

Submit a New Risk

Last Modified on 04/05/2023 5:13 pm EDT

While it is recommended that the risk team create new library objects, risk owners and their delegates can submit a new risk object to the library. Once the new risk has been submitted, it will be placed in the **Triage** state until it can be approved or denied by a member of the risk team.

To submit a new risk:

- 1. Log into a user account that's been added to the **Risk Owner & Delegate** user group.
- 2. Click the dropdown in the nav bar > **Portal** to open the **Risks** activity.

Home	~
Home	
Portal	

The nav bar.

3. Click Create Risk to open the Create a new Risk form.

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Portal 🗸	Risks Loss Events					
Risks						
Risks						
The risk portal provides an overview to all the risks you have been assigned as a risk owner. The Risk Assessment section provides an overview of all risks that require a risk assessment or are being actively monitored. Risks being monitored may require an update when KRIs change, loss events are documented, or the internal or external environment changes. Risks in Triage are risks you have submitted for review by the risk team. Those risks will be reviewed and may be added to the corporate risk library.						

The Create Risk button.

4. Fill in the fields as required.



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Portal	✓ Risks	Loss Events					
Risk Status Creation	'n						
Create	a new Risk				R-XXX		
Document any risk events that should they occur may impact your business. Consider not only negative risk							
events, but also events that could have positive impacts.							
Please provide as much information as possible regarding the nature of this Risk. Within the description section, look to also include any information relating to what area of the business that this risk is applicable to. If necessary, further information may be requested in the future. Risk Name							
	Description						
				SUBMIT RISK			
					CANCEL		

The Create a new Risk form.

5. Click Submit Risk.