

File an injury report for temporary employee, or edit staff contact information

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Question

I need to file an EHS injury report for a temporary employee in [Atlas](#). I am unable to retrieve any results when I search for the employee. How can I file the report?

Answer

Use the following steps to file the report:

- Go to the **Report an Injury** link in [Atlas](#).
- Try to search for the employee, using MIT ID or last name. If there are no matching results, select Return.
Result: A "Change Employee Information" button appears beneath the injured party's personal information.
- Select the Change Employee Information button.
Result: You should be able to enter the personal information and successfully submit the injury report.