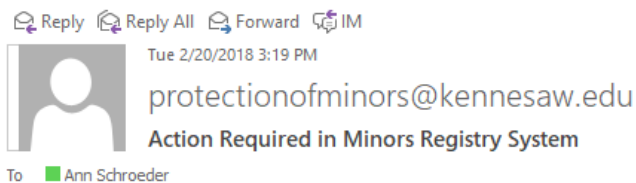




Job Aid-103
Approving a Program in the Minors Registry
(Sponsoring Department/Unit Head)

1. Access the Registry/Program Supporting Minors Menu (Job Aid-101) or access via Email Notification from System, selecting [Program Link](#)



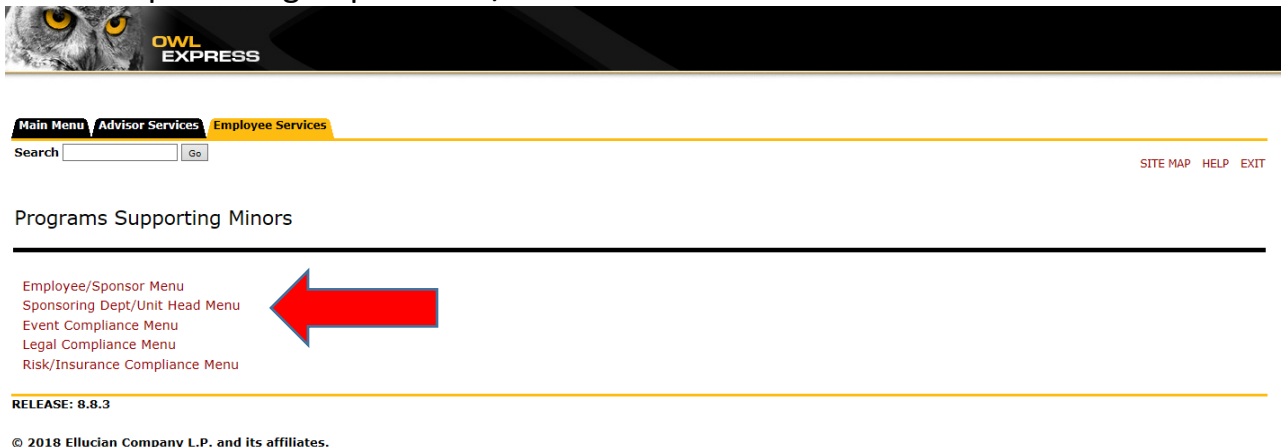
You have a program to review in the KSU Programs Serving Minors Registry System that requires your attention. Please click on the link below to access this program in the system and to review and submit your required response.

[PROGRAM LINK](#)

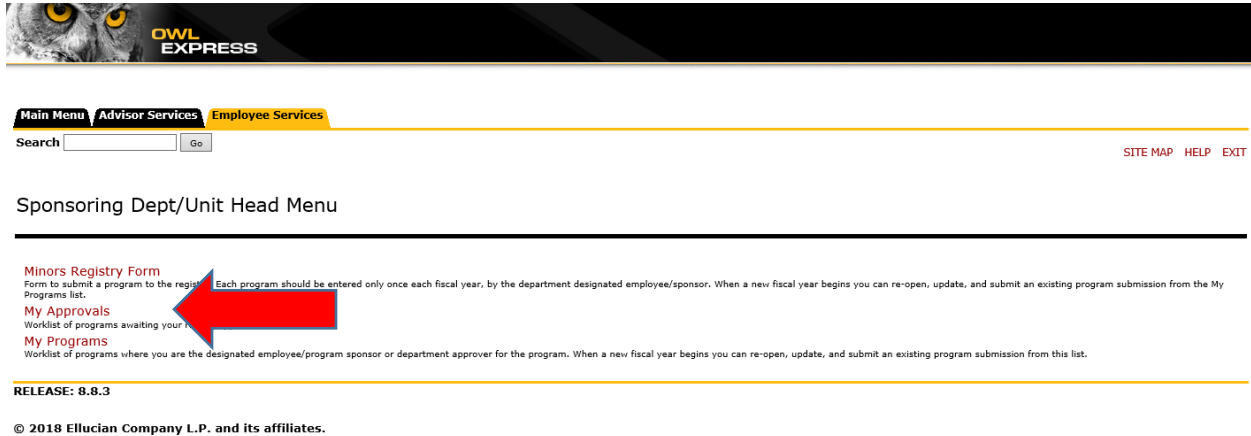


Please do not reply to this email, as it is system generated. You may contact protectionofminors@kennesaw.edu if you have any questions or concerns regarding the KSU Programs Serving Minors Policy and required Fiscal Year compliance reviews of this program.

2. Click on Sponsoring Department/Unit Head Menu

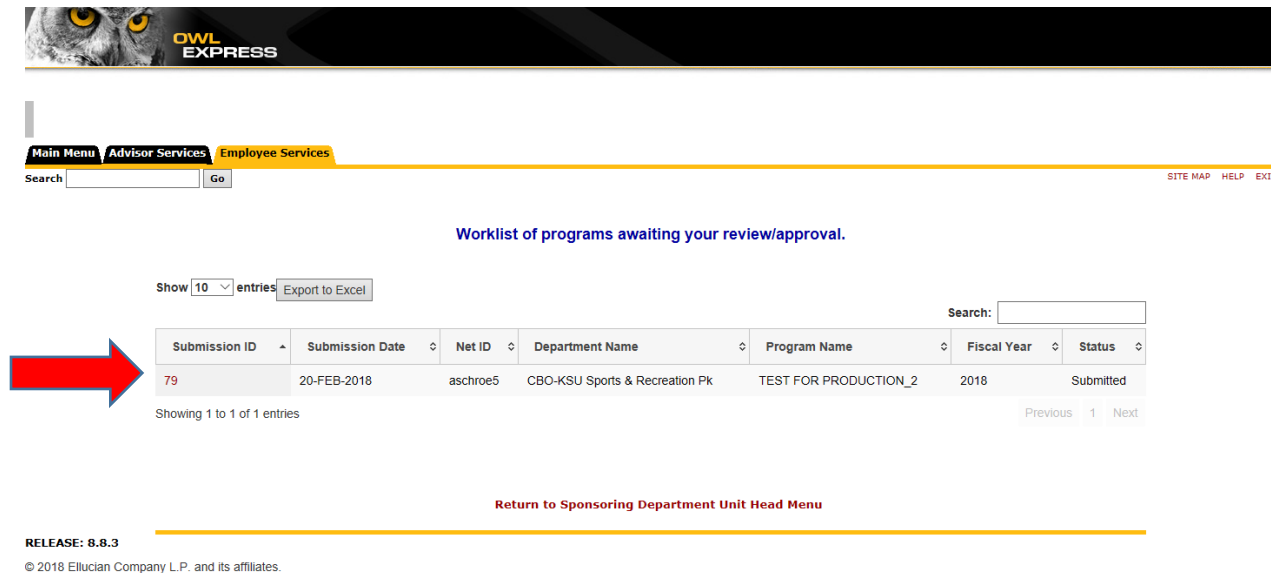


3. Click on My Approvals Link



The screenshot shows the OWL EXPRESS website interface. At the top, there is a navigation menu with 'Main Menu', 'Advisor Services', and 'Employee Services'. Below the menu is a search bar with a 'Go' button. The main content area is titled 'Sponsoring Dept/Unit Head Menu'. Under this menu, there are three links: 'Minors Registry Form', 'My Approvals', and 'My Programs'. A red arrow points to the 'My Approvals' link. Below the links, there is a 'RELEASE: 8.8.3' notice and a copyright notice for 2018 Ellucian Company L.P. and its affiliates.

4. Click on the Program ID# to access/review the specific Registry form



The screenshot shows the OWL EXPRESS website interface. At the top, there is a navigation menu with 'Main Menu', 'Advisor Services', and 'Employee Services'. Below the menu is a search bar with a 'Go' button. The main content area is titled 'Worklist of programs awaiting your review/approval.' Below this title, there is a table with columns: Submission ID, Submission Date, Net ID, Department Name, Program Name, Fiscal Year, and Status. A red arrow points to the '79' in the Submission ID column. Below the table, there is a 'Return to Sponsoring Department Unit Head Menu' link. At the bottom, there is a 'RELEASE: 8.8.3' notice and a copyright notice for 2018 Ellucian Company L.P. and its affiliates.

Submission ID	Submission Date	Net ID	Department Name	Program Name	Fiscal Year	Status
79	20-FEB-2018	aschroe5	CBO-KSU Sports & Recreation Pk	TEST FOR PRODUCTION_2	2018	Submitted

5. Review the entry, approving according to approval protocols. Submit when completed.

6. Program will now move onto Compliance Reviews.