UD Protection of Minors Registration System Tutorial:
Registering UD Led Programs for Minors

1. Log into the UD Protection of Minors System with your UDelNet ID and password.

2. From the dashboard, select “Program Registration Protection of Minors Form.”
3. The Screening Questions are intended to ensure programs are within the scope of UD POM Policy.
   a. If your answers indicate your program does not fall within the scope of POM policy, you are not required to register.
   b. If your answers indicate your program does fall within the scope of the POM Policy, click “Next” on the bottom right corner of the window.
4. Click “Select a Minors Program.”
   a. If you have previously registered programs, they will appear here.
   b. Create a new program by clicking + Add a New Minors Program and entering the name.
1. Enter the following about your Program:
   a. Date and Time of Program
   b. Program description. This may be copied from elsewhere if applicable.
   c. Program Website (optional)
   d. Campus Affiliation
   e. Responsible Department
   f. Location Program will be occurring
   g. Departmental Approval
   h. Program Staff under the age of 18?
   i. Active Employees within the last 12 months?
   j. Roster of Program Participants (must be submitted prior to start of program)
   k. Program Type
l. Program Session attributes
m. Staff/Minor Ratios (estimated number of minors per age group)

n. Program Director - Responsible for Program

o. Session Contacts - in the event of an emergency this person would be contacted.

p. Authorized Adults - who will be interacting with minors (include full legal name for clearances)

q. Supervised Adults - will not be interacting with minors without Authorized Adult Supervision.

r. A Program may have multiple sessions (for example summer camp week 1, week 2).

s. Once all required fields are completed Submit Registration.

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