This Guidebook will assist you in completing the Youth Protection Registration. Please follow each step exactly as instructed to insure you do not have any problems. In the event that you do, please contact the Protection of Minors Office at protectionpfminors@unc.edu

Protection of Minors Program Registration System Guidebook
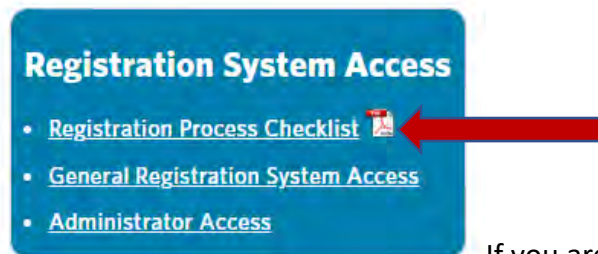
Starr Barbaro Sanders

Step 1 Access the Protection of Minors Website: Protection of Minors on Campus - Campus Safety (unc.edu)

Step 2 Access the Registration Page:
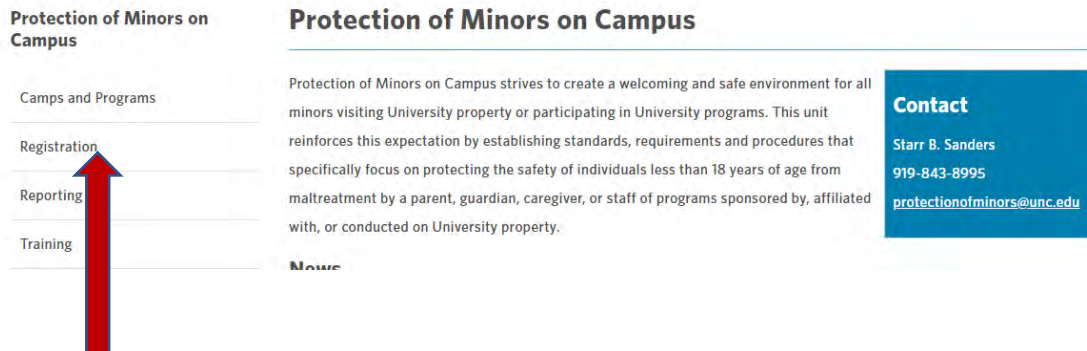
Click on Registration.

Step 3 Protection of Minors Policy requirements for program registration are included in the check list that is available here:

If you are conducting a **virtual program**, please use the checklist provided in the Resources section of this manual. There is additional training and forms that will be required. Minors on Campus Virtual Check List (unc.edu)

If you are required to submit a **COVID-19 action plan**, a template can be found here: Summer Youth Campus/Programs Re-Opening Plan Template (unc.edu)

Step 4 Registration System Access [Protection of Minors on Campus - Campus Safety (unc.edu)](unc.edu)

Registration

In order for a University program or activity to be permitted to serve minors or for any outside third-party individual or organization to conduct a program that includes minors on University property ("Covered Programs"), the programs must be registered and approved by the University's Coordinator for the Protection of Minors.

Registration System Access
- Registration Process Checklist 📄
- General Registration System Access
- Administrator Access

Step 5 User Access.

You must be approved to use the Registration System. This includes UNC-CH ONYEN owners and third-party programs who do not have UNC-CH issued ONYENs. If you have never used this current system check "I am new and have never applied or have been permitted to use this system before." If you have a UNC ONYEN, you must also check "yes".

System Status:

○ I have applied and have been permitted to use this system.

○ I am new and have never applied or have been permitted to use this system before.

Do you have a UNC Onyen?

○ Yes   ○ No

<mark>Once you have checked the appropriate circles, click on:</mark>

[Continue]

If you are a new user, you will see this pop-up on the website:

ⓘ Form has been submitted successfully. You should receive additional information from the Protection of Minors office within one to two business days.

You will receive an "Approved User" email for the Protection of Minors Office. Once you have received that email, go to Step 7 and follow instructions in email.

Step 6 Registration Access for those with an ONYEN

Single Sign-On

Onyen -or- UNC Guest ID

[   ] [...]

Password

[   ] [...]

Sign in

Reset password for Onyen | UNC Guest ID or get help.

Important To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.

==Use the Single Sign-On to access system. Then skip to Step 8==

Step 7 Registration Access for non-ONYEN users

Once approved, click on General Registration System Access in new web page.

Registration System Access

- Registration Process Checklist 📄
- General Registration System Access
- Administrator Access

Next, check "I have applied and been permitted to use this system" and "No" for Do you have a UNC ONYEN. Click on Continue.

System Status:

○ I have applied and have been permitted to use this system.

○ I am new and have never applied or have been permitted to use this system before.

Do you have a UNC Onyen?

○ Yes ○ No

[Continue]

Enter the Name exactly as you submitted to use the system.

You may use the system by visiting the YPRS website and logging in with your email address and password. ==*To obtain your password, click the "Forgot Password" button to generate a new password, which will be emailed to you. You can then change your password after logging in with that new password.*==

System Status:

◉ I have applied and have been permitted to use this system.

○ I am new and have never applied or have been permitted to use this system before.

Do you have a UNC Onyen?

○ Yes ◉ No

Your First Name:
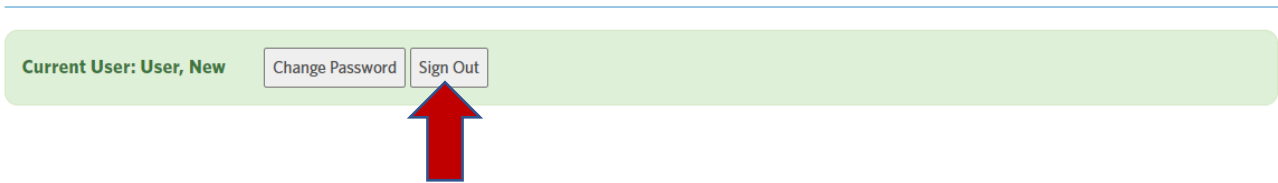
Your Last Name:

Your Email Address:

Password:

[Continue] [Forgot Password?]

Forgot Password?

Enter your e-mail address below to have a new password generated and sent to you.

E-Mail Address:

[Generate New Password] [Close]

==Use password found in email, then change password.==

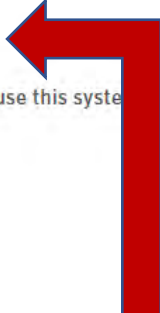Once the password has been changed, Sign Out. You will be able to re-sign in using your created password:

System Status:

○ I have applied and have been permitted to use this system.

○ I am new and have never applied or have been permitted to use this syste...efore.

Do you have a UNC Onyen?

○ Yes ○ No

Continue

==Check I have applied and have been permitted to use this system, No, and click on continue.==

Sign in using your new password.

If you have any questions, please contact the Protection of Minors office at protectionofminors@unc.edu or 919-843-8995.

Step 8 Entering Program Information

Sign in using your ONYEN or username for Non-ONYEN users.

If you have never submitted a program in this system, you will see this:

Program Registration

Current User: User, New [Change Password] [Sign Out]

My Submitted Programs

ⓘ You have not submitted any programs.

[Submit a New Program]

Click on Submit a New Program

Step 9 Determining whether you must register your program with the Protection of Minors Office.

Program Registration Survey

Program Registration Survey

- If "Yes" is answered to ANY of these questions, this program is required to be registered with the Protection of Minors on Campus office.
- If "No" is answered to ALL of these questions, this program does not need to be registered with the Protection of Minors on Campus office.

Answer	Question
○ Yes ○ No	Will minors (under the age of 18) be present at this youth program, camp, or conference service activities?

[Submit] [Cancel]

If any participant in your program is under the age of 18, you must check yes. This includes interns, volunteers, and non-enrolled minor employees.

Additional survey questions must be answered to ensure your program is not exempt:

Program Registration Survey

Answer	Question
◉ Yes ○ No	Will minors (under the age of 18) be present at this youth program, camp, or conference service activities?
○ Yes ○ No	Is the University of North Carolina or any of its Direct Support Organizations or controlled affiliates sponsoring, overseeing, supervising, or managing the program or activity? This applies to programs on or off University properties.
○ Yes ○ No	Is the program or activity funded, in whole or in part, by any University of North Carolina account or Affiliate account?
○ Yes ○ No	Is the program or activity related to any academic credit-bearing, certificate-earning, or other activity within the scope of the official University of North Carolina or Affiliate duties of a University of North Carolina or Affiliate employee, student, appointee, volunteer or other agent?
○ Yes ○ No	Does the program or activity require approval by any University of North Carolina Department, Affiliate, or Protection of Minors On Campus Office to be conducted?

Once you click on submit, the following page will open:

Program Registration Survey

Program Registration Survey

- If "Yes" is answered to ANY of these questions, this program is required to be registered with the Protection of Minors on Campus office.
- If "No" is answered to ALL of these questions, this program does not need to be registered with the Protection of Minors on Campus office.

ⓘ Survey submitted successfully. Please close this window to continue submitting your program.

Close
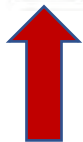
Close to continue.

Step 10 Program Registration/Submit a New Program

Program Registration

Current User: User, New   [Change Password] [Sign Out]

Submit a New Program

Program Name:

[   ]

Program name must be unique and not used by any other program. For programs that recur monthly or yearly, include the specific month or year.

Program Description:

[   ]

Program name must be unique and not used by any other program. For programs that recur yearly, include the specific year: for example, Happy Camper Youth Camp 2020 and Happy Camper Youth Camp 2021.

You must enter a Program Description.

Program Status: Preliminary

Program status is automatically entered as   Preliminary. Your program will not be reviewed for approval if it is in Preliminary Status. Once all program and staff information has been entered, you can Submit for Approval (see Step 15).

Multiple Sessions?: ◉ Yes ○ No

Start Date: 6/1/2021   08:00 AM

End Date: 7/30/2021   05:00 PM

If you will have multiple sessions, please check yes. Start date is the first day of the first session and the start time of that session. End date is the last day of last session and time is the ending time for the last day.

To add your multiple sessions, complete Program Information, click finish and go to Step 12.

Sponsoring Organization Unit: [⌄]

Use the drop-down list to select the University Sponsoring Unit. All third party programs and Student Organizations must have a University Sponsor. If you do not see your sponsor in the list, contact the Protection of Minors Office at 919-843-8995 or protectionofminors@unc.edu

Program Director: ⓘ No program director has been chosen.

[Find a Program Director]

You can use the Directory to find a program director if they have previously been added into the system or you can add them into the system:

Find a Program Director

Search by Name (first or last):

[   ] [Search]

[Close]

Find a Program Director

Search by Name (first or last):

| User | | Search |

User Name:

[_____ ▾]

| Finish | No User Found: Add a New User | Close |

Choose a Person

Find a Program Director

Search by Name (first or last):

| User | | Search |

User Name:

[_____]

User, New

[_____] Found Add a New User | Close |

==You must click on the drop-down list to view the search results.== For example, the last name User was entered as the search name. Results show User, New.

If the name is in the drop-down list, click on the name and click finish. If the name is not in the list, click No User Found: Add a New User.

Additional Program Administrators:

ⓘ No additional program administrators have been entered.

[Add a New Program Administrator]

If you are the administrator of the registration process, enter your information here. If you have more than one Program Director, you can add them here. Additional Program Administrators

are not required but could be an additional contact in the event the Program Director cannot be located in an emergency.

Estimated Participants: [ ]

Estimated Staff: [ ]

Minimum Age: [ ]

Maximum Age: [ ]

You must enter the estimated participants and staff to determine your staff to participant ratio. The Protection of Minors Policy follows American Camp Association Guidelines:

5 years & younger 1 staff for each 5 overnight campers and 1 staff for each 6 day campers
6–8 years 1:6 for overnight, and 1:8 for day
9–14 years 1:8 for overnight and 1:10 for day
15–18 years 1:10 for overnight and 1:12 for day

*Contact housing about age requirements.

Locations:

ⓘ No locations have been entered.

[Add a New Location]

The location of your program must be entered.

Find a Location

Search by Name:

[ ] [Search]

[Close]

Find a Location

Search by Name:

Phillips	Search

Location:

[dropdown ▾]

Finish	No Location Found:	a New Location	Close

Choose a Location

Find a Location

Search by Name:

Phillips	Search

Location:

[dropdown ▾]

Phillips Hall

Use the drop-down list to view the search results.
Click on the location then Finish. If the location is not in the list
Add a New Location:

Choose a Location

Add a New Location

Location Name:

Avery Residence Hall

Location Description:

Residence Hall.

Address:

295 Ridge Road, Chapel Hill, NC

Once the address is entered, click on Compute Latitude and Longitude:
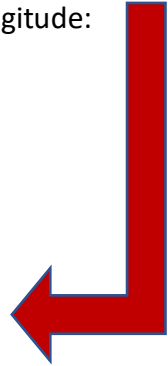
Latitude:

35.9062945

Longitude:

-79.0442712   Compute Latitude and Longitude

On Campus?:

⦿ Yes ○ No

Finish   Cancel   Close

Answer question then Finish.

Choose a Location

Find a Location

ⓘ Location added successfully.

Search by Name:

Avery   Search

Location:

[   ]

Avery Residence Hall
Finish   Add a New Location   se

Click on drop-down box to view search results.
Click on result then Finish.

If you program is residential, or taking place in multiple locations, add all locations:

Locations:

Location	On Campus	Actions
Avery Residence Hall	Yes	✕
Phillips Hall	Yes	✕

You must enter your official program or Department website. To prevent error message, cut and paste directly from your webpage:

Website:

https://campussafety.unc.edu/protection-of-minors/

You must complete the certification. You are certifying that you are complying with the Protection of Minors Policy requirements. You are subject to audit to ensure that you are complying and that you do have the required documents.

Third party programs and student organizations must have a University Sponsor. Download the form provided in the link and send to the Department head for signature. _You cannot use any other document._ Once the form is completed upload it into the system

Certifications and Initials

I understand that background checks must be completed for all Covered Program Staff prior to commencing work with children under the age of 18. Programs must ensure that background checks are conducted in accordance with the Standard of Protection of Minors. Documentation verifying the background checks will be retained by the Program Director or designee. (Additional Information)

Initials: [   ]

I understand that all Covered Program Staff, including volunteers, are trained on policies and issues relevant to the protection of minors in accordance with the Standard of Protection of Minors. Documentation verifying the completion dates of all required trainings will be retained by the Program Director or designee.

Initials: [   ]

I understand that all third-party programs and student organizations must be sponsored by a recognized UNC department. Documentation from the Department Head is retained on file. (Download Form for Department Head)

Upload Form From Department

Initials: [   ]

Upload Sponsoring Department Form (PDF Format)

Upload Sponsoring Department Form (PDF Format)

Choose File | No file chosen

Upload File | Close

I understand that all third-party programs and student organizations must be sponsored by a recognized UNC department. Documentation from the Department Head is retained on file. (Download Form for Department Head)

Upload Form From Department | View Uploaded Form | Delete Uploaded Form

Initials: [ss]

Once all program information is entered, click finish. You will get this screen if there are no errors:
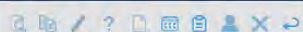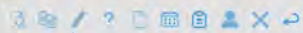
Step 10 Editing/Modify Program Information

Click on the pencil icon to edit any program information.

Step 11 Uploading notes

To upload notes, click on the page icon. <mark>Do not upload staff or participant rosters here.</mark> How to upload this information will be covered in Steps 13 and 14.

Step 12 Adding sessions

Name	Status	Dates	Entered By	Last Modified	Staff to Participants Ratio	Actions
Happy Camper Summer Camp 2021	Preliminary	6/1/2021 8:00 AM-7/30/2021 5:00 PM	User, New	4/8/2021 12:44 PM	1:6	

To add multiple sessions, click on the calendar icon.

Program Sessions

Current Sessions for Happy Camper Summer Camp 2021 (6/1/2021 8:00 AM-7/30/2021 5:00 PM)

Name	Dates	Participants	Staff	Fees	Estimated Ratio	Actions
Happy Camper Summer Camp 2021	6/1/2021 8:00 AM-7/30/2021 5:00 PM	30 (Estimated) 0 (Enrolled)	5 (Estimated) 0 (Enrolled)	$0.00	1:6	

Add a New Session

Click Add a New Session.

Enter program information for each session individually. You can add as many sessions for a one-year period, as necessary. You can add sessions throughout the year. <mark>If new sessions are added after initial approval, you must resubmit for approval.</mark> Leave the fees section blank.

Program Sessions 🖨

Add a New Session for Happy Camper Summer Camp 2021 (6/1/2021 8:00 AM-7/30/2021 5:00 PM)

Session Name:

[   ] 🔲

Start Date:

[   ] [   ]

End Date:

[   ] [   ]

Estimated Participants:

[   ]

Estimated Staff:

[   ]

Fees:

$ [   ]

[Finish] [Cancel]

[Close]

Step 13 Adding staff

==Do not submit your program for approval if you have not uploaded staff information.==

Name	Status	Dates	Entered By	Last Modified	Staff to Participants Ratio	Actions
Happy Camper Summer Camp 2021	Preliminary	6/1/2021 8:00 AM- 7/30/2021 5:00 PM	User, New	4/8/2021 12:44 PM	1:6	⬛📇✏❓📄🔳📋👤✖↩

To enter staff information, click on the clipboard icon.

To add individual staff members, click: Add a New Staff Member. To add multiple staff members, see next set of instructions.
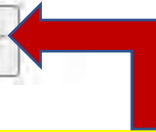
Program Staff 🖨

ℹ No staff members have been entered.

[Add a New Staff Member] [Upload Multiple Staff Members]

[Close]

Program Staff 🖨

Staff Member:

ⓘ No staff member has been chosen. | Find a Staff Member |

<figure>Red arrow pointing to "Find a Staff Member" button</figure>

Click on Find a Staff Member. If a Staff Member has an ONYEN or previously entered in the system, they will be in the list.

Choose a Person

Choose a Staff Member

Search by Name (first or last):

| User | Search |

User:

| | |

| User, New | | ound. Add a New User | Close |

Click on the drop-down list and select the correct staff member, then click Finish. If the staffmember is not found, click on Add a New User.

Choose a Staff Member

ⓘ No users have been found matching the supplied filter.

Search by Name (first or last):

| Old User | Search |

| No User Found: Add a New User | Close |

No staff member found, click here.

Choose a Staff Member

Add a New User

UNC Affiliate?:

○ Yes ○ No

First Name:

[▣]

Last Name:

[   ]

Email Address:

[   ]

[Finish] [Cancel] [Close]

Enter information and select finish.

Choose a Staff Member

ⓘ No users have been found matching the supplied filter.

Search by Name (first or last):

[Old User   ] [Search]

[No User Found: Add a New User] [Close]

If no users have been found using Search, a notice will automatically be sent to the Protection of Minors Office. You **do not** need to call or contact the Office. You will receive a notification when they are approved. You can now enter the Policy required information for that staff member.

Program Staff 🖶

Staff Member:

User, New [Find a Staff Member]

Staff Type:

[∨]

[Finish] [Cancel]

[Close]

Once staff member is founded or added to the system, use the drop-down menu to select staff type, then Finish.

Once a staff member has been selected, enter the required information per Policy:

Program Staff 🖶

Staff Member:

User, Old [Find a Staff Member]

Staff Type:

[Full-Time Staff   ∨]

Background Check Date:

[   ]

Youth Protection Training Date:

[   ]

Notice of Arrest Check Date:

[   ]

Sex Offender Registry Check Date:

[   ]

[Finish] [Cancel]

[Close]

Program Staff 🖨

No staff members have been entered.

Add a New Staff Member | Upload Multiple Staff Members

Close

You must use the Excel spread sheet that is provided. You can download directly from this page.

NOTE: Uploaded staff will be assigned to all program sessions.

Spreadsheet Template

☐ Header Row Included in Spreadsheet

Select Excel Spreadsheet

Choose File | No file chosen

Upload File | Close

Do not make any changes to the spreadsheet. Do not put N/A in any cell. Leave blank if the information is not available. Use the drop-down list provided for staff type, do not manually enter this information.

Check the Header Row Included in Spreadsheet box.

Once the spreadsheet is completed, click Choose File. Once "No file chose" is replace by your file name, click Upload File.

If you receive an error message exit the system and re-enter. Click on the staff icon. If your staff information is not there, check your spreadsheet for errors and try again. If you are still getting a failed to upload notification, contact the Protection of Minors Office: protectionofminors@unc.edu

Step 14 Adding participants

Participant information must be added to the system no later than 24 hours after registration is completed. You do not need participant information for program approval, but it must be entered as instructed in the event of an emergency on campus. Once the information is entered, resubmit for approval (See Step 15).

Name	Status	Dates	Entered By	Last Modified	Staff to Participants Ratio	Actions
Happy Camper Summer Camp 2021	Preliminary	6/1/2021 8:00 AM- 7/30/2021 5:00 PM	User, New	4/8/2021 12:44 PM	1:6	

Click on the person icon to add participants.

Program Participants

ⓘ No participants have been entered.

[Add a New Participant] [Upload Multiple Participants]

[Close]

Click to upload multiple participants.

Click to add individual participants.

To Add Individual Participants. (Uploading multiple covered next)
The below information must be entered into the system. This is required for reporting purposes or an emergency.

Add a New Participant for Happy Camper Summer Camp 2021 (6/1/2021 8:00 AM-7 PM)

First Name:

Middle Name:

Last Name:

Birth Date:

Address:

City:

Country:

United States

State:

ZIP/Postal Code:

International?

○ Yes ○ No

Phone Number:

Email Address:

Format: ###-###-####

Emergency Contact information must also be entered into the system. To enter contact information click Add New Contact.

Contacts:

ⓘ No contacts have been entered.

Add a New Contact

All the below information must be added. If you are entering more than one emergency contact, use the dropdown list under Contact Order to prioritize contacts. Do not put in N/A. Leave blank if not available. You must enter a physical address. P.O. Boxes cannot be entered.

Add a New Contact

First Name:

Middle Name:

Last Name:

Participant's Parent?:

○ Yes ○ No

Contact Has Same Address as
Participant?:

○ Yes ○ No

Address:

City:

Country:

United States

State:

ZIP/Postal Code:

International?

○ Yes ○ No

Home Phone Number:

Format: ###-###-####

Cell Phone Number:

Work Phone Number:

Email Address:

Format: ###-###-####

Format: ###-###-####

Contact Order:

To Upload Multiple Participants

==You must use the excel spreadsheet template that is provided. Do not edit, delete, or add columns or cells. If you do not have the information, leave blank. Use dropdown lists when available.==

NOTE: Uploaded participants will be assigned to all program sessions.

Spreadsheet Template

☐ Header Row Included in Spreadsheet

Select Excel Spreadsheet

Choose File   No file chosen

Upload File   Close

==This process is the same as uploading staff members. Check the Header Row box, choose your completed spreadsheet, then upload file.==

Step 15 Submitting for approval

Do not submit for approval if staff information has not been entered. This link to the check list will provide you with the information that is required, plus how to obtain it:
Minors on Campus Check List (unc.edu)
For Virtual Programs: Minors on Campus Virtual Check List (unc.edu)

Name	Status	Dates	Entered By	Last Modified	Staff to Participants Ratio	Actions
Happy Camper Summer Camp 2021	Preliminary	6/1/2021 8:00 AM- 7/30/2021 5:00 PM	User, New	4/8/2021 12:44 PM	1:6	

Click on the arrow icon to submit a program for approval.

My Submitted Programs

⚠ NOTE: Clicking the "Submit" icon again for the program "Happy Camper Summer Camp 2021" will submit this program for approval by the Protection of Minors office. Make sure you have completed all information for this program before submitting the program for approval.

You must click the icon a second time to submit for approval.

Step 16 Copying a Program for use for a different year.

If you do not want to re-enter program information for future programs, use the Copy this Program to a New Program feature:

Name	Status	Dates	Entered By	Last Modified	Staff to Participants Ratio	Actions
Happy Camper Summer Camp 2021	Preliminary	6/1/2021 8:00 AM- 7/30/2021 5:00 PM	User, New	4/8/2021 12:44 PM	1:6	

Copy this Program to a New Program

Complete the survey questions.

Change the program name. Remove (copy). You can change the name by changing the year only.

Program Name:

Happy Camper Summer Camp 2021 (Copy)

Program name must be unique and not used by any other program. For programs that recur monthly or yearly, include the specific month or year.

Program Name:

Happy Camper Summer Camp 2022

Program name must be unique and not used by any other program. For programs that recur monthly or yearly, include the specific month or year.

Update any other program information: description, dates, location, certification, and sponsor form.

Add staff and participant information for new program.

Submit for approval once all required information is entered.

Issues, Concerns, Questions

If you have any issues, concerns, or questions contact the Protection of Minors Office:
Phone 919-843-8995
Email protectionofminors@unc.edu