

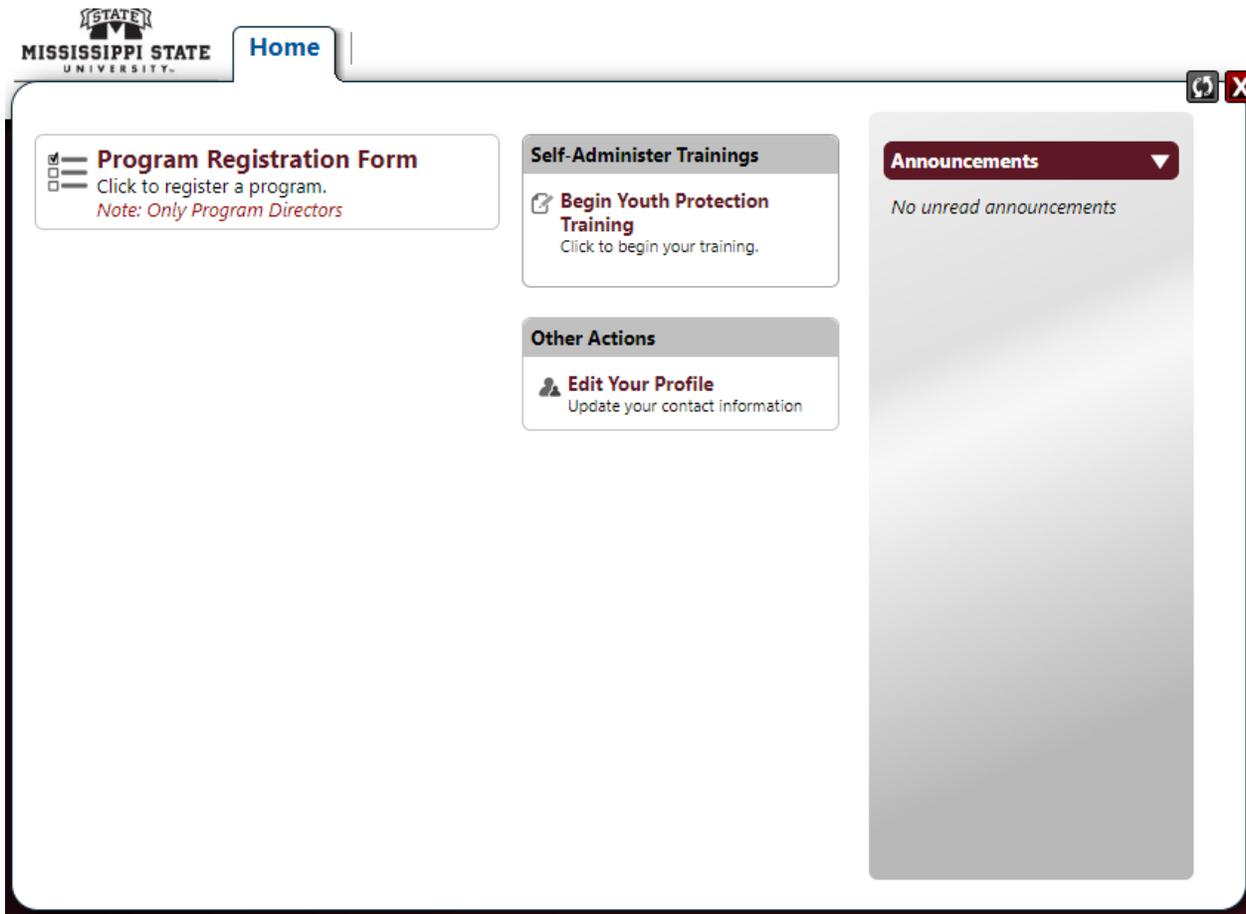
4H VOLUNTEERS ON-LINE TRACKING

STEP 1:

Go to <https://apps.ideal-logic.com/msumoc> and log in using your net id and password. You will need to use DUO to log in.

STEP 2:

Select Program Registration Form from the upper left corner of the page.



STEP 3:

Select 4H under the first question and your county from the drop down list.

New Program

1. Program Type
2. Review

Program Type

Are you registering for any of the following?*

4-H
 None of the Above

4-H County*
Select your 4-H County that is offering year-long programming. You will be prompted to enter the volunteer staff list on the next page.
NOTE: If you do not see your county then email joy.graves@msstate.edu for assistance.

Select County

Select an Unit

- Select Adams County Extension
- Select Alcorn County Extension
- Select Amite County Extension
- Select Attala County Extension
- Select Benton County Extension
- Select Bolivar County Extension
- Select Calhoun County Extension
- Select Carroll County Extension
- Select Chickasaw County Extension
- Select Choctaw County Extension
- Select Claiborne County Extension
- Select Clarke County Extension
- Select Clay County Extension
- Select Coahoma County Extension
- Select Copiah County Extension
- Select Covington County Extension

Cancel

Cancel Program Save for Later Next >



MISSISSIPPI STATE UNIVERSITY
OFFICE OF COMPLIANCE & RISK MANAGEMENT
Protection of Minors
(662) 325-5839
minors@msstate.edu

Program Status

69%
In Progress
[What's Missing?](#)

User

 **Lateshia Butler**
Assoc Dir, Civil Rights Comp

Program

Program Registration Form

Need Help?

Click the *Help* button above, [send us an email](#), or call us at (662) 325-5839.

STEP 4:

Enter your county name and the calendar year for which you are tracking volunteers in the Program Name box. Then select Multiple Days and enter 01/01/20xx to 12/31/20xx, where xx is the year you are tracking. Select Daily under Type of Recurrence.

New Program

1. Program Type

2. Alcorn County 2024

3. Review

Alcorn County 2024

4-H County

4-H County Name*
Type the name of your 4-H County and year. Example: Adams County 2024.

Alcorn County 2024

Program Dates
Enter the first and last day this Program occurs.

Single Day Multiple Days ?

Date: 1/1/2024 Start Time: All Day End Time: Not Specified End Date: 12/31/2024

Type of Recurrence

Daily ? Weekly ? Monthly ?

Dates
Click on any dates you wish to exclude from this Program.

January 2024							February 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29		

March 2024							April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

May 2024							June 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1
5	6	7	8	9	10	11							

More Below - Scroll Down ↓

STEP 5A:

Enter your County Agent. This field, as well as others that require a name, will search the MSU directory for a match.

STEP 5B:

Enter your 4-H Volunteers. You can do this individually by adding the name and email address or you can upload a spreadsheet with the information for multiple volunteers by selecting the orange Upload 4-H Volunteers option and following the instructions for importing a spreadsheet (Figure 2 below).

Once a Volunteer is entered, the system will track their compliance status. It may take up to 4 business days for the background check status to update. If a check is needed, the volunteer will receive an e-mail from application station at Truescreen.com. The volunteer will also receive an e-mail with instructions on how to complete the required training. Completion of that training will be logged automatically.

STEP 5C:

In the Office Associate section, enter the name and e-mail address of MSU employees who need access to the compliance status. This person, along with the County Agent, will be able to monitor whether volunteers are compliant and will allow volunteers to be cleared to work an event.

The last occurrence will be scheduled for Tuesday, Dec 31, 2024 2:00am.

1. Program Type

2. Adams County 2024

3. Review

County Agents*

Please select your County Agent.

Name	Phone Numbers	Actions
Joy Graves Compliance & Risk Mgmt Officer	(662) 325-2786 (Work)	Edit Remove

+ New County Agent + Everyone

4-H Volunteers*

Print

Name	Start Date	Youth Protection Training	Background Check	Actions
Graves, Lawson	Jan 1, 2024 Edit	Partially Compliant Completed Late	Not Compliant	Mark Inactive Remove

+ Add a New Person + Adams County Extension People **Upload 4-H Volunteers**

Office Associates*

Please add any additional MSU staff who need access to this 4-H program information (i.e Office Associates).

Print

Name	Actions
Joy Graves	Remove

+ Add a New Person + Adams County Extension People + Everyone

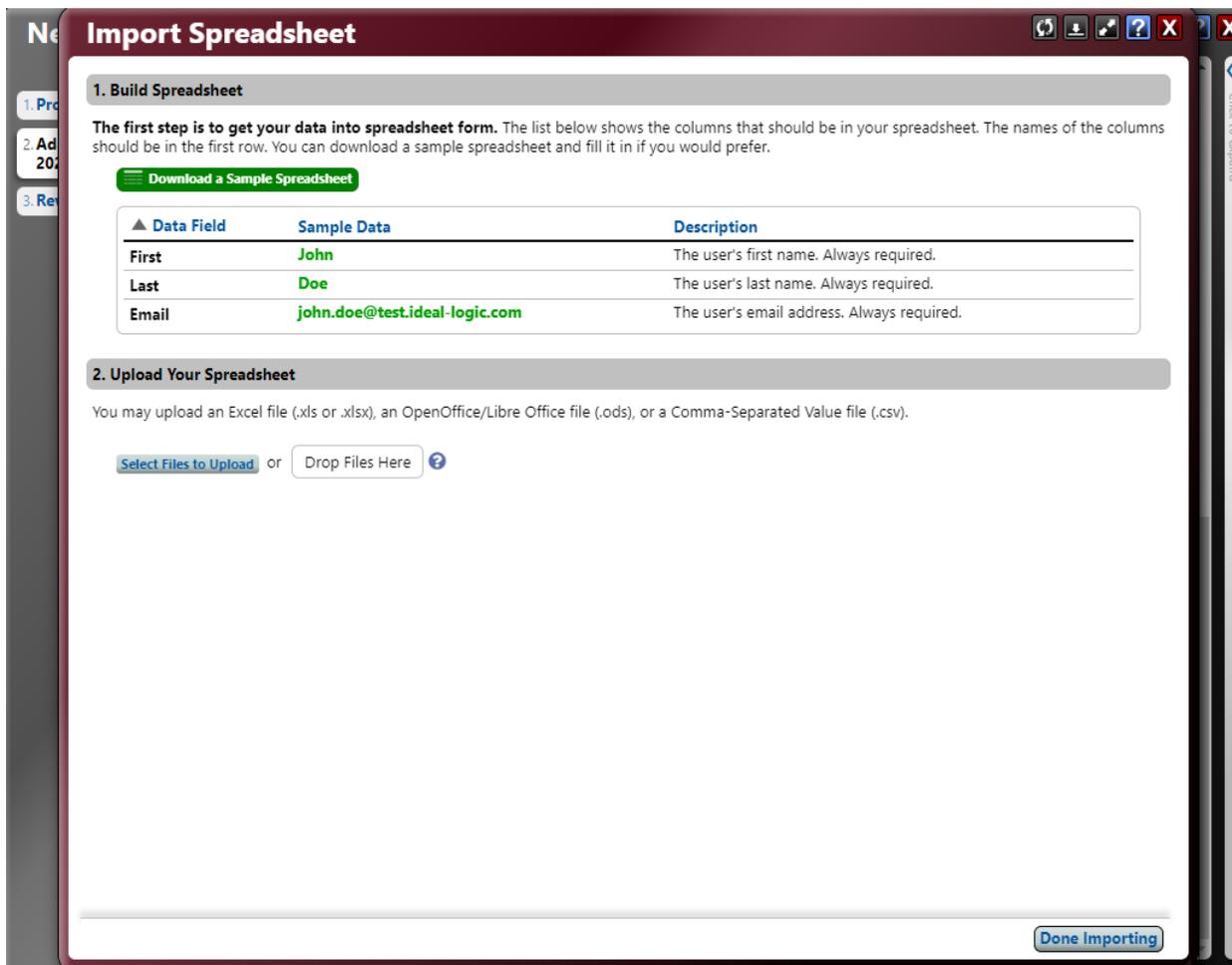
Add Another Program?

If you would like to add more programs to this form, click the button below. Otherwise, click the Next button to continue.

+ Add Another Program

Cancel Program < Previous Save for Later **Next >**

FIGURE 2



STEP 6:

After entering the Volunteers, select Next and on the following page, select Submit Program.

FOLLOW-UP

A list of all volunteers working shall be obtained at each event and shall be maintained by County staff in a manner that can be accessed in the event it is necessary.

Volunteers (and other roles) can be updated at any time during the year by logging into the system and selecting the Program Name.