
Instructions: Use the following steps to report employee injuries that could be eligible for Workers Compensation. Anyone with an ISU net-ID can report a First Report of Injury (FROI). Steps in the quick reference guide will be short and concise with screen captures.

1. Log in to the Incident Reporting System with your NetID at https://live.origamirisk.com/Origami/Account/Login?account=ISU

2. Click on the “Report a New Incident” button

3. Choose a link from the following list that is applicable to your incident.

* Click here to report an Injury to an ISU Employee.
* Click here to report an Injury to a Non-Employee.
  Examples Include:
  * Any person who is a Guest, Visitor, or Vendor of ISU
  * Students who are not working for ISU at the time of their injury.
  * Injuries at a sporting event or other event.
* Click here to report a Motor Vehicle Accident.
  Examples Include:
  * Accidents involving university, rental, or personal vehicles.
  * Accidents involving non-licensed vehicles owned by ISU (ex. tractor, ATV, snow equipment).
* Click here to report Damage to University Property.
  Examples Include:
  * Electronics, furniture, writings, goods, and other movable property owned by ISU.
  * University property damaged by fire, wind, or water.
  * Stolen or vandalized university property.
* Click here to report Damage to Non-University Property.
  Examples Include:
  * Damage to a Student, Guest, or Visitor’s personal property (ex. cell phone, computer, bicycle).
  * Missing or lost mail at an ISU Residence Hall.

Note: If more than 1 link applies, choose "Create Multiple Incidents"

4. Choose **Yes** if your injury type relates to one of the listed injuries; Choose **No** if not
   *Note: This is a required field*

5. Enter your Employee Information, or the Employee Information of the person injured
   *Note: Anything with a ‘*’ is a required field*

6. Enter your Supervisor Information
   *Note: Anything with a ‘*’ is a required field*

7. Enter your Accident Information
   *Note: Anything with a ‘*’ is a required field*

8. Enter Accident Location
   *Note: Anything with a ‘*’ is a required field*

9. Enter Treatment Information
   *Note: Anything with a ‘*’ is a required field*

10. Click “Complete Incident” in the top right corner of the web page to complete the incident report

11. Click “I’m Done” to complete the Injury Report