

## **P3 Instructions and Information**



Courage2Report utilizes the P3 Global Intelligence System for the receiving and distributing of Courage2Report tips. Below please find information and instruction on how to use the new system for receiving Courage2Report tips and completing disposition reports in P3.

### **Initial Login**

In order to access reports in the P3 system, login with your email address currently assigned to you in our system. You will need to create a password in order to login. Instructions to set-up a password have been sent to your email.

### **Forget your password/Setting up a password**

In case you forget your password to the P3 system, click the “forgot my password” link to reset your password. Your login will be your email address registered in the system to receive Courage2Report tips. If you receive a Courage2Report tip and haven’t had a chance to set up a password, click on the “forget password” link in the email. You will be taken to a page and allowed to make one at that time.

### **Changing Contact Information**

If you have changed schools or need to update your school team’s information, email us and let us know. You may also call our administrative office at 866-362-6422 to make these changes.

### **Receiving Text Alerts**

If you would like to give us your cell phone number, we can also send you notifications via text. Call our administrative line at 866-362-6422 or email us with that information.

### **Viewing Tips**

To view a tip in P3, click on the link provided in the email or text alert you received notifying you of the new tip. Use your login information to access the tip in P3 (see above for login information). All tips assigned to you will appear at the bottom of the Tip Manager screen, or, may be searched using the search box on the top of the right-side menu. When a tip is read, it is marked as read and time-stamped in the P3 system. Attachments (videos, photos and uploaded documents) may be viewed in the main screen or by clicking the Attachment tab.

### **Searching Previous Tips**

When you enter the P3 system, all current and previous tips assigned to you are visible and searchable. To look up previous tips, use the search box on the top right-side menu to search using key terms, names, and tip numbers.

### **Completing Disposition Reports**

To complete a Disposition report in P3, login with your email and password and then find the tip you are completing. Tips assigned to you will appear on the bottom of the Tip Manager screen or may be found using the search box on the right-side menu. Click to open the tip and then click the Disposition tab. Complete the form by providing detail of the actions that took place in the Disposition/In-Progress Notes section; when complete, click submit to post. You also will need to check all relevant outcomes and trends on the right side of the page.

**WEBSITE:** [www.Courage2ReportMO.com](http://www.Courage2ReportMO.com)

**TIP LINE:** [866-748-7047](tel:866-748-7047)

**EMAIL:** [Courage2ReportMO@mshp.dps.mo.gov](mailto:Courage2ReportMO@mshp.dps.mo.gov)

**MOBILE APP:** [Courage2ReportMO](#)

**MIAC ADMIN PHONE LINE:** [866-362-6422](tel:866-362-6422)