

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.



[Main Menu](#) [Advisor Services](#) [Employee Services](#) [Graduation](#)

Search

Employee Services

[Parking and Vehicle Information Menu](#)
[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.



[Main Menu](#) [Advisor Services](#) [Employee Services](#) [Graduation](#)

Search

Programs Supporting Minors

- [Employee/Sponsor Menu](#)
- [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.



[Main Menu](#) [Advisor Services](#) [Employee Services](#) [Graduation](#)

Search

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.



Main Menu | **Advisor Services** | **Schedule Building** | **Applicant Services** | **Employee Services** | **Financial Aid** | **Registration** | **Student Records** | **Graduation**

Search SITE MAP | HELP | EXIT

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.



Main Menu | **Advisor Services** | **Employee Services** | **Graduation**

Search

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

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
196	07-AUG-2018	mpatton	PRE-University Events	Cobb County High School Ceremonies 2018	2019	Completed	REOPEN