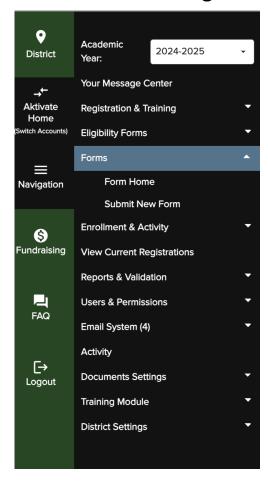
# AED and Catastrophic Injury Reporting Forms

### Log into the UIL Portal

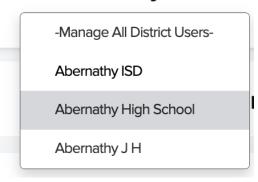


### Left Column -> Navigation -> Forms



Forms can only be filled out at the school level, so be sure that you have correctly selected your school before you get started in the drop down menu at the top.

### Abernathy ISD ▼





- Form Home This page will allow you to see the forms that have been submitted for your school/district. This will view will allow you to see what the UIL has received.
- Submit New Form Using this option you can select from the forms available.
   See the next slide for more details about the forms available.

# Forms Available for Submission Submit New Form

What form do you need to complete?

AED Use Reporting Form

Catastrophic Injury Reporting Form

You currently have access to these forms. Clicking the name of the form will allow you to fill it out and submit it to the UIL for review. As soon as a form is submitted, you will be able to review it on the Form Home Page.

Fill out all of the fields and submit.

Depending on the answers to some questions additional details may be requested before form can be submitted. The system will guide you as you progress though the form questions.

As soon as the form is submitted the UIL will be notified, and the form will show up in the queue for your school.

## Form Home Page



Forms will be displayed to you for the last 90 days. Filtering options allow you to change this as is needed.

- 1) This filter sets the date you want to view forms from
- 2) This filter sets the dates you want to view from through.
  - The Status filter will allow you to view any form that has been archived
- 3) This shows the name of the form that was submitted, including the date reported, who reported it, which school it was reported at, and the status.
- 4) This allows you to view the specific details for the forms submitted.