Youth Program Registration User Guide

THE UNIVERSITY OF
ALABAMA®

Division of
Finance and Operations
Compliance, Ethics, and Regulatory Affairs

Youth Program Registration User Guide

Contents

Compliance, Ethics, and Regulatory Affairs

Box 870107, 401 Queen City Avenue

205-348-2334

youthprotection@fa.ua.edu
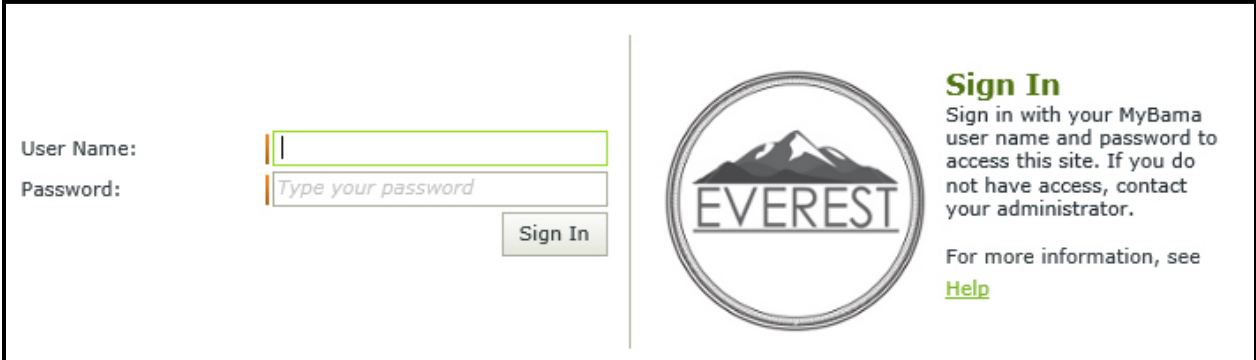
Youth Program Registration User Guide

This guide will help answer questions users may have while completing the Youth Program Registration Form. The Office of Compliance, Ethics and Regulatory Affairs will work to accommodate any issues that arise for departments submitting a program or activity using this form.

For more information regarding the completion of the online registration form, contact the Office of Compliance, Ethics, and Regulatory Affairs at 205-348-2334, youthprotection@fa.ua.edu.

Step One: Everest Sign In

The UA program contact who will be submitting the online registration form on behalf of the program will log in to Everest using their myBama username and password.

All activities or programs, including programs owned or operated by external entities, will need a UA Program Contact that represents the department, college, or student organization responsible for the program. In the case of external programs, this person serves as the liaison between UA and the external entity. The UA Program Contact must be a UA employee and is responsible for registering the external activities or programs.

Step Two: Program Registration Dashboard

Once logged in, users will be directed to the online registration dashboard. On this page, users will see the "New Youth Protection Program Request" button at the top of the page. Click on the button to start a new registration form.

Once you click the button, a new program form will open up in a new tab.

> 💡 **Tip:** At any point, you can click **save** at the bottom of the form and come back to the form where you left off.
>
> All unfinished forms will be listed by their program name on the online registration main page under "Saved Request." Once a saved form is complete and submitted, it will be listed either under the "Submitted Request" list or the "Completed Request" list on your user dashboard.

Step Three: Completing the Registration Form

All fields are required to be completed on the form. The comments at the end of the form are only required if the form is returned for edits.

1. Program Name

This is required to be completed in order to submit the registration form for approval and will be the name used for the program on your dashboard.

2. UA Contact Person

The field for UA contact person will auto fill to the name of the person logged in and editing the form.

3. UA College / Division

This field should contain the UA College / Division that will be sponsoring or hosting the program.

Youth Program Registration User Guide

4.   Program Owner

If you are registering a program operated by an external entity or third-party, select "external entity" in this field. You will see a field appear that requests the full legal name of the entity.

5.   Program Contacts

Use this section to add program contacts and designate their role. These contacts will be included in communication to the program.

At least one program contact is required to be assigned the program director role.

6.   Program Format and Classification

Select the format that describes your program and check all descriptors that apply.

7.   Program Schedule

Use this section to specify the start and end date(s) of the program. Multiple sessions may be added when programs are repeated with **exactly** the same activities, staff, and age group of participants.

Users cannot add a second session once the form has been completed and approved; you must start a new registration.

8. Location and transportation

Fill all the fields out in this section, additional transportation is not a required field.

9. Participants

Enter the correct number of participants from your program for each age range provide on the form. The form will provide the estimated number of staff required for each age range and number of participants you provided.

The policy describes a specific ratio for the number of staff to participants that is required to be considered an approved program. It is important to tell us how many participants in the selected age range(s) you are expecting to attend. Please include an estimated number here, even if it is not a final count**.**

10. Services Required

Use this section of the form to indicate which University services you will need.   Based on your selections, additional instructions will be displayed.

Tip: The Appropriate departments will be notified of your selection, but it is still your responsibility to contact them to make arrangements.

11. Program Documentation

Links to all documentation templates are provided within the form.

- You must confirm if you are going to use an alternate template.
- If the alternate template option is selected, a pop-up message will show further instructions.
- If you select "not applicable," CERA will validate that and determine if that documentation is needed.

12. Background Checks for External Entity

If you indicated that the program is owned or operated by an external entity, you will have to choose between two processes to have background checks completed.

Step Four: Submitting the Form

1. Affirmation

Read all of the statements in the affirmation carefully and check each box to indicate that you understand the requirements and expectations.

2. Submitting Your Program Registration Form

Once all the required information has been completed, click "Submit" at the bottom of the form.

A confirmation email with additional instructions will be sent to all of the listed program contact.
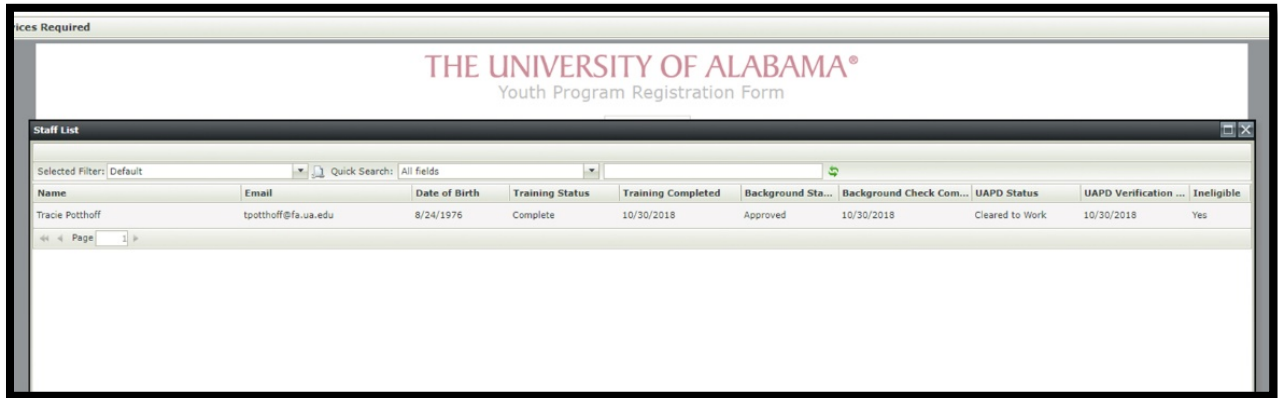
Reviewing Your Submitted Programs

From the dashboard, you can click on a program name that has been submitted to view the form.

Reviewing Program Staff List

If you click the green "Staff Information" button at the top of the submitted program registration form, you can see a listing of your staff and their status of training requirements, background check, UAPD status and if they are eligible to work and/or volunteer.