



Job Aid-101  
Accessing the Program Supporting Minors Registry

1. Access Owl Express from Campus Intranet: <http://campus.kennesaw.edu/>
2. Log in using NetID/Password. Follow prompts for DUO authentication.



Sign in with your organizational account

Sign in

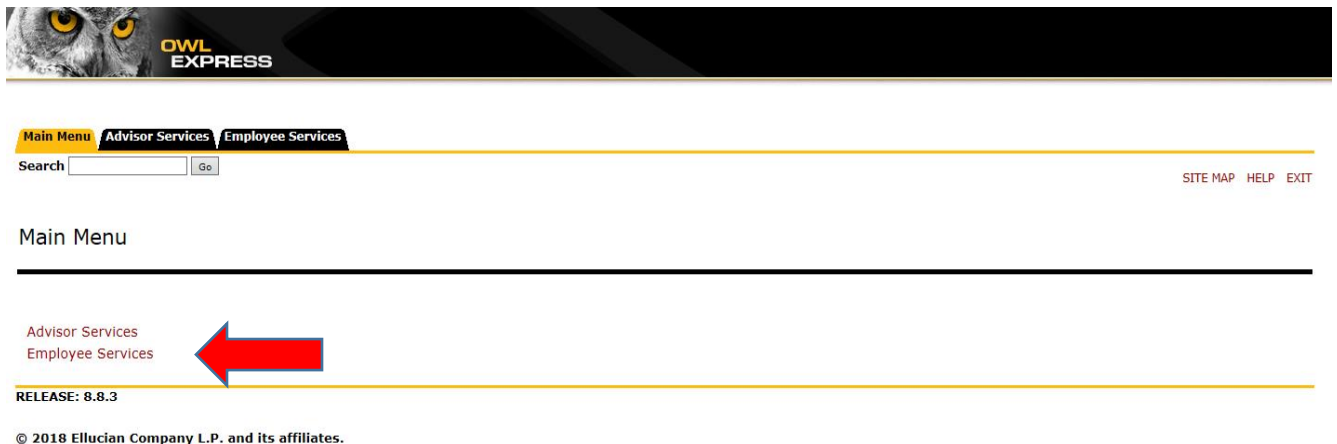
Please use your primary E-mail address to login.

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

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

To change or reset your password, please visit [NetID](#).  
For help with KSUmail, please visit [KSUmail Help](#).

3. At Main Menu, Click on the Employee Services Link



4. From the Employee Services Menu, Click on Program Supporting Minors



## Employee Services

[Parking and Vehicle Information Menu](#)  
[Surveys](#)  
[View Account or Pay Online](#)  
[Employee Preferred Name Change Form](#)

[Programs Supporting Minors](#)



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5. Click on appropriate link based upon your role: Employee/Program Sponsor or Department Unit Approver to access Registry form.



## 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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\*\* The Compliance links (Event, Legal and Risk/Insurance) are only accessible to those managing these approvals.