UNT│SYSTEM™

Navigating the JIRA Risk Assessment Screens

1. Clicking on the link provided by the System Compliance Officer brings up the UNT Enterprise Risk Assessment Dashboard.

2. Click on Step 1 under the Enterprise Risk Assessment (UNT): Action Links.

3. You are now ready to enter a risk. Enter the name of your risk in field 1. Continue entering requested information through field 6C.

4. Once you have completed all of the fields in Step 1, please review all of the information you entered to ensure it's accurate, then click on "Create" at the bottom of the page.

Note: This process will allow each individual to enter up to five (5) separate risks. The next screen shows all of the risk information you just entered. The first and each subsequent risk entered during the Step 1 process appears as a heading near the rocket emblem on the screen.

5. **At this point, you have the following options (listed across upper portion of screen)**

    -   **Edit:** – Allows you to revise the information you just entered (located below the rocket emblem).

        ➢ Click on the edit button and if you receive a Security Warning, click on the yes link.

        ➢ Revise any of the information you entered until it accurately appears on the screen.

        ➢ Then, click on the update link (in the bottom left corner of the screen).

        ➢ This screen will show you the risk information you just revised. You've returned to the start of item 5 above, with the same choices available to you (edit, Repeat Step1, Step 2, End Risk Assessment, or View Risk Dashboard).

    -   **Repeat Step 1: Add Unit Risk –** You are ready to enter your next risk by clicking this link. Continue to enter your information as before until you have completed adding no more than 5 risks pertaining to your unit in Step 1.

    -   **Step 2: Add Non-Unit Risk –** You can now add a risk pertaining to another unit. – Click on this link. When finished with Step 2, click the create link. The next screen shows all of the Step 2 risk information you just entered. However, this risk and any subsequent risks entered during the Step 2 process does not appear in the heading of the screen (as the risks entered in the Step 1 process did) but these risks appear with the rest of the information you entered (in the body of the screen). You'll have the following choices available to you (edit, Repeat Step1, Step 2, End Risk Assessment, or View Risk Dashboard).

    -   **End Risk Assessment –** If you have no more risks to enter, click this link. You'll see a message thanking you for your participation. Please read and click OK.

    -   **View Risk Dashboard –** Allows you to view the risk information that you have input.