

Threat Assessment, Incident Management and Prevention Services (TIPS)

How will I know if a new report has been submitted?

You will receive a notification e-mail from TIPS@Awareity.com (unless otherwise noted by your organization). Please make sure you have set your email inbox to allow emails from TIPS@Awareity.com to ensure you receive these notifications.

I received an e-mail notification that a new report has been submitted. What do I need to do?

Click the IR Dashboard button at the bottom of the screen. New reports will be listed at the top of the page. Click on the blue hyperlink of the report to open it. Review the information in the report, then scroll to the bottom to acknowledge receipt. Once you have acknowledged a report, you will be able to add actions and make edits (as permissions allow). If you aren't sure what your specific obligations are for reports, or as part of your organization's threat management team, you may want to contact your TIPS administrator for guidance.

I received an e-mail to complete my TIPS Certification, but don't see anything to complete once I login. What do I need to do?

Depending on what features your organization has enabled, you may need to complete training modules listed on the left hand side of your career, if there are no modules listed, you will just need to complete the required items in your organization's Awareness and Accountability Vault. If you need assistance with completing your Vault, see **How do I complete the Awareness and Accountability Vault (AAV)?** above. If there are no required policies in your organization's AAV, your certification is earned simply by logging into the system. This certification is just required annually to remind you to review any required Documents/Policies in your Vault (if there are any) and so your organization can verify you are able to log into TIPS when you need to read a submitted report.

Still have questions? You can contact Awareity Support at Support@Awareity.com for any help you need. Awareity Support is staffed M-F 8am to 5pm CT.