

Accessing Health and Safety Forms in eBase (SSIR, EIRIF)

Follow the steps below to access forms in eBase:

1

From the Employee Portal Log in page, under 'Other Staff Applications', select 'eBase Sign-in'

2

Log in with Board credentials

3

Once logged in to eBase, select the three lines (hamburger) at the top left-hand side, then select 'Form Logic' in the drop down menu

4

Once into Form Logic, select 'Submit New Form' on the top right

5

Under 'workflow', select 'Employee Incident Report/Safe Schools Incident Report', and then select your school from the facilities list

6

Complete the SSIR or EIRIF forms, under 'Which Form' you can select both

OR

1. Using the QR code, log into eBase with Board credentials
2. Once logged in to eBase, select the three lines (hamburger) on the left-hand side, and select 'Form Logic', then 'Submit New Form'
3. Under 'workflow' select 'Employee Incident Report/Safe Schools Incident Report', and then select your school from the facilities list
4. Complete the SSIR or EIRIF forms, under 'Which Form' you can select both

WANT TO COPY A FORM?

1. Open a form that you have already submitted
2. Click on the three dots by 'Completed'
3. Select 'Create' from form
4. Update with any new information

LOOKING FOR A COMPLETED FORM?

Under 'My Status', select 'Completed', and then 'Apply'