

Create a Risk

Last Modified on 04/04/2022 12:57 pm EDT

Risks represent the potential that unexpected events may have an impact on the organization. Members of the **Security Risk Team** user group are responsible for ensuring that all active and emerging risks are documented.

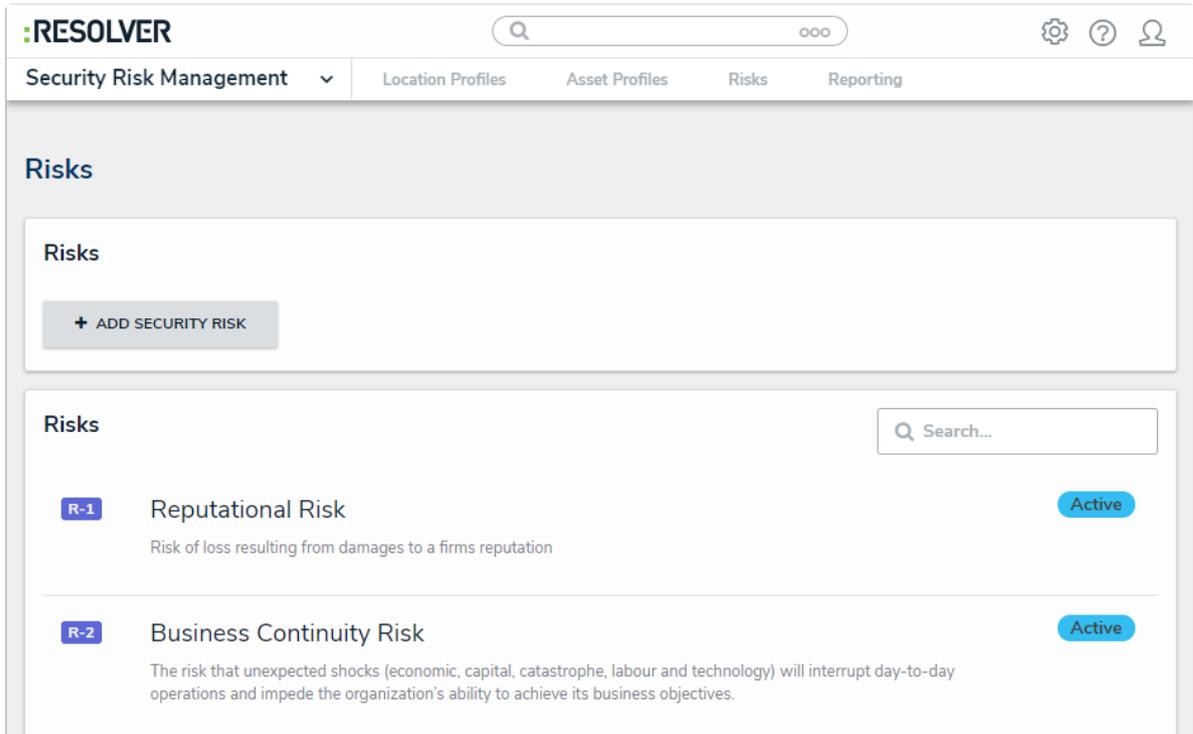
To create a new risk:

1. Log into a user account that's been added to the **Security Risk Team** user group.
2. Click the dropdown in the nav bar > **Security Risk Management**.



The nav bar.

3. Navigate to the **Risks** tab.



The Risks tab.

4. Click + **Add Security Risk** to open the **Create a New Risk** form.

Risk Status **Creation**

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. Type the name of the risk in the **Risk Name** field.
6. **Optional:** Enter a description of the risk in the **Description** field.
7. Click **Submit Risk**.