

# Accessing the Protecting Minors Registry

## Step 1: Log into Owl Express.



Sign in with your organizational account

Sign in

Please use your primary E-mail address to log in

**Students:** [NetID]@students.kennesaw.edu

**Faculty/Staff:** [NetID]@kennesaw.edu

To change or reset your password, please visit [NetID](#)

This is a Kennesaw State University information system, the use of which is governed by University System of Georgia and KSU Policies and Procedures. Unauthorized access is prohibited.

## Step 2: Navigate to the Employee Services tab and click Programs Supporting Minors.



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### Employee Services

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[Surveys](#)  
[View Account or Pay Online](#)  
[Employee Preferred Name Change Form](#)

[Programs Supporting Minors](#)

[Training Dashboard](#)  
[Outside Activities and Conflicts of Interest Dashboard](#)  
[Registered Visitor Menu](#)  
[Double Owl Pathway](#)

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**Step 3: Once you are on the Programs Supporting Minors Page, click on Employee/Sponsor Menu.**



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## Programs Supporting Minors

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[Sponsoring Dept/Unit Head Menu](#)  
[Event Compliance Menu](#)  
[Legal Compliance Menu](#)  
[Risk/Insurance Compliance Menu](#)

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**Step 4: You have two options: A) select “Minors Registry Form” to start a registry entry. OR B) Click “My Programs” to see programs that have already been submitted, which may have a pending or approved status.**



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### Employee/Sponsor Menu

#### [Minors Registry Form](#)

Form to submit a program to the registry. Each program should be entered only once each fiscal year, by the department designated employee/sponsor. When a new fiscal year begins you can re-open, update, and submit an existing program submission from the My Programs list.


#### [My Programs](#)

Worklist of programs where you are the designated employee/program sponsor or department approver for the program. When a new fiscal year begins you can re-open, update, and submit an existing program submission from this list.

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**Step 4A: You will see the Programs Serving Minors Registry Form.**



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### Program Serving Minors Registry

*This system is for reporting all programs serving minors at KSU so that each fiscal year department/unit heads can approve these programs and Events, Legal and Risk/Insurance can review and confirm annual compliance requirements are met. Each program should be submitted by the department's designated point of contact (aka employee/sponsor) only once each fiscal year for department approval and compliance reviews.*

Registry Entry for:

#### CONTACT INFORMATION

Provide Your Contact Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Department	<input type="text"/>
Email	<input type="text"/>	Phone *	<input type="text"/>
Net ID	<input type="text"/>		

KSU Program Sponsor/Host

☐ Check this box if Sponsor information is same as Employee information.

Net ID *	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Department	<input type="text"/>
Email	<input type="text"/>	Phone *	<input type="text"/>

Who is the KSU Sponsoring dept/unit?


*The Unit Head should be a next level approver in the department or unit and NOT the employee or program sponsor/host who submitted this program to the registry.*

Department Name (Provide Name) \*

Unit Head Net ID \*

Unit Head Name

**Step 4B: You will see the submitted programs for which you have pending or approved status.**



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Worklist of programs where you are the designated employee/program sponsor or department approver for the program. When a new fiscal year begins you can re-open, update, and submit an existing program submission from this list.

Show 10 entries [Export to Excel](#)

Submission ID	Submission Date	Net ID	Department Name	Program Name	Fiscal Year	Status	Reopen
137	30-MAR-2018	crich115	PRE-University Events	Cobb County High School Ceremonies 2018	2018	Completed	REOPEN
195	07-AUG-2018	mpatton	PRE-University Events	Cobb County High School Ceremonies 2018	2019	Completed	REOPEN