

NEW MINORS ON CAMPUS ON-LINE PORTAL

We are excited to introduce the new on-line portal for registering programs involving minors. Our hope is that this software will make it easier for you to provide the information related to your program and to monitor your program's status and that it will allow us to more effectively monitor compliance requirements.

These instructions will walk you through how to register your program; however, if you have any problems or questions, please reach out to me at 662-325-2786 or minors@msstate.edu.

If you have questions about the Policy or Implementing Procedures, they are available on-line.

Thanks.

Joy Graves

STEP 1:

Go to <https://apps.ideal-logic.com/msumoc> and sign in using your NetID and Password. You will have to use DUO to complete your sign in.

STEP 2:

Select Program Registration Form from the top left of the screen.

The screenshot shows the top navigation bar of the online portal. On the left is the Mississippi State University logo. To its right is a 'Home' button. Below the navigation bar are three main action boxes:

- Program Registration Form**: Includes a checked checkbox icon, the text 'Click to register a program.', and a note: 'Note: Only Program Directors'.
- Self-Administer Trainings**: Includes a document icon, the text 'Begin Youth Protection Training', and the instruction 'Click to begin your training.'.
- Other Actions**: Includes a person icon, the text 'Edit Your Profile', and the instruction 'Update your contact information'.

STEP 3A:

Select None of the Above and then select your Sponsoring Unit from the drop down list. If you do not see your Unit, send us an e-mail and we will get you added to the list. Making sure that we have the correct Sponsoring Unit will help us with reports.

STEP 3B:

Answer the two questions below the grey banner. Your answers to these questions will determine whether your program is covered under the Minor Protection Policy. Once you have answered, you will immediately see a coverage determination. If your program is NOT COVERED, you are done. If your program is COVERED, click on Next in the bottom right corner.

New Program

1 Program Type*
2 Review

Program Type

Are you registering for any of the following?*

4-H
 None of the Above

Sponsoring Unit*
Select the sponsoring unit that is offering this program (e.g. MSU Football). **NOTE:** If you do not see your sponsoring unit then email minors@msstate.edu for assistance.

[Select Unit](#)

Covered Program Determination

The determination of whether an activity is a Covered Program will be made on the basis of specific facts as defined by the [Protection of Minors policy](#). Please answer the questions below to ensure adherence to the policy implementation procedures.

Is the program open to the general public?
For example, is the program one that is advertised and open for the public to attend without registration or enrollment (i.e., academic open houses, public events in the junction, or sporting events).*

Yes No

Are minors ordinarily accompanied for the entire program by a parent, teacher, or other chaperone (not associated with the program)? *

Yes No

Continue
It appears your camp, program, activity, or event qualifies as a covered activity. Please click [Next](#) to start the program registration form for submission to the Office of Compliance and Risk Management.

NOTE: For programs involving research or data collection, submission of this form and/or completion of any requirements under the Minor Protection Policy is not a substitute for any other requirements, including IRB review. [More Below - Scroll Down ↓](#) [about those requirements](#)

[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
71%
In Progress
[What's Missing?](#)

User
[Joy Graves](#)
Compliance & Risk Mgmt (

Program
Program Registration Form

Admin Only
[New Note or Task](#)
[Send Email Message](#)
[View Program History](#)
[Admin Only Submit](#)

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

STEP 4:

Enter your Program Information.

New Program

- 1. Program Type
- 2. Testing Camp
- 3. Consent
- 4. Review

Testing Camp

Program

Program Name*
Type the name of your program. Example: Football Recruitment Camp

Testing Camp

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

Single Day Multiple Days

Date: 3/29/2024 Start Time: All Day End Time: Not Specified End Date: 4/26/2024

Type of Recurrence

Daily Weekly Monthly

Days
Select each day of the week this Program occurs.

All Days | Weekdays | Alternate Weeks...

Mon Tue Wed Thu **Fri** Sat Sun

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

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													

The last occurrence will be scheduled for Friday, Apr 26, 2024 2:00am.

More Below - Scroll Down ↓

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

Program Status

95%
In Progress
[What's Missing?](#)

User

Building & Construction Science
Lateshia Butler
Assc 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 5:

Enter the remainder of your information, including an estimate of the number of minors who will attend. Enter zero for any age that is not applicable to your program. Indicate if your Program is subject to IRB review for research activities.

New Program

- 1. Program Type
- 2. Testing Camp
- 3. Consent
- 4. Review

Please select the program location:*

On-Campus
 Off-Campus
 Virtual

Description of Program*

Testing Camp

What MSU facilities will be used as part of the program?*

Lee Hall

Are minors staying overnight as part of this program?*

Yes No

Estimated Number of Minors

Please enter the expected number of minors for each age group listed. [Refresh](#)
At least 1 category must be specified.

	Daytime		Overnight
Ages 5 and Under	Minors 5	Ratio 6:1	Ratio 4:1
Ages 6-8	Minors 0	Ratio 8:1	Ratio 6:1
Ages 9-14	Minors 0	Ratio 10:1	Ratio 8:1
Ages 15-17	Minors 0	Ratio 12:1	Ratio 10:1

[More Below - Scroll Down](#)



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

Program Status

95%

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

User

Building & Construction Science

 **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 6A:

Select whether the required background checks will be paid by the program/unit or by the individuals. If the MSU program/unit will bear the cost, you must enter a FOAPAL number. Payment will be collected once background checks are completed. For individuals who are new hires as part of the program, that cost will not be passed on to the Program.

STEP 6B:

Identify the program director. This person bears the responsibility for monitoring compliance requirements of the program. This individual will be asked to electronically sign an agreement related to the requirements.

This field, and all others requiring a name, will first search the MSU directory for the person identified. If the person is not found, you can add them manually.

STEP 6C:

Identify the Supervisor. This is the person who will approve the program. This person will receive an e-mail asking for approval and will approve the program electronically.

STEP 6D:

Identify the Primary Contact. This may be the same person as the program director.

New Program

- 1. Program Type
- 2. Testing Camp
- 3. Consent
- 4. Review

How will you pay for background checks for your authorized adults?*

Account Number (FOAPAL)
 Authorized Adults Responsibility (est. \$38/person) ?

Please list the FOAPAL number for the required Background Check payment processing:
*If you have only 3 sets of digits for the account to be charged, please enter zeros in the last section.**

111111-111111-111111-111111

Program Directors*

Please select a Program Director for this session. **NOTE:** The individual(s) listed here will be asked to sign the Responsibility Agreement in this system.

Name	Phone Numbers	Actions
 Joy Graves Compliance & Risk Mgmt Officer	On File	Edit Remove

+ New Program Director

Supervisors* [Print](#)

Please select/add the Supervisor for the listed Program Director. **NOTE:** They will be notified to review this submission.

Name	Actions
Colorado Robertson	Remove

Primary Contacts* [Print](#)

Please add/select program contacts for this program and include their phone number. In the event of an emergency this is the person that would be contacted.

Name	Phone Number	Actions
Lateshia Butler	(662) 325-5946 (Work)	Edit Remove

+ Add a New Person

More Below - Scroll Down 1



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

Program Status

 98%
In Progress
[What's Missing?](#)

User

 **Lateshia Butler**
Assc 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 7:

List all Authorized Adults who will be working with the Program. Pursuant to our Policy (01.29), this includes individuals, paid or unpaid, including volunteers, who interact with, supervise, or chaperone minors in program activities, recreational activities, and/or residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. This group does not include individuals who work with the program but do not have contact with the minor participants or guest speakers, presenters, judges, or other individuals who have only short-term interactions with the participants while in the presence of Authorized Adults. Authorized Adults may also be called Program Staff.

The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc., and the Program Director should be included if that person will be interacting with minors.

For each Authorized Adult, you will need to include the individual's legal name and e-mail address and will need to classify each person into one of four categories:

- a. **Current non-student employee:** Includes full or part-time employees
- b. **Volunteers:** Anyone not being paid for the work with the camp.
- c. **Current student workers not being hired into a new position:** A student who is currently working as a student worker, GA, GTA, etc. anywhere on campus and who is not completing new hire paperwork.
- d. **New hire – camp/summer employee only:** Anyone who is being hired to work the camp. **By placing someone in this category, you are indicating that they will complete all required hiring paperwork, including the background check authorization, which will be submitted to HRM. It is your responsibility to make certain the appropriate form is submitted to HRM. If a change occurs and an individual you placed in this category is not hired through HRM, you must notify the Office of Compliance and Integrity immediately in order to obtain a background check.**
- e. **Other:** Anyone who does not fall into one of the above categories. This might include persons being paid by a stipend or other funding that does not require HRM paperwork to be completed.

Authorized Adults can be added individually (Figure 1 below) or you can elect to upload a spreadsheet with the required information. If you use a spreadsheet, you must include the required information (Figure 2 below).

All Authorized Adults are required to have a background check completed within three years of the start date of the Program. The software will monitor whether a background check will be required, but please allow up to 4 business days for any updates to that status. If a background check is required, the individual will receive an e-mail from applicationstation@truescreen.com.

Additionally, all Authorized Adults must complete two trainings – the first deals specifically with working with Minors and is available through a link that will be sent to each Authorized Adult.

The completion of this training will be automatically logged in the software. The second training focuses on Title IX and Emergency Preparedness. This training will be offered live in April and following those sessions, will be available on-line. Completion of this training will be logged in the system but there may be a delay in updates.

Every Authorized Adult will receive an e-mail notification regarding the requirements and will receive periodic reminders regarding outstanding requirements. Additionally, reminders will be sent to Program Directors to allow you to monitor the status of your Program. You can add or remove Authorized Adults as your plans change.

FIGURE 1

New Program

1. Program Type
2. Testing Camp
3. Consent
4. Review

Name Phone Numbers Actions

+ New Program Director

Supervisors* Print

Please select/add the Supervisor for the listed Program Director. **NOTE:** They will be notified to review this submission.

Name	Actions
Colorado Robertson	Remove

Primary Contacts* Print

Please add/select program contacts for this program and include their phone number. In the event of an emergency this is the person that would be contacted.

Name	Phone Number	Actions
Lateshia Butler	(662) 325-5946 (Work)	Edit Remove

+ Add a New Person

Authorized Adults* Print

Please add/select all Authorized Adults who will be interacting with minors at this program.

Role... ▾

Name	Start Date	Type	Training	Background Check	Actions
X Graves, Joy	Mar 29, 2024 Edit	Current non-student employee	X Not Compliant	X Not Compliant	Remove

+ Add a New Person + Building & Construction Science People Upload Authorized Adults

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 a New Person
First, please search to be sure the person is not already here.

Search

Cancel < Previous Save for Later Next >

FIGURE 2

Import Spreadsheet

1. Build Spreadsheet

The first step is to get your data into spreadsheet form. The list below shows the columns that should be in your spreadsheet. The names of the columns should be in the first row. You can download a sample spreadsheet and fill it in if you would prefer.

[Download a Sample Spreadsheet](#)

▲ Data Field	Sample Data	Description
First	John	The first name of the user. Always required.
Last	Doe	The last name of the user. Always required.
Email	john.doe@test.ideal-logic.com	Always required. Enter the person's MSU email address. If the person does not have a MSU email address, use another email address.
Type	Current Student Worker Not New Hire	Current non-student employee, Volunteer, Current Student Worker Not New Hire, Camp/Summer Employee Only, or Other

2. Upload Your Spreadsheet

You may upload an Excel file (.xls or .xlsx), an OpenOffice/Libre Office file (.ods), or a Comma-Separated Value file (.csv).

[Select Files to Upload](#) or [?](#)

[Done Importing](#)

STEP 8:

If you are the Program Director, you will be asked to sign the Responsibility Agreement. If not, click next to review your information and Submit Program.

New Program

1. Program Type
2. Testing Camp
3. Consent
4. Review

All required fields complete!
Review your selections and click the *Submit* button below to submit this program.

Summary

What
[Testing Camp](#) [Details...]
When
Mar 29, 2024

Sponsoring Unit
Building & Construction Science

User
 Lateshia Butler
Assc Dir, Civil Rights Comp

Program

Protection of Minors
Program Registration Form [Details...]
Building & Construction Science **Testing Camp**
Mar 29, 2024

Special Sponsoring Units
None of the Above

Sponsoring Unit
Building & Construction Science

Covered Program Determination

General Public
No

Accompanied by Parent
No

[More Below - Scroll Down ↓](#)

[Cancel Program](#) [< Previous](#) [Save for Later](#) [Submit Program](#)

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

Program Status

Ready to Submit

User
Building & Construction Science
 Lateshia Butler
Assc 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.

Upon Submission, notifications will automatically be sent to your supervisor for approval and once approved, to the Authorized Adults you have listed.