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Introduction
The Minor Safety Certification process is managed electronically with database collection of program information. Program Managers can use this database to track the certification of their program’s authorized adults. This guide is designed to help you, as a Program Manager, register your program, add authorized adults to your program, and check the certification status of your authorized adults.

Program Managers, supervisors, and any individuals who have unsupervised contact with minors must complete the Minor Safety Certification process. This process includes registering for background checks and online training. For assistance, please consult our Minor Safety Certification instructions page.

Overview of the Database:
1. Manager of a program involving children fills out the Online Program Registration Webform.
2. Compliance & Risk Management assigns a username to the Program Manager and creates a Program Entry.
3. Prompted by an email, the authorized adults will log into the website and begin the certification process following the email’s instruction.
4. Program Manager can log on to the website to view their program:
   a. Program Manager can add the email addresses and names of any additional authorized adults they did not include in their initial registration as needed.
   b. Program Manager and Additional Administrator can track who has been certified in their program and who still needs to be certified to work with children.
5. For programs that repeat annually, a new program entry must be created every year.
Log into the Minor Safety Certification Website

Five College Students, Faculty, and Staff

First time and returning users can Log In Here using your college network username and password.

Don't Have a College Network ID?

First time users: Register an account directly with the Child Safety Certification Database.
Returning users: Log in to your account.

Five College Students, Faculty, and Staff

- Five College users (users that have an email address for Amherst College, Hampshire College, Mount Holyoke College, Smith College, or Five Colleges) can log in with their college network ID and password.

Complete Program Manager Training
Refer to the Minor Safety Certification Process for instructions on completing the required trainings and CORI check. As a Program Manager, you will be required to complete two trainings:

1. Safety & Wellbeing of Minors
2. Protecting Children: Identifying and Reporting Sexual Misconduct
Working with Programs

Add a Program

Option 1 – For First-time Users

First-time program managers should use our Program Registration webform to register their program.

- Program Contact

  Contact Name *

  Phone Number *

  Email Address *

- Program Details

  Name of Program *

  Which College will be sponsoring this program? *

  Beginning Date of Program *

  End Date of Program *

  Will this program repeat annually? *

  Provide a brief description of your program:

  Count of Children in Program *

  Please provide a rough estimate

  - What is the age range of children served by this program?

  Youngest: *

  oldest: *

Fill out the form as accurately as possible (all fields are required; see screenshot above), and then click Next Page. You will then be directed to page two, where you can list up to 30 authorized adults you would like to be added to your program. Fill out information for your first staff member or volunteer, then check the box to add another as necessary. When you are finished adding individuals to your program, select Submit.
Risk Management will use the information from your web entry to set up your program in the Child Safety Database and grant you Manager’s status. You will receive an email with directions to log into the database and view your program.

Note that your program entry lasts for one year. Programs that repeat annually will need a new entry for every year of operation. This allows us to retain historic record of authorized adult certification in past years.

Set a tickler on your calendar to remind you to renew your repeating programs at the end of the academic year. You will again have the choice of following Option 1 or Option 2 to set up your program.
Option 2 – For Advanced and Recurring Users

Once you’ve had at least one program set up in the Minor Safety Database, you will be granted Manager’s clearance. This will allow you to log into the database to view the training status for the authorized adults in your program, or set up a new program.

To add a new program, navigate to the Programs page using the administrative dropdown menu. From there, click on the Add New Entry button.

You will be directed to the Program form. Fill out the form as accurately as possible (all fields are required; see screenshot below), and then click Save Changes.

Note that your program entry lasts for one year. Programs that repeat annually will need a new entry for every year of operation. Set a tickler on your calendar to remind you to renew your repeating programs at the end of the academic year.
Add assistants to your program

Part of setting up a program in the Minor Safety Certification database is the ability to add your program’s authorized adults, including employees, student workers or volunteers. This can be done by inputting their email addresses and names at the bottom of the program form, effectively linking them as users to your program. Select each Authorized Adults type (e.g. Student, Employee, or Volunteer) using the drop-down next to each entry.

Edit a Program

To edit a program, navigate to the Program screen (see above) and click on the **Edit** button next to the program entry. Use the filters at the top to narrow the list by College or Status (Active/Not Active) if necessary.

Make any changes as necessary, and make sure to click **Save Changes** at the bottom once you finish.
Removing a Program
Deactivating a Program

In the interest of proper documentation, we advise users to never delete a program. If your program has finished and you no longer need to access the information, just deactivate it instead by clicking the Edit button for your program, and changing the Active status to “no.”

Deleting a Program

The only time it is appropriate to delete (rather than deactivate) a program entry is if the program was canceled before it began. If this is the case, just click the Delete Record button at the top of the page while editing the record.

Note: Deleting a program will not delete users that are attached to the program.
Reviewing Participant Status

Status Review Feature
To view who has completed the certification and who still needs to complete any or all parts in order to participate in the program, go to Status Review by clicking on the link in the upper-right corner of the website (as shown below).

![Status Review Image]

Using the Status Review
First, select your school and then your program name to pull up a list of only your users.

This will produce a full roster of the users registered for your program with details concerning their certification:

![Status Review Table]

For each user entry, the name and email address appear in the upper-left, while general training and CORI status appear on the right. Below each user’s name, the three training courses available on the website are displayed, with either an “OK” (complete) or an “Incomplete” next to them. In the example record above, we see a user that has completed one of the training courses but not the second. The complete training has the date the training was last completed next to it.

Note: “CORI: Not cleared” does not mean the user failed their CORI check. It just means they have not received a cleared status from Human Resources or Student Affairs. In most cases, this mean that the user has not passed in their paperwork yet, or HR/Student Affairs has not yet submitted their record to the state for verification.
Reporting

To access the reporting functions of the database, click on the Reporting tab.

Types of Reports

You'll be able to use the reporting drop-down menu to access, view, and download three different types of reports:

1. Program List
2. Program Roster
3. Certified Participants

Many of the lists found in the Reporting section can be found and configured from elsewhere on the website. However, by pulling the data as a report, you can download the information and work with it in Microsoft Excel (or similar spreadsheet editing software).

Program List

The program list produces a report (that can be viewed online or downloaded as CSV file) of all programs in the database with the number of assistants attached to each program. This list can be filtered down by program status, department, program flags (such as programs that involve transportation, are overnight, require CORI checks, etc.), and start date/end date. To produce a report, use the filters (as shown below) and click Apply Filter.
Program Roster
The program roster pulls a report of all of the authorized adults in the database and can be filtered both by program, using Program Filters; and by authorized adult characteristics, using Roster Filters. You will most frequently want to filter your results using the Roster Filters which allow you to limit the roster to individuals in your program. You can then further filter by certification status allowing you to pull a report of just the authorized adults in your program who haven’t completed the certification process. Similar to the Program List report, just set the filters as needed and click on Apply Filter.

Certified Participants
The certified participants list pulls a report of all site users. A program Manager can filter by participant type (student, employee, volunteer) and download a list of all certified users on the site.

Download a Report
Once you have selected and applied filters as necessary, click Export. Save the file and use any spreadsheet editing software (Microsoft Excel, Numbers, etc.) to open and edit it.
Email Users from a Report

After you create a report using the filters, the database will also give you the option to email all listed users. To do so, select the email template you want to use from the Email to all Listed Users dropdown list, and click Send.

To create or edit an email template, please contact Five College Compliance & Risk Management.

<table>
<thead>
<tr>
<th>Details</th>
<th>system_id</th>
<th>program_name</th>
<th>school_name</th>
<th>is_active</th>
<th>assistant_count</th>
<th>start_date</th>
<th>end_date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>23</td>
<td>Another SC Test Program</td>
<td>Five Colleges, Inc.</td>
<td>yes</td>
<td>2</td>
<td>2/28/2015</td>
<td>3/27/2015</td>
</tr>
<tr>
<td>Details</td>
<td>21</td>
<td>Megan's MHC Test Program</td>
<td>Mount Holyoke</td>
<td>yes</td>
<td>7</td>
<td>3/23/2015</td>
<td>3/27/2015</td>
</tr>
<tr>
<td>Details</td>
<td>20</td>
<td>MHC Program 2-25</td>
<td>Mount Holyoke</td>
<td>yes</td>
<td>2</td>
<td>2/20/2015</td>
<td>2/28/2015</td>
</tr>
</tbody>
</table>
Contacts and Getting Help

For Technical Issues
   Five College Compliance & Risk Management
   Phone: 413-538-2344

For Policy Questions
   Five College Compliance & Risk Management
   Phone: 413-538-3092

For CORI/SORI Questions
   Up-to-date information is available on our Minor Safety Certification Website.

More Information on Minor Safety at Your College
   Visit our Minor Safety Webpage to review your Colleges’ Minor Safety policies, procedures, and other guidance.