# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Overview</td>
<td>3</td>
</tr>
<tr>
<td>II. Summary of Requested Information</td>
<td>4</td>
</tr>
<tr>
<td>III. Getting Started</td>
<td>5</td>
</tr>
<tr>
<td>IV. Activity Information</td>
<td>6</td>
</tr>
<tr>
<td>V. Authorized Adult Information</td>
<td>9</td>
</tr>
<tr>
<td>VI. Finalizing the Registration Process</td>
<td>10</td>
</tr>
</tbody>
</table>
I. OVERVIEW

This guide is intended to provide you with step-by-step instructions for registering your activities and navigating through UConn's Minor Protection Registration Application.

University Sponsored activities involving minors, as defined in the University’s Protection of Minors and Reporting of Child Abuse or Neglect Policy must register with the University’s Minor Protection Program at least thirty (30) days prior to the start of the individual start date.

This timeline is to ensure completion of the extensive review and approval process.

The registration process is structured into the following simple steps.

- **Departmental Approval** - Get the activity approved by the appropriate Dean, Director, or Department Head (DDD) prior to starting the registration process.

- **Activity Information** - Provide requested activity information, including the activity and session details, as well as contact details.

- **Authorized Adult Information** - Provide a complete list of Authorized Adults who will be involved in the activity.

- **Attestation** - Review information for accuracy and completeness, and confirm your agreement to the required attestation.

- **Minor Protection Approval** - Once requested information has been submitted, the Minor Protection Coordinator will review and notify you on the status of your registration.
II. SUMMARY OF REQUESTED INFORMATION

Below is a summary of the type of information requested during the registration process.

General activity information is collected during the first phase of registration. This information includes:

**Activity Details**
- Name of Activity
- Description of activity
- Sponsoring Unit
- KFS Account # (UConn Only)

**Session Details**
- Date(s) and Time(s)
- Min. & Max. Age of Participants
- Number of Authorized Adults and Participants
- Location(s) – Primary Day and Residential

**Contact Details**
- Primary Contact Information (if different from initiator)

**Requested Authorized Adult information includes:**
- Name of Authorized Adult
- UConn Affiliation (i.e. employee, student, or other)
- Net ID Number
- E-mail Address
- Phone Number
- Individual Start Date

Additionally, the following Authorized Adult information will be entered by the Minor Protection Coordinator:
- Background Check Completion Date
- Minor Protection Training Completion Date
III. GETTING STARTED

1. Once your proposed activity has been approved by senior leadership and you have gathered the necessary information, begin the registration process by visiting the Minor Protection website at: http://minorprotection.uconn.edu. Navigate to the menu on the right-hand side of the home page and click “Register Here”

2. Find the link titled “Click Here to Register” and provide your NetID and Password to log into the Minor Protection Registration Application.

Please Note:
If you do not have your NetID, visit: https://netid.uconn.edu/find_netid.php
IV. ACTIVITY INFORMATION

3. From the tab titled “General Activity Information”, select "yes" or "no" to indicate whether the proposed activity has received the appropriate senior leadership approval, and enter the e-mail address of the person who has approved the activity.

4. Enter the name of the proposed activity and provide a brief description or purpose of the activity.

5. Enter the name of the University unit that is sponsoring, operating, and/or supporting the proposed activity. For example, "College of Agriculture, Health and Natural Resources / Department of Animal Science".

6. Select "yes" or "no" to indicate whether this activity is being sponsored by UConn Health.

7. If the activity is sponsored by the University, provide a non-grant KFS account number for this activity. The University's Department of Human Resources will use information to bill the appropriate department for expenses associated with Background Checks.
IV. ACTIVITY INFORMATION (CONTINUED)

8. Click the green "+" symbol to add the following details for each session.

9. Enter the minimum / maximum age a participant can be to be allowed to participate in the activity.

10. Type in or select from the calendar the date this activity will begin and end. If typing, use the following format: mm/dd/yyyy

11. Type in the number of minors and Authorized Adults expected to participate in this activity.

12. Provide the primary location of day and overnight activities. Include: campus / building or street address for off-campus locations.
IV. ACTIVITY INFORMATION (CONTINUED)

13. If the activity has a web site, please enter the complete URL. For example: http://minorprotection.uconn.edu/

14. Your information will be displayed automatically under the section titled “Initiator”. Select “yes” or “no” to indicate whether you will also be the primary contact for this activity.

15. If the initiator is not the primary contact of this activity, enter the name of the person who will be the primary contact, click “search”, and select the appropriate person.

16. Review the Primary Contact information, enter the appropriate phone number, and click “submit”. Upon submitting, a link to the form will be emailed to you and you can proceed to the next phase by clicking “Next”.
IV. AUTHORIZED ADULT INFORMATION

17. Navigate to the tab titled “Staff Information” and indicate whether you will be entering the requested Authorized Adult information manually (via table) or via an attachment (excel spreadsheet).

18. If entering manually, select “Table” and click the add icon “+” to add authorized adults. Assign adults to a specific session, provide the requested information (excluding training and background check dates, which will be entered by the Minor Protection Coordinator), and click “Add”.

19. If uploading information, select “Attachment” and click on the hyperlink titled “link to Excel template file”. Complete the provided excel template file, save the updated file on your computer, and use the browse feature to find and attach the file to the form.

20. Once all Adults have been entered, navigate to the next screen by clicking “Next” or selecting the tab titled “Attestation.”
VI. FINALIZING THE REGISTRATION PROCESS

21. Once you have reviewed your registration form for accuracy and completeness, confirm your agreement to the required attestation, and submit your form for review/approval.

For further assistance with the registration process please visit: http://hr.uconn.edu/minor-protection or contact the Minor Protection Coordinator at:

Julie Guild, LMSW
Minor Protection Coordinator
Department of Human Resources
(860) 486-4510
julie.guild@uconn.edu

22. Once all requested information has been submitted, the form will be reviewed by the Minor Protection Coordinator and you will be notified on the status of your registration.