen will give you a preview of your report. If the information is correct, select **'Submit.'** If you wish to change your report, select **'Edit.'**



The screenshot displays a web browser window titled "Send Student Update". The main content area is a "Preview" of a Title IX incident report form. On the left, there is a profile picture of a young woman with blonde hair, identified as "Shawna (Nala) Nala Rose-Test (Q1015)". Below the photo is an "Edit" button, with a red arrow pointing to it. The form itself contains the following information:

- 1. Are you a Mandatory Reporter?
 - Yes
- 2. Date of Incident
 - 2023-02-26
- 3. Time of Incident
 - 10:00 PM
- 4. When did you become aware of the incident?
 - 2023-07-26
- 5. Location of Incident
 - On campus, in residence hall
- 6. Specific Location of Incident
 - Andrews Hall
- 7. Victim
 - * Faustina Anne Hicks-Test (Q1017)
 - * Shawna (Nala) Nala Rose-Test (Q1015)
- 8. Describe the incident
 - Report
- 9. Alleged Perpetrator
 - * George (Cole) Cole Flores-Test (Q1021)
 - * Alan Leroy Roman-Test (Q1011)
- 10. If you have any evidence, please attach here (photographs, written statements, documents, etc.)
- 11. Please list the witnesses:
- 12. Attach additional evidence
- 13. Please list any other staff members involved (if applicable):
 - Judy Fakey (judy.fakey)

At the bottom right of the form preview is a "Submit" button, with a yellow arrow pointing to it. The browser window also shows a "Help" button in the bottom left corner and a "Logout" button in the top right corner.

8. When your report form has been received, you will receive a confirmation email from Eagles360. After your report has been submitted, it is transferred to the Title IX Coordinator and Designees for further investigation.