



## Job Aid-102 Entering a New Program in the Minors Registry

1. Access the Registry (See Job Aid-101)
2. At the Employee/Sponsor Menu, click on Minors Registry Form



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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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3. Complete/Submit the Registry Form (partially displayed below).



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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" value="Ann"/>	Last Name	<input type="text" value="Schroeder"/>
Title	<input type="text" value="Manager III"/>	Department	<input type="text" value="CBO-KSU Sports &amp; Recreation Pk"/>
Email	<input type="text" value="aschroe5@kennesaw.edu"/>	Phone *	<input type="text"/>
Net ID	<input type="text" value="aschroe5"/>		

KSU Program Sponsor/Host

4. If needed, you may save the form without submitting (select Save button at end of form). When ready to complete the form and submit, go to My Programs and access by clicking on the Program ID#.



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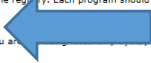
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