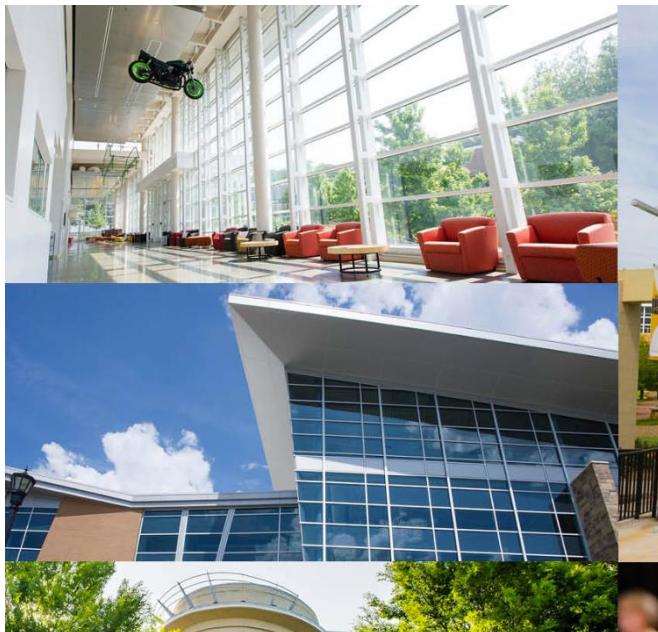


Accessing the Protecting Minors Registry

Step 1: Log into Owl Express.



Sign in with your organizational account

[Sign in](#)

Please use your primary E-mail address to log in

Students: [NetID]@students.kennesaw.edu

Faculty/Staff: [NetID]@kennesaw.edu

To change or reset your password, please visit [NetID](#)

This is a Kennesaw State University information system, the use of which is governed by University System of Georgia and KSU Policies and Procedures. Unauthorized access is prohibited.

Step 2: Navigate to the Employee Services tab and click Programs Supporting Minors.

Main Menu Advisor Services **Employee Services** Graduation

Search

Employee Services

[Parking and Vehicle Information Menu](#)
[Surveys](#)
[View Account or Pay Online](#)
[Employee Preferred Name Change Form](#)

[Programs Supporting Minors](#)

[Training Dashboard](#)
[Outside Activities and Conflicts of Interest Dashboard](#)
[Registered Visitor Menu](#)
[Double Owl Pathway](#)

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Step 3: Once you are on the Programs Supporting Minors Page, click on Employee/Sponsor Menu.



[Main Menu](#) [Advisor Services](#) [Employee Services](#) [Graduation](#)
Search

Programs Supporting Minors

[Employee/Sponsor Menu](#)
[Sponsoring Dept/Unit Head Menu](#)
[Event Compliance Menu](#)
[Legal Compliance Menu](#)
[Risk/Insurance Compliance Menu](#)

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Step 4: You have two options: A) select “Minors Registry Form” to start a registry entry. OR B) Click “My Programs” to see programs that have already been submitted, which may have a pending or approved status.



[Main Menu](#) [Advisor Services](#) [Employee Services](#) [Graduation](#)
Search

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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Step 4A: You will see the Programs Serving Minors Registry Form.



Main Menu Advisor Services Schedule Building Applicant Services Employee Services Financial Aid Registration Student Records Graduation Search SITE MAP HELP EXIT

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"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Department	<input type="text"/>
Email	<input type="text"/>	Phone *	<input type="text"/>
Net ID	<input type="text"/>		

KSU Program Sponsor/Host

Check this box if Sponsor information is same as Employee information.

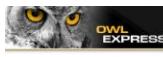
Net ID *	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Department	<input type="text"/>
Email	<input type="text"/>	Phone *	<input type="text"/>

Who is the KSU Sponsoring dept/unit?

The Unit Head should be a next level approver in the department or unit and **NOT** the employee or program sponsor/host who submitted this program to the registry.

Department Name (Provide Name) *	<input type="text"/>	Select One
Unit Head Net ID *	<input type="text"/>	
Unit Head Name	<input type="text"/>	

Step 4B: You will see the submitted programs for which you have pending or approved status.



Main Menu Advisor Services Employee Services Graduation Search Show 10 entries Export to Excel

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.

Submission ID	Submission Date	Net ID	Department Name	Program Name	Fiscal Year	Status	Reopen
137	30-MAR-2018			Cobb County High School Ceremonies 2018	2018	Completed	REOPEN
195	07-AUG-2018			Cobb County High School Ceremonies 2018	2019	Completed	REOPEN