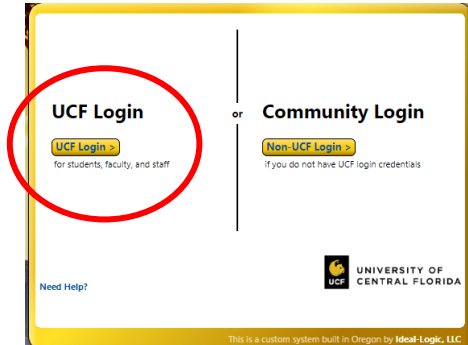


## HELP GUIDE for Program Sponsors

1. Log in: Go to <https://apps.ideal-logic.com/ucfyp>
2. Click on UCF Login



3. This will bring you to the UCF single sign on.

### UCF Federated Identity

Account

Password

**Sign On**

By signing on, you agree to the terms of the  
UCF Policies & Procedures.

4. To register your Youth Program session, you will first need to fill out and submit a Session Registration form. On the main Dashboard, click on 'Session Registration Form'

## Welcome to UCF Youth Protection Program!

**Sessions**

**Program Staff**

**Session Registration Form**  
Click to start a registration form

**Resource Center**

**Forms**

**Other Actions**

**Edit Your Profile**  
Update your contact information

**Your Recent Activity**  
See what you've done lately on this system

5. Answer the screening questions to ensure that it is necessary for you to move forward and submit a registration form.
6. When you see the green 'Continue' box, click Next and move forward in the form.

**New Registration**

**Screening Questions**

A program/activity is an event or activity sponsored or operated by the university where minors are under the care, custody and control of university or DSO employees or volunteers, including but not limited to summer, vacation and after school camps, classes, workshops, clubs, organizations and groups, regardless of subject matter or academic or non-academic character of the organized activity (i.e., whether recreational, athletic, academic, artistic, or social). This also includes third-party events or activities involving minors that are hosted on university property.

**Screening Questions**

1. Is your event/activity open to the public where guardians or chaperones are invited or expected to accompany and supervise minors?\*
2. Is your program/activity an official school field trip or visit supervised by a minor's school or organization, including chaperones provided by the minor's school?\*
3. Does your program/activity involve clinical patient-care activities relating to minors?\*
4. Is your program/activity a recruited student-athlete "official visit" involving minors?\*
5. Is your program/activity an Institutional Review Board (IRB) approved research project involving minors?\*
6. Has the minor(s) participating in your program/activity been officially accepted and enrolled in the university as a student(s)?\*
7. Is the minor(s) a university employee or university volunteer?\*
8. Are you a state licensed childcare facility on campus?\*
9. Is your program hosted or sponsored by a university department where minors are under the care, custody and control of UCF or DSO employees or volunteers?\*

**Continue**  
Based on your answers above you can continue to fill out this form. Please click the *Next* button at the bottom of this window or the tabs on the left.

[Cancel Registration](#) [Save for Later](#) [Next >](#)

7. You are now able to fill out the form for your Program's 'New Session.' Click the '+ Add a New Program/Activity' button to fill in the name of your Program or search the list of Programs to choose from.

## New Registration

**New Session**

**Welcome**

All programs and activities (1) offered by departments or units of the university at a university facility or sponsored by the university at other locations, and/or (2) offered by Third Parties, to include UCF registered student organizations, utilizing a university facility, must comply with the Youth Protection Program Policy. Please complete this registration form when hosting or sponsoring programs involving non-enrolled minors. Program approval must be obtained by the appropriate senior leadership (i.e. Dean, Director, Department Head, etc.) prior to starting the registration process. **This form must be submitted to the University's Compliance, Ethics, and Risk office at least 45 days prior to the start of your program.** Your registration will then be reviewed for any necessary background checks and/or required training for each authorized staff member or volunteer that will be participating in the program. Updated background check clearances and training completion dates must be submitted at least five (5) days prior to the program start date. Please contact the University Compliance, Ethics, and Risk office at [complianceandethics@ucf.edu](mailto:complianceandethics@ucf.edu) or 407-823-6263 for further assistance.

**Program/Activity**

Select/Add the program/activity for this session.\*

Test Summer Fun [Remove](#)

[+ Add a New Program/Activity](#)

**Session**

**Session Name\***  
The name of this specific session for the Youth Program (e.g. Session 1, 2, 3..., Fall Session, Clinic 1, 2, 3..., etc.).

**Date and Time\***  
When is the session?

Date:  Start Time:  End Time:

Single Day  Multiple Days  Recurrence

**Session Questions**

**Sponsoring Department\***

[Select a Department](#)

**Session Type:\***

Summer Camp  Enrichment Program

8. You will now type in the name of the Session that falls under your Program and the date/time of that Session.
9. Next choose the Sponsoring department and fill out the remainder of the form.
10. On the right-hand side of the form you can see your progress and click on the 'What's Missing?' link to see what still needs to be filled out.

**New Session**

**Welcome**

All programs and activities (1) offered by departments or units of the university at a university facility or sponsored by the university at other locations, and/or (2) offered by Third Parties, to include UCF registered student organizations, utilizing a university facility, must comply with the Youth Protection Program Policy. Please complete this registration form when hosting or sponsoring programs involving non-enrolled minors. Program approval must be obtained by the appropriate senior leadership (i.e. Dean, Director, Department Head, etc.) prior to starting the registration process. **This form must be submitted to the University's Compliance, Ethics, and Risk office at least 45 days prior to the start of your program.** Your registration will then be reviewed for any necessary background checks and/or required training for each authorized staff member or volunteer that will be participating in the program. Updated background check clearances and training completion dates must be submitted at least five (5) days prior to the program start date. Please contact the University Compliance, Ethics, and Risk office at [complianceandethics@ucf.edu](mailto:complianceandethics@ucf.edu) or 407-823-6263 for further assistance.

**Program/Activity**

Select/Add the program/activity for this session.\*

Test Summer Fun [Remove](#)

[+ Add a New Program/Activity](#)

**Session**

**Session Name\***  
The name of this specific session for the Youth Program (e.g. Session 1, 2, 3..., Fall Session, Clinic 1, 2, 3..., etc.).

**Date and Time\***  
When is the session?

Date:  Start Time:  End Time:

Single Day  Multiple Days  Recurrence

**Session Questions**

**Sponsoring Department\***

[Select a Department](#)

**Session Type:\***

Summer Camp  Enrichment Program

**Registration Status**

98%

[In Progress](#)

[What's Missing?](#)

**Submitter**

11. Once you have filled in all the requirements, you will see the ‘What’s Missing?’ turn into ‘Ready to Submit.’

**New Registration**

Test Summer Fun Remove

+ Add a New Program/Activity

**1. Screening Questions**

**2. New Session**

**3. Review**

**Session**

**Session Name\***  
The name of this specific session for the Youth Program (e.g. Session 1, 2, 3..., Fall Session, Clinic 1, 2, 3..., etc.).  
test5

**Date and Time\***  
When is the session?

Date: 8/28/2020 Start Time: All Day End Time: [Not Specified]

Single Day  Multiple Days  Recurrence

**Session Questions**

Sponsoring Department\*  
ARIP-RE Institute Remove  
[Select a Department](#)

**Registration Status**  
Ready to Submit

**Submitter**  
Cedar Dunn

**Test Summer Fun**

**Registration**  
Youth Program Registration

12. Click the “Next” button to go to the “Review” tab to see all the information you have filed in.
13. Click the green ‘Submit Registration’ button at the bottom of the form to submit it for review.