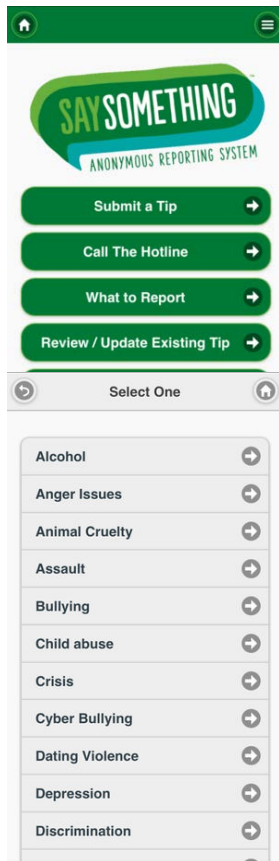## The *Say Something* Anonymous Reporting System

Download the *Say Something* Anonymous Reporting App from the Apple or Google Play App store.
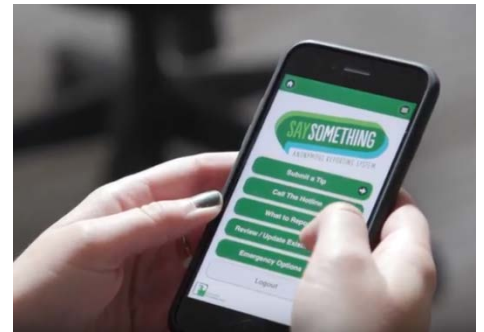
Type "**Say Something Anonymous Reporting**" and it will pop-up at the top of the list. The 'Say' bubble on the left indicates you found the right App.

Once you've downloaded the App, Create your own four-digit, numerical password. Make it simple to remember!
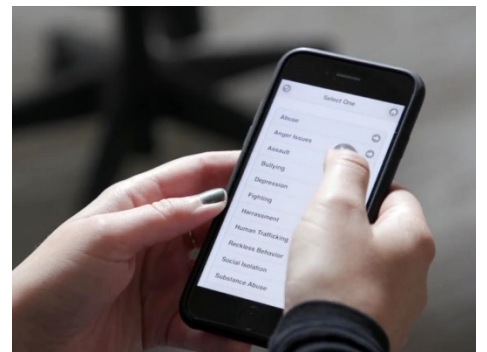
Next, you will be asked to enter your school. It is important to input the correct school name/city/state so that the team of supportive adults can help the student you are concerned about. Once you start typing in your school name, it will appear on the scroll down list.

You will now see the home page. This is where you can submit an anonymous tip and follow-up on any tips that you previously made.

When you click 'Submit a Tip,' you will be prompted to select one of the main categories of someone who is at risk of harming themselves or someone else.

Once the category has been selected, you will be asked to describe the details about the tip you are making. If you don't fill in all the details, it's ok! However, give as much detail as possible.

You can attach a video, photo, or screenshot that provides evidence of the warning sign or threat on this screen.

Once the tip is submitted, you will receive a Tip ID# so that you can follow-up on the anonymous tip that you made.

Trained crisis counselors receive your tips and will send you a message thanking you. The counselors will tell you how to check the status of your tip, view replies, or add more information to your tip. You will be provided with a Tip ID #. You can use this ID# to add more details to the submitted tip and to check on the status and get an update on what is happening with the tip.

The crisis counselors will get in touch with you if they need more information. At any time, you can follow-up on the tip that you submitted by tapping the 'Your Existing Report' button on the *Say Something* Anonymous Reporting System App's main screen. Once you submit a tip, the counselors will be sure your concern gets delivered to the appropriate adults in your school district.