



MCC Ethics Hotline

Hosted by EthicsPoint, Inc.

How to File a Report

The following step-by-step instructions will guide you through the processes available to submit a report using the MCC Ethics Hotline.

Step 1: Access:

Use any **one** of these three convenient channels of communication:

MCC Network	Public Internet	Toll-Free Phone
Click on link provided on the MCC intranet site— http://www.monroecc.edu/depts/internal-audit . You will automatically be connected to the secure MCC portal page hosted by EthicsPoint.	From any computer having Internet access (home, public library, neighbor, etc.), go to www.ethicspoint.com and click on "File a new report"	Call MCC's toll-free hotline at 877-237-8216 . An intake specialist will assist you with entering your report into the Ethics Hotline system.

Step 2: Complete a Report:

Following the on-screen or intake specialist's instructions, please thoroughly complete a report.

1. Specify what kind of report you'd like to make from the available choices.
2. Please read or listen to the anonymity information very carefully. It helps ensure that you do not compromise your identity during the reporting process.
3. You will now complete the report, providing information about the incident, including:
 - a. Who: persons engaged in the incident, including titles;
 - b. What: what specifically occurred;
 - c. Where: the location of the incident; and
 - d. When: the time and duration of the incident.
4. Next, you will be asked to create a password. The system will generate an identification code called a "Report Key." Write them both down and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.

Step 3: Follow-Up:

Within ten business days after you complete your report, please return to the Ethics Hotline system to see if the college has any follow-up questions or requests.

1. Reconnect with the Ethics Hotline system using any of the three channels of communication: **MCC Intranet, Public Internet, or Toll-Free Phone.**
2. This time, click on (or ask to perform) "Follow-up an existing report."
3. Provide your Report Key and Password.
4. You can now elect to review report details, respond to questions, and add information.
 - a. To review your report, just click "Review Report Details" or ask the intake specialist.
 - b. You will be told if your college has entered questions about your report. Answer the questions verbally or by typing in the question boxes and click "Submit."
 - c. You can add information to the report verbally or by using the "Submit New Information" box.
5. If you have agreed to participate in an EthicsChat, click "Join a Chat" at the specified time. Type your comments into the field at the bottom of the window and click "Submit."
6. An EthicsChat is a real-time communication between you and a college representative to clarify details and answer questions. Like the rest of the MCC Ethics Hotline system hosted by EthicsPoint, it is confidential and anonymous.
7. You may return regularly to review your report, answer questions, and add information.