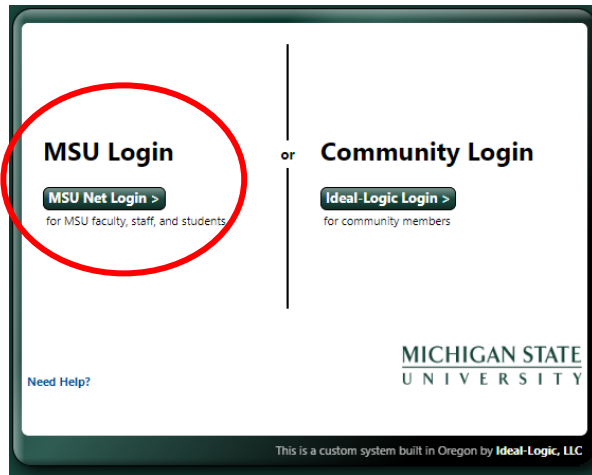


MSU Youth Safety Portal

HELP GUIDE for Program Leaders

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




3. This will bring you to the MSU single sign-in prompt


The screenshot shows a sign-in form with a lock icon and the text 'SIGN IN'. Below this are input fields for 'MSU NETID', 'PASSWORD', and 'AUTHENTICATOR' (with a dropdown menu set to 'MSU Net'). A 'SIGN IN' button is located below the authenticator field. A link for 'Forgot Password?' is positioned below the sign-in button. At the bottom, a green bar contains the text 'DO YOU NEED HELP?' and a link for 'Help & Support'.

4. To register your Youth Program, you will first need to fill out and submit an "Inventory" form for your program. On the main Dashboard, click on 'Register a Youth Program'

Welcome to MSU Youth Program!

 **Register a Youth Program**
Click to start the registration form

Other Actions

 **Edit Your Profile**
Update your contact information

5. You will be prompted to select the Youth Program's sponsoring organization. You can select from the listed Organizations that have already been entered and or click on '+New Program

1. Select Youth Program
Which youth program would you like to register?

Select Youth Program

Select an Organization
Click the Select button next to your choice

Search...

Select	4-H Exploration Days
Select	Community Music School
Select	Educational Talent Search
Select	Gifted and Talented Education
Select	Institute for Quantitative Health Science and Engineering
Select	KCP
Select	MSU Community Language School
Select	Physics of Atomic Nuclei (PAN)
Select	Spartan Debate Institutes
Select	Sports Camps
Select	Sports Camps Overnight Housing
Select	Sports Clinics
Select	test
Select	Test for HR

+ New Program

Cancel

6. If you select a program that has already filled out the Inventory form, you will (depending on your access) be able to view more details and/or continue filling out the form. If you click on '+New Program' you will be asked to enter the name of the program and this will launch the Inventory form for you to fill out.

1. Select Youth Program

Which youth program would you like to register?

test Remove

Select Youth Program

2. Existing Registration Found

An existing registration has been found for test. Use the links below to view/edit it.

2019/2020 Youth Programs Office
Youth Program Inventory [Details...]
Registered
✓ Reviewed
Cedar Dunn
test
test
Youth Program, Youth Programs Office
http://people.com
View Details Print Confirmation
View Reviews Edit

- 7. Once your inventory form has been completed, when you log in to your Dashboard, you will now have access to the "Submit a Session Registration" link.

Submit a Session Registration
Click to create a session registration

Register a Youth Program
Click to start the registration form

- 8. When you click this link, you will be able to start your Session Registration form.

Submit a Session Registration
Click to create a session registration
Select Youth Program
Select the Youth Program you will be submitting an activity for.
NOTE: If you don't see the Youth Program you are looking for then you may need to register the youth program first.
Test Program 5 Remove
Select Youth Program
Start Registration Form
Close