

**COLUMBIA UNIVERSITY**  
IN THE CITY OF NEW YORK

OFFICE OF INSTITUTIONAL EQUITY

## **Welcome to Ideal-Logic**

We're excited to share that Protection of Minors (POM) compliance will now be managed entirely through Ideal-Logic, LLC. Please note that we are no longer using ELM/SabaCloud to track POM training and background check compliance. Ideal-Logic will now serve as your central hub for completing, tracking, and managing all POM requirements. We're confident that Ideal-Logic will provide a more streamlined and user-friendly experience as you navigate your responsibilities.

This guide provides step-by-step instructions on how to track compliance, locate and sign the POM agreement letter, and manage user access, including adding or removing users as needed.

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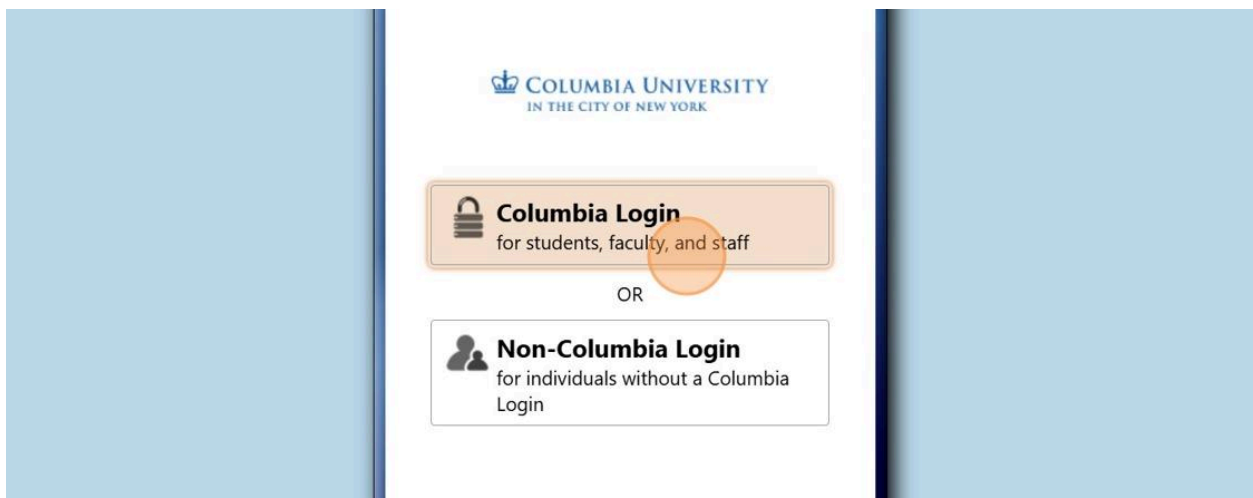
# Create a Protection of Minors Program Registration

This guide offers step-by-step instructions for registering a minors program in Ideal-Logic. It walks you through the entire process, from logging into your account to submitting your program details for approval. By following these steps, you'll ensure your program is accurately registered and meets all POM requirements.

1. Navigate to <https://apps.ideal-logic.com/columbiaPOM>, then click login as a **Columbia Affiliate** or **Non Affiliate**.

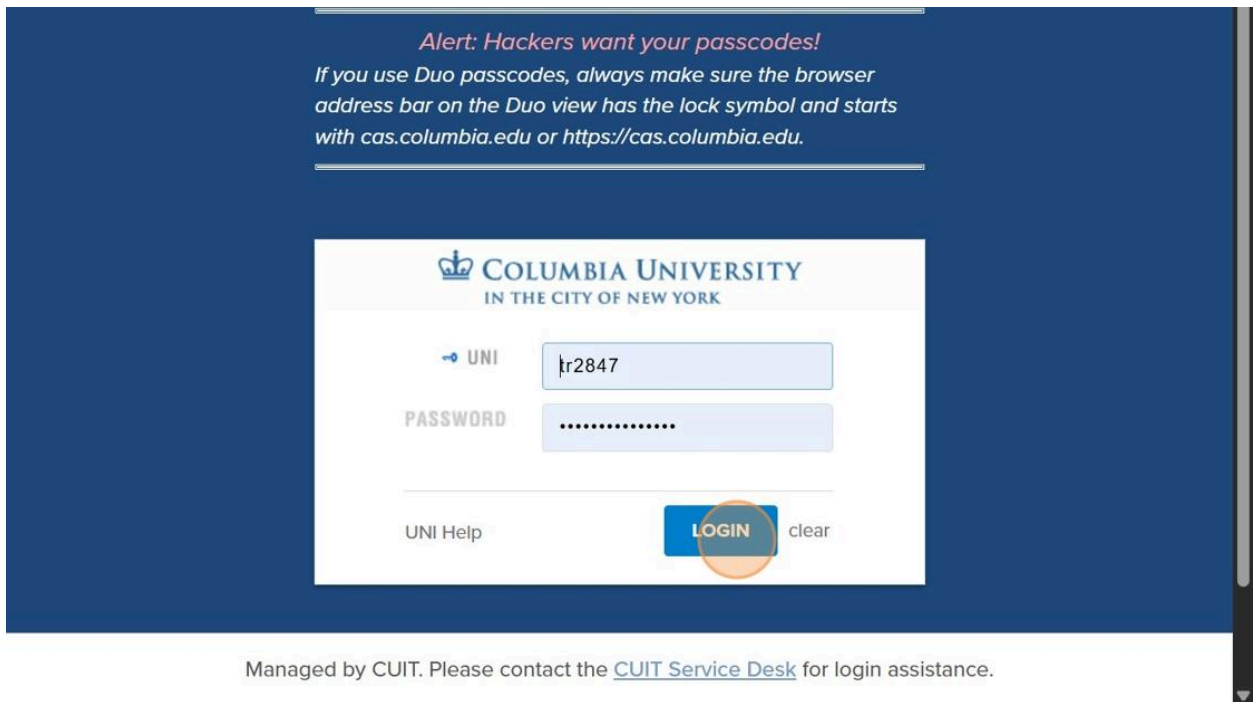


2. If you are a **Columbia Affiliate**, sign in using your UNI and password. However, if you are a **Non Affiliate** and do not have a UNI, log in with your Google or Microsoft account, or with another email address.

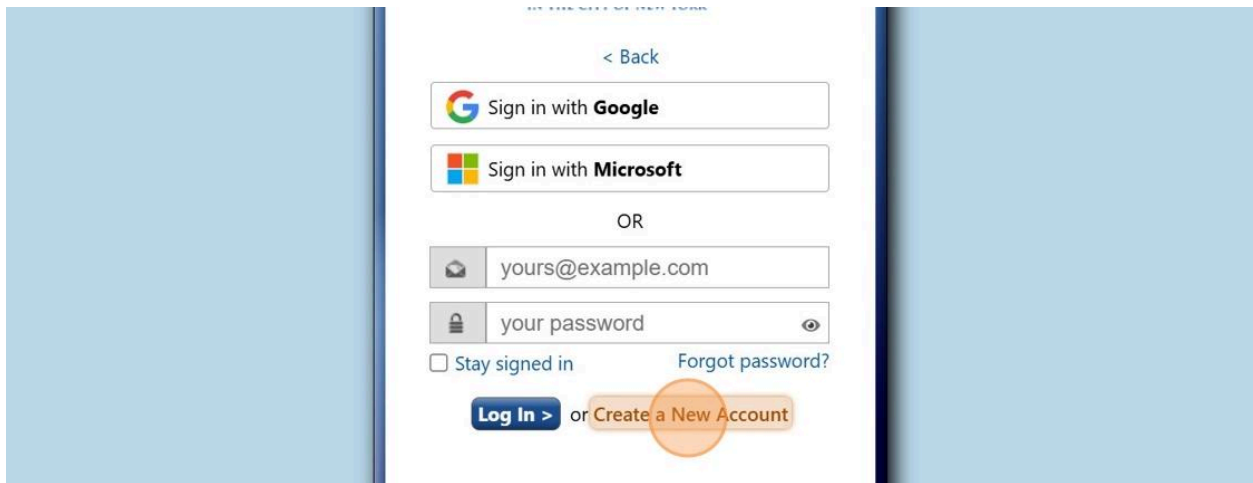


3. After entering your sign-in information, click the “**Login**” button.

**Note:** This login box is available only to UNI holders.



4. If new, follow prompts to set up your profile (**First and Last Name, Email Address**).



5. After logging into your account, you will be directed to the POM homepage. From there, select the **POM Registration Form**.

**Columbia Protection of Minors Portal**

**What is a Minors Program?**  
 The Office of the Protection of Minors (POM) defines Minors Program as any event or activity sponsored by the University or otherwise associated with the University, involving a minor (defined as a person less than 18 years old who is not a matriculated student). Examples of POM programs include: all commuter and residential summer programs, all online programs, academic year long programs, lab assistants, internships, mentorships, research assistance programs, minors in short term visitor programs, a minor shadowing for a day, and one on one tutoring. A POM program could be three weeks in duration or a one-day event; it could take place in person or online. If your event involves interaction with a minor, it is a Minors Program!

**POM Registration Form**  
 Click to register your program!  
*Note: Only Program Organizers*

**Support**  
 What is a Minors Program?

**Other Actions**  
 Edit Your Profile  
 Update your contact information

**Announcements**  
 No unread announcements

**Links**  
[Protection of Minor FAQs](#)  
[Protection and Treatment of Minors Policy](#)  
[Report a Concern](#)  
 Add Link

6. Begin the registration process for your POM program by completing required fields that best describe you as the program submitter.

**Note:** Undergraduate Students may not register their own programs and will be directed to contact Undergraduate Student Life (USL), so that the registration process can be completed on their behalf.

Minors are required to take the Protection of Minors training, and in some cases may be required to undergo a background check.

Examples:

- Camps - Athletic and Academic Mentoring and tutoring
- Childcare or babysitting services
- Minors volunteering in labs
- Community service
- Courses given to minors
- Use of CU facilities by minors (incl. third party programs)

If you or other members of your organization are responsible for any programs involving minors, please complete this form for each program or activity.

For further information on the Protection of Minors at Columbia University please [click here](#).

**Please select the option that best describes you.\***

Administrator, faculty member, or researcher

Undergraduate student, or representative of an undergraduate student organization or club

Graduate student, or representative of a graduate student organization or club

Non-Affiliate/3rd Party

7. Click "Next >".

1. Submitter Type

2. **New Program**

3. Review

- Community service
- Courses given to minors
- Use of CU facilities by minors (incl. third party programs)

If you or other members of your organization are responsible for any programs involving minors, please complete this form for each program or activity.

For further information on the Protection of Minors at Columbia University please [click here](#).

**Please select the option that best describes you.\***

Administrator, faculty member, or researcher

Undergraduate student, or representative of an undergraduate student organization or club

Graduate student, or representative of a graduate student organization or club

Non-Affiliate/3rd Party

**Continue**  
Please click the *Next* button at the bottom of this window to continue.

Click to move to the next page

Cancel Program Save for Later **Next >**

New Program 0.55s ©2025 Ideal-Logic, LLC | Privacy Policy

8. Under **New Program**, when asked whether to "**Copy From Previous Program**", select "**No**," as the system is new and there is currently no user data indicating that any registration forms have been created. However, in the future, if you have previously registered a program in Ideal Logic and would like to copy information from that submission, select "**Yes**." This will allow you to duplicate your prior program for future use.

**New Program**

1. Submitter Type

2. **New Program**

3. Review

**Copy From Previous Program**

Would you like to copy from a previous POM Registration form submission? *Note: This allows you to copy information from previous programs you have submitted.*

Yes  No

**Program**

**Program Name\***

**Program Dates**  
Enter the first and last day this Program occurs.

Single Day  Recurrence ?

Date

Click to expand

New Program 0.55s ©2025 Ideal-Logic, LLC | Privacy Policy

9. Type the name of your program.

The screenshot shows a web form titled 'New Program' with a sidebar on the left containing '1. Submitter Type', '2. New Program', and '3. Review'. The main content area is titled 'Copy From Previous Program' and contains the following elements:

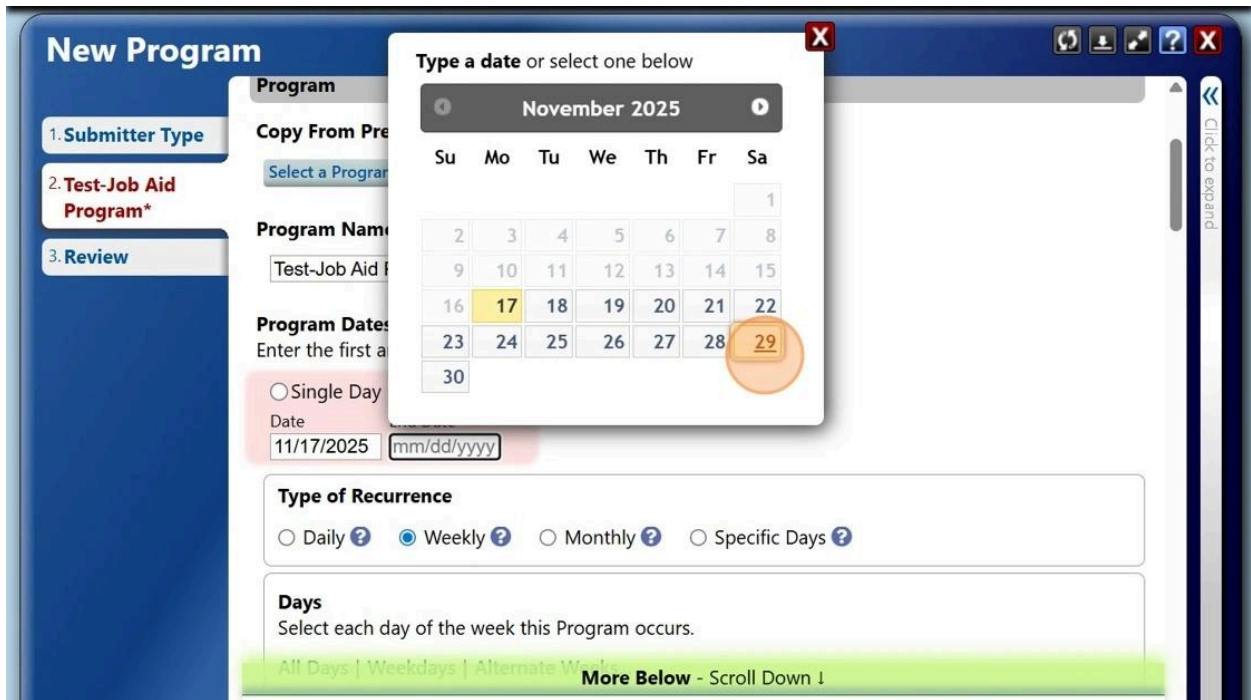
- A question: 'Would you like to copy from a previous POM Registration form submission? Note: This allows you to copy information from previous programs you have submitted.' with radio buttons for 'Yes' and 'No' (selected).
- A 'Program' dropdown menu.
- A 'Copy From Previous Program' section with a 'Select a Program' button.
- A 'Program Name\*' text input field containing 'Test-Job Aid Program'.
- A 'Program Dates' section with the instruction 'Enter the first and last day this Program occurs.' and radio buttons for 'Single Day' (selected) and 'Recurrence'.
- A green bar with the text 'More Below - Scroll Down ↓'.
- Buttons for 'Cancel Program', '< Previous', 'Save for Later', and 'Next >'.

At the bottom of the form, there is a 'New Program' button on the left and a footer on the right that reads '0.35s ©2025 Ideal-Logic, LLC | Privacy Policy'.

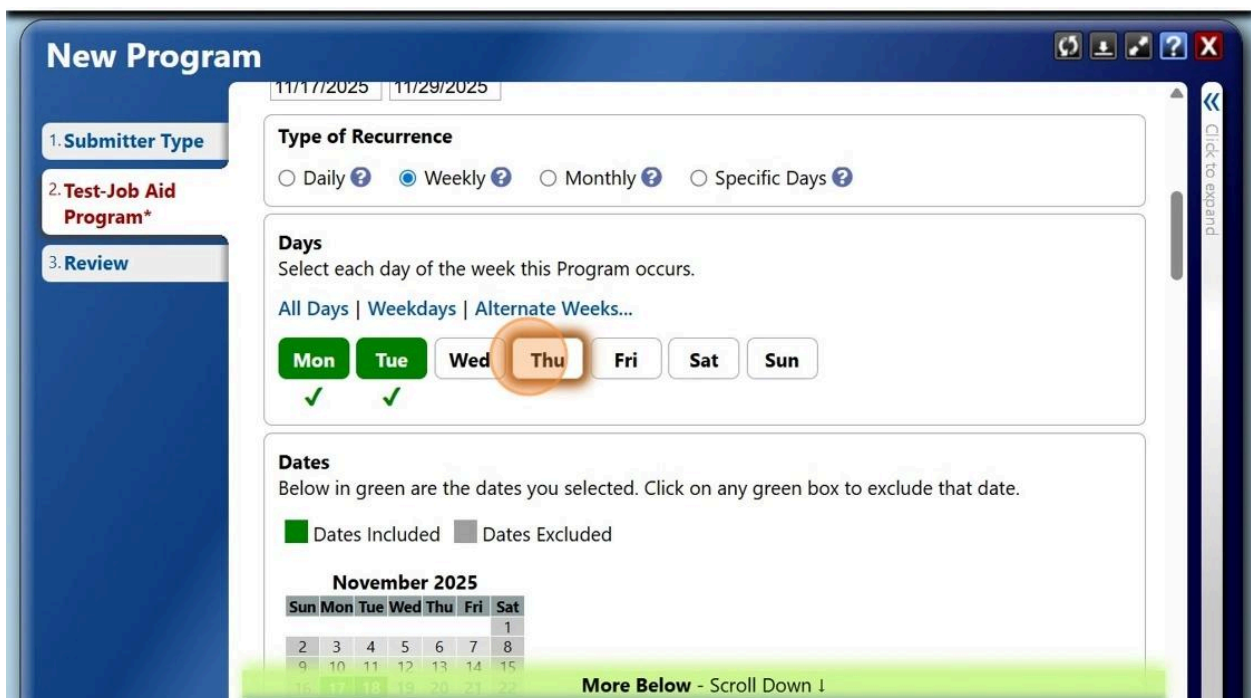
10. Determine if this event is one day or recurring. For **Single-Day** events, you will specify the exact date on which your event will take place.

This screenshot shows the same 'New Program' form, but with the 'Program Dates' section expanded. The 'Single Day' radio button is selected, and the 'Date' input field, which contains the placeholder 'mm/dd/yyyy', is highlighted with a red circle. The 'Recurrence' radio button is unselected. Below the date field, there is a 'School/Organization\*' section with a note: 'Note: If your school/organization is not on the list, please contact protectionofminors@columbia.edu' and a 'Select a School/Organization' button. A green bar with the text 'Program Sub-Category, if applicable More Below - Scroll Down ↓' is visible below this section. The 'Next >' button is highlighted in green.

11. If the program is recurring, click the "mm/dd/yyyy" field to enter the start and end date of your program.



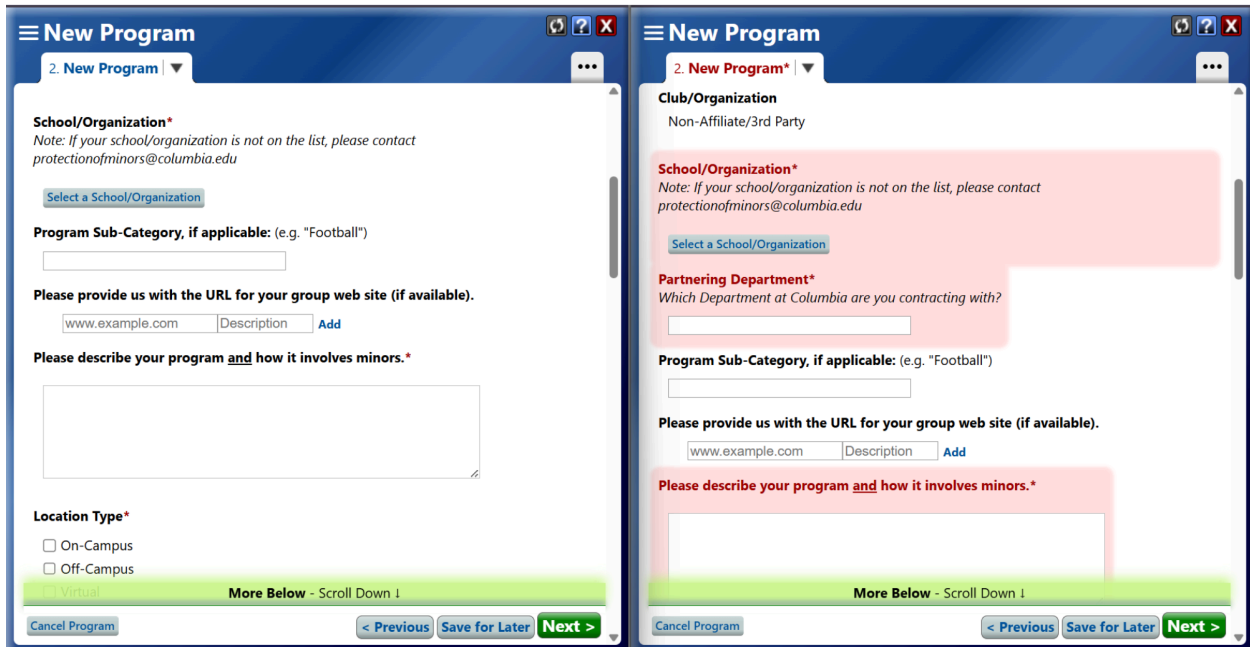
12. Select each day of the week your program plans to meet.



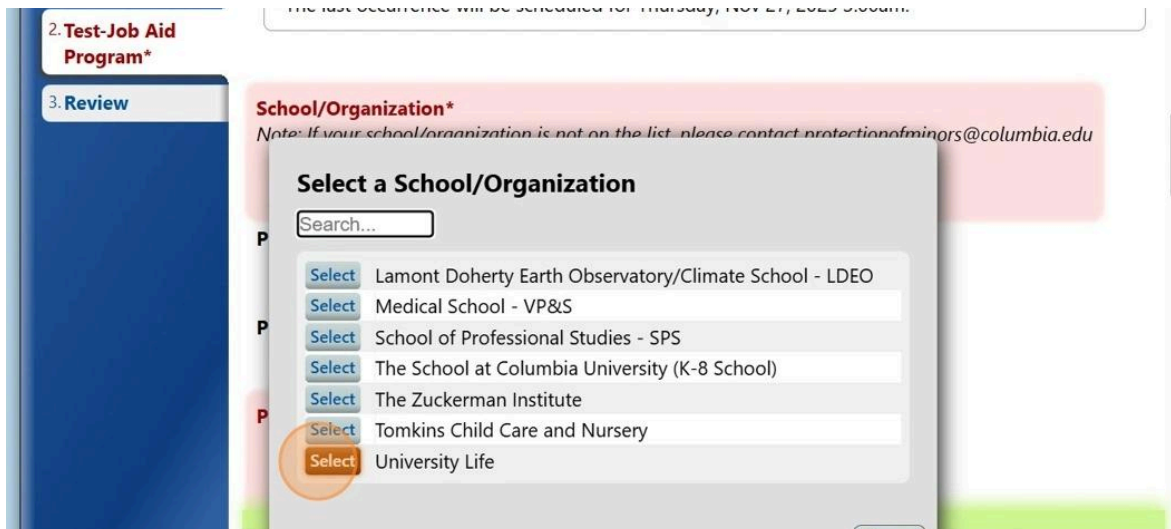
13. For **Columbia Affiliates**, click **"Select a School/Organization"**.

### The Columbia Affiliate's View

### The Non-Affiliate's View



14. For **Columbia Affiliates**, click **"Select"** on the school/organization from the drop down menu your program is associated with.



15. Click "Select a Department".

**Note:** If you do not see your school or organization listed, we ask that you contact [ProtectionofMinors@columbia.edu](mailto:ProtectionofMinors@columbia.edu) for assistance.

The screenshot shows a web form titled "New Program" with a sidebar on the left containing three steps: "1. Submitter Type", "2. Test-Job Aid Program\*", and "3. Review". The main content area has a header with the text "The last occurrence will be scheduled for Thursday, Nov 27, 2025 3:00am." Below this is the "School/Organization\*" section, which includes a note: "Note: If your school/organization is not on the list, please contact protectionofminors@columbia.edu". Underneath, there is a "University Life Remove" link and a "Select a School/Organization" button. The "Department\*" section is highlighted with an orange circle around the "Select a Department" button. Below that is a "Program Sub-Category, if applicable: (e.g. 'Football')" text box. A section for "Please provide us with the URL for your group web site (if available)." contains a text input with "www.example.com", a "Description" label, and an "Add" button. At the bottom of the form are "Cancel Program", "< Previous", "Save for Later", and "Next >" buttons. A footer at the bottom right of the page reads "©2025 Ideal Logic, LLC | Privacy Policy".

16. Click "Select" of the school/organization your program is associated with.

This screenshot is similar to the previous one but shows a modal dialog box titled "Select a School/Organization" overlaid on the form. The dialog has a "Select" button next to the text "Community Impact". The background form is dimmed, but the "School/Organization\*" section and the "Please provide us with the URL..." section are still visible. The "Next >" button is also visible at the bottom right of the form.

17. State **Program Sub-Category** (if applicable).

**Note:** A Program Sub-Category is a more specific group within a main program category that helps describe the type of program you are registering.

The last occurrence will be scheduled for Thursday, Nov 27, 2025 3:00am.

**2. Test-Job Aid Program\***

**3. Review**

**School/Organization\***  
Note: If your school/organization is not on the list, please contact protectionofminors@columbia.edu  
University Life Remove  
[Select a School/Organization](#)

**Department\***  
Community Impact Remove

**Program Sub-Category, if applicable:** (e.g. "Football")

Please provide us with the URL for your group web site (if available).  
  [Add](#)

**More Below - Scroll Down ↓**

[Cancel Program](#) [< Previous](#) [Save for Later](#) [Next >](#)

[New Program](#) 0.63s ©2025 Ideal-Logic, LLC | Privacy Policy

18. Click on the "**Description Box**" and insert a description on how your program/event plans to interact with minors.

**Note:** Please include specific details on how your program will interact with minors, otherwise your program cannot be approved.

[Add](#)

**Please describe your program and how it involves minors.\***

This Test-Job Aid Program is created to help youths learn, grow and feel empowered. Our main goal is to offer a safe place where minors can build confidence, develop new skills, and connect with mentors. Our staff will interact with youths through relaxed group activities, open conversations, and structured learning experience. Interaction with minors will take place in group classroom settings and one on one tutoring sessions. This will be done with clear guidelines to make sure every young scholar feels respected, protected and encouraged.

**Location Type\***

On-Campus  
 Off-Campus  
 Virtual

**Please select the location(s) of the program.\***

**More Below - Scroll Down ↓**

19. For "Location Type", select the location where your program will take place (Select all that apply).

The screenshot shows the 'New Program' form with the following sections:

- 1. Submitter Type**
- 2. Test-Job Aid Program\***
- 3. Review**

**Please describe your program and how it involves minors.\***

**Location Type\***

- On-Campus
- Off-Campus
- Virtual

**Has this program run before?\***

Yes  No

**Is this program being held in conjunction with another organization?\***

Yes  No

Will a minor ever be alone with an **More Below** - Scroll Down ↓ or in a private space, such as an

Buttons: Cancel Program, Previous, Save for Later, Next

20. If your program is on-campus, select the program's location.

**Note:** This applies only to on-campus programs. Off-campus and virtual programs will not need to specify a location.

The screenshot shows the 'New Program' form with the following sections:

- 1. Submitter Type**
- 2. Test-Job Aid Program\***
- 3. Review**

**Location Type\***

- On-Campus
- Off-Campus
- Virtual

**Please select the location(s) of the program.\***

- Morningside Heights
- Medical Center
- Manhattanville
- Lamont-Doherty Earth Observatory
- Baker Field
- Other:

**Has this program run before?\***

Buttons: Cancel Program, Previous, Save for Later, Next

21. Answer program-specific questions.

The screenshot shows a web form for a 'Test-Job Aid Program'. On the left, there is a navigation menu with three items: '1. Submitter type', '2. Test-Job Aid Program\*' (which is highlighted in red), and '3. Review'. The main content area contains several questions:

- Please select the location(s) of the program.\***
  - Morningside Heights
  - Medical Center
  - Manhattanville
  - Lamont-Doherty Earth Observatory
  - Baker Field
  - Other:
- Has this program run before?\***
  - Yes
  - No
- Does this program involve travel?\***
  - Yes
  - No
- Will the minors be working in or visiting a lab?\***
  - Yes
  - No

Below these questions is a green bar with the text 'More Below - Scroll Down |'. At the bottom of the form are three buttons: 'Cancel Program', '< Previous', and 'Save for Later' followed by 'Next >'. The footer of the page includes a 'New Program' button on the left and '0.68s ©2025 Ideal-Logic, LLC | Privacy Policy' on the right.

22. **Note:** If you are prompted to provide additional information, please ensure your response is detailed and clearly addresses the question being asked.

The screenshot shows a web form with two questions:

- Will the minors use a locker room at any point during the course of the program?\***
  - Yes
  - No
- Will a minor ever be alone with an individual adult either online or in a private space, such as an office?\***
  - Yes
  - No

Below the second question is a text prompt: 'Please describe the situations where you anticipate a minor will be alone with an adult online or in a private space:\*. Below this prompt is a large, empty text input field with a small orange circle in the center. On the right side of the form, there is a vertical button labeled 'Click to expand'.

23. Review and select "I agree to review the Protection of Minors at Columbia University website and will review the forms found on the POM website."

2. Test-Job Aid Program\*

3. Review

Will the minors use a locker room at any point during the course of the program?\*

Yes  No

Will a minor ever be alone with an individual adult either online or in a private space, such as an office?\*

Yes  No

Does this program involve - or have the potential for - volunteers, staff, or other individuals to have unsupervised contact with minors, even if this is an online program?\*

Yes  No

**Registration Forms\***  
Any Columbia Affiliate program which invites its minor participants to our campuses, or otherwise exercises custody and control over its minor participants, must utilize, at a minimum, the forms found on the Protection of Minors at Columbia University website.

I agree to review the Protection of Minors at Columbia University website and will review the forms found on the POM website.

More Below - Scroll Down ↓

Cancel Program < Previous Save for Later Next >

Jane Doe John Doe 80Test-Job Aid Program Test-Job Aid Program New Program 4.10s ©2025 Ideal-Logic, LLC | Privacy Policy

24. Please estimate the number of minors you expect to interact with your program/event and enter the number of minors in each age group.

**Note:** If the total is zero, you must input '0' in the field in order to proceed with completing the form.

New Program

1. Submitter Type

2. Test-Job Aid Program\*

3. Review

**Anticipated Number of Minors**

Ages 5 and Under\*

Ages 6-8\*

Ages 9-14\*

Ages 15-18\*

**Staff Type\***  
Please select the type of staff that will participate in the program. (Check all that apply)

Faculty

Columbia University officers or non-union support staff

25. Select the type of staff that will participate in the program (**Check all that apply**).

UNIVERSITY ORK | Home Programs Authorized Adults | Help

ram

8

**Estimated Total Number of Minors**  
13

**Staff Type\***  
Please select the type of staff that will participate in the program. (Check all that apply)

- Faculty
- Columbia University officers or non-union support staff
- Union staff (covered by collective bargaining agreement)
- Casual/temporary employees
- Interns
- Non-employee paid staff
- Volunteer undergraduate students
- Volunteer graduate students
- Volunteer post-doctoral students
- Volunteer - no CU affiliation

Click to expand

26. Please indicate whether your participants have a valid **NYC Department of Education (DOE) Background Check**. Participants who have completed a NYC DOE Background Check must be prepared to provide the Protection of Minors office with documentation confirming completion.

UNIVERSITY ORK | Home Programs Authorized Adults | Help

ram

**NYC DOE Background Checks\***  
Will any of your staff have a currently valid NYC Department of Education Background Check?

Yes  No

**Program Directors\*** [Print](#)

**X** At least **one person** must be selected for this role.

Please add/select program directors for this program and include their phone number. In the event of an emergency this is the person that would be contacted. This is the person that will be running the program.

Click to expand

## 27. Program Directors:

Click “**Add a New Person**” to enter the name(s) of the program director(s). This is the individual or individuals responsible for overseeing the program.

**Note:** You may add one or multiple Program Directors.

**Program Directors\*** Print

**X** At least **one person** must be selected for this role.

Please add/select program directors for this program and include their phone number. In the event of an emergency this is the person that would be contacted. This is the person that will be running the program.

No people have been added to this role.

**+ Add a New Person**

## 28. Authorized Adults:

- **Authorized Adults** are program staff/volunteers who are expected to interact with minors. In this section, you have the option to register **Authorized Adults** individually or upload a templated spreadsheet to add multiple Authorized Adults at once. If you plan to add 10 or more Authorized Adults, we recommend using the template spreadsheet: download the file, complete the required information, and then import it into our system. (See Guide: Adding/Removing Authorized Adults for reference).

**Note:** You can now include non-affiliates on your registration form for POM compliance.

**Authorized Adults** Print

Please add/select all adult staff/volunteers who will be interacting with minors at this program. As the submitter you will automatically be listed as an Authorized Adult. Please make sure to remove yourself from this role if you will not be interacting with minors.

Please make sure to register more than one adult. We ask that programs avoid having a single point of contact for the minor. If there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs should have at least two POM compliant adults assigned.

Name	Start Date	DOE Background Check	Actions
Doe, John	Nov 10, 2025	<input type="checkbox"/> Yes	Remove

**+ Add a New Person** **Upload Authorized Adults**

**Responsible Parties\*** Print

## 29. Responsible Parties:

State the person who will be overseeing POM compliance of POM training and background checks.

**Note:** *The Program Director and the Responsible Party can be the same individual.*

Name	Start Date ?	DOE Background Check	Actions
Doe, John	Nov 10, 2025	<input type="checkbox"/> Yes	<a href="#">Remove</a>
Maduro, Anellia	Nov 10, 2025	<input checked="" type="checkbox"/> Yes	<a href="#">Remove</a>
Romero, Mel	Nov 10, 2025	<input type="checkbox"/> Yes	<a href="#">Remove</a>

[+ Add a New Person](#)
[Upload Authorized Adults](#)

**Responsible Parties\*** [Print](#)

**X** At least **one person** must be selected for this role.

Please enter the person(s) who will be responsible for overseeing compliance of Protection of Minors training and/or background checks.

*No people have been added to this role.*

[+ Add a New Person](#)

30. After you click “**Next**,” you will have the opportunity to review your program's registration before submitting it to the POM team for evaluation.

1. Submitter Type

2. Test-Job Aid Program

3. Review

**What**  
Test-Job Aid Program [\[More...\]](#)

**When**  
Nov 17-27, 2025

**Unit/School**  
Youth Program

**User**

---

**Program**

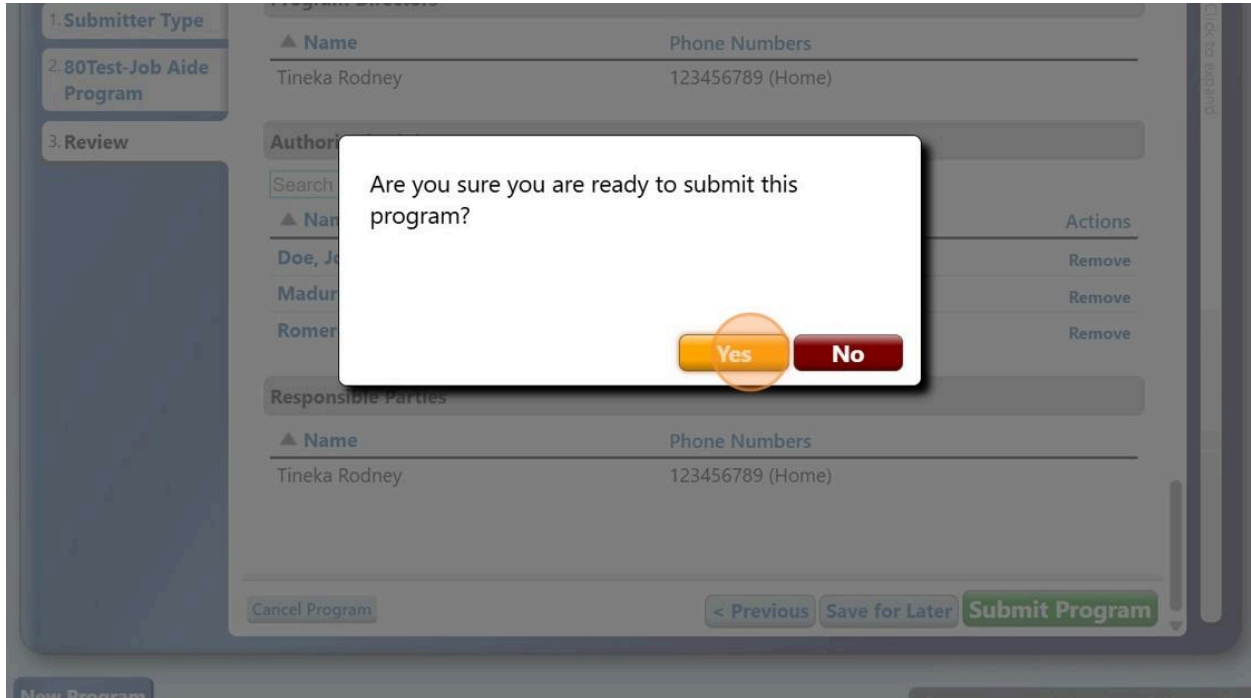
Protection of Minors  
**POM Registration Form** [\[Details...\]](#)  
Youth Program **Test-Job Aid Program**  
Nov 17-27, 2025

**Submitter Type**  
Administrator, faculty member, or researcher

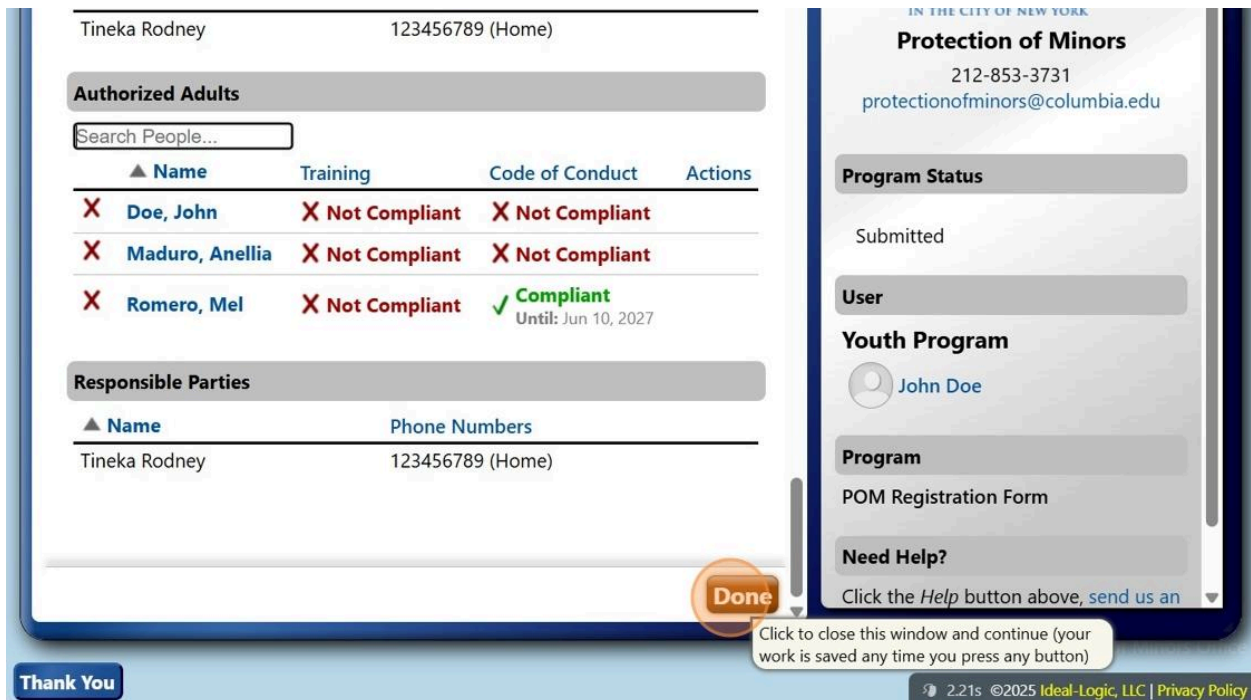
**School/Organization**  
University Life

**Department** **More Below** - Scroll Down ↓

31. Click "Yes".

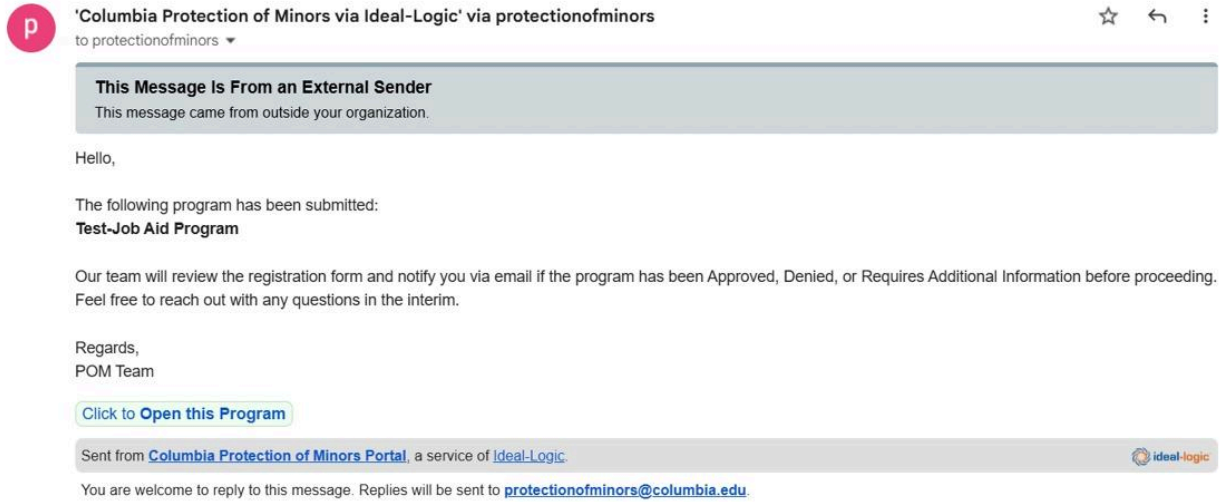


32. Click "Done".



33. After successfully submitting your program, you will receive an email confirming your registration.

**Note:** Once a member of the POM team has reviewed your program, you will receive another notification indicating whether your program has been approved, denied, or if additional information is required before we can proceed.



The screenshot shows an email interface. At the top left is a pink circular icon with a white 'P'. To its right is the sender information: "'Columbia Protection of Minors via Ideal-Logic' via protectionofminors" and "to protectionofminors". On the top right are icons for star, reply, and more options. A grey banner below the header reads "This Message Is From an External Sender" with the subtext "This message came from outside your organization." The main body of the email starts with "Hello," followed by "The following program has been submitted:" and "Test-Job Aid Program". Below this is a paragraph: "Our team will review the registration form and notify you via email if the program has been Approved, Denied, or Requires Additional Information before proceeding. Feel free to reach out with any questions in the interim." This is followed by "Regards, POM Team". A blue button with white text says "Click to Open this Program". At the bottom, a grey footer bar contains "Sent from Columbia Protection of Minors Portal, a service of Ideal-Logic." with the Ideal-Logic logo on the right. Below the footer bar, it says "You are welcome to reply to this message. Replies will be sent to [protectionofminors@columbia.edu](mailto:protectionofminors@columbia.edu)."

# How to Add or Remove Authorized Adults on Your Registration Form in Ideal-Logic

This guide explains how to update the list of Authorized Adults in your program registration. Before your program's start date, you may add or remove new Authorized Adults as needed. Please note that once your registration has been approved by POM, background checks will begin automatically. Once your program begins, you will no longer be able to make changes, so be sure all information is accurate before submitting.

You may share the following guide with Authorized Adults in your program to help them understand their individual responsibilities: [Instructions for Authorized Adults](#)

1. Navigate to <https://apps.ideal-logic.com/columbiaPOM>. This is your Ideal-Logic Dashboard.

**COLUMBIA PROTECTION OF MINORS PORTAL**

**What is a Minors Program?**  
The Office of the Protection of Minors (POM) defines Minors Program as any event or activity sponsored by the University or otherwise associated with the University, involving a minor (defined as a person less than 18 years old who is not a matriculated student). Examples of POM programs include: all commuter and residential summer programs, all online programs, academic year long programs, lab assistants, internships, mentorships, research assistance programs, minors in short term visitor programs, a minor shadowing for a day, and one on one tutoring. A POM program could be three weeks in duration or a one-day event; it could take place in person or online. If your event involves interaction with a minor, it is a Minors Program!

**2 Actions Required For John Doe** Hide

- Program In Progress**  
POM Registration Form for New Program (John Doe) Continue Program Cancel Program
- Review and Sign**  
Review and Sign the Compliance Agreement Start

**Programs**

**Authorized Adults**  
Training Completions (0)

**POM Registration Form**

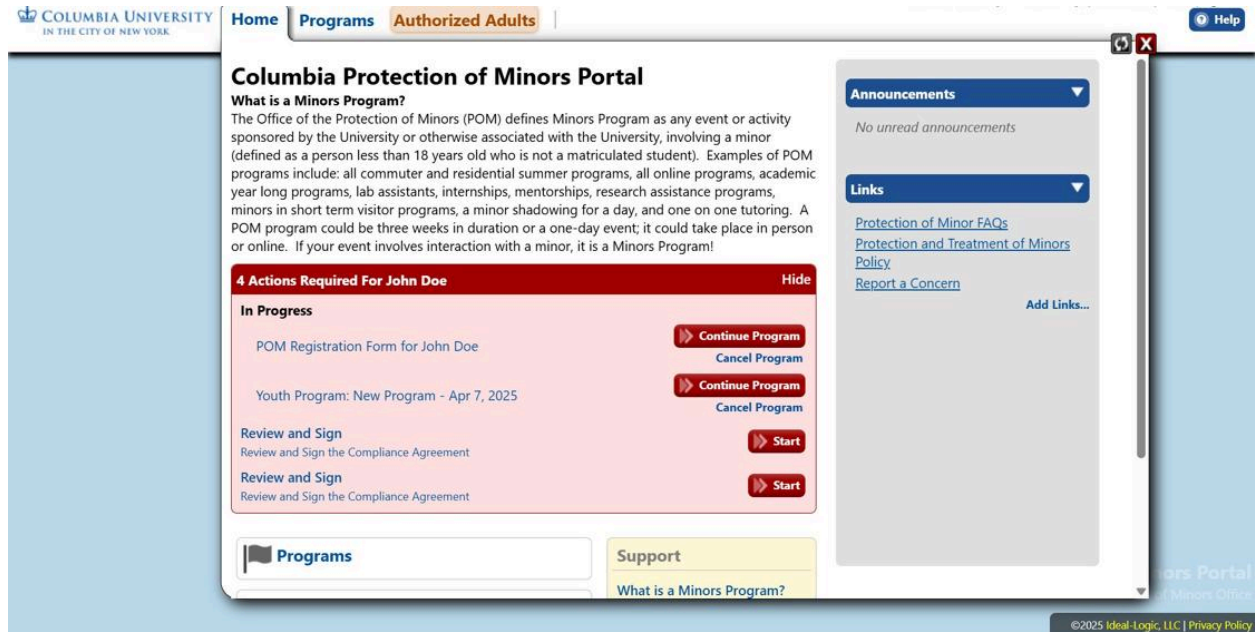
**Support**  
What is a Minors Program?

**Other Actions**  
Edit Your Profile

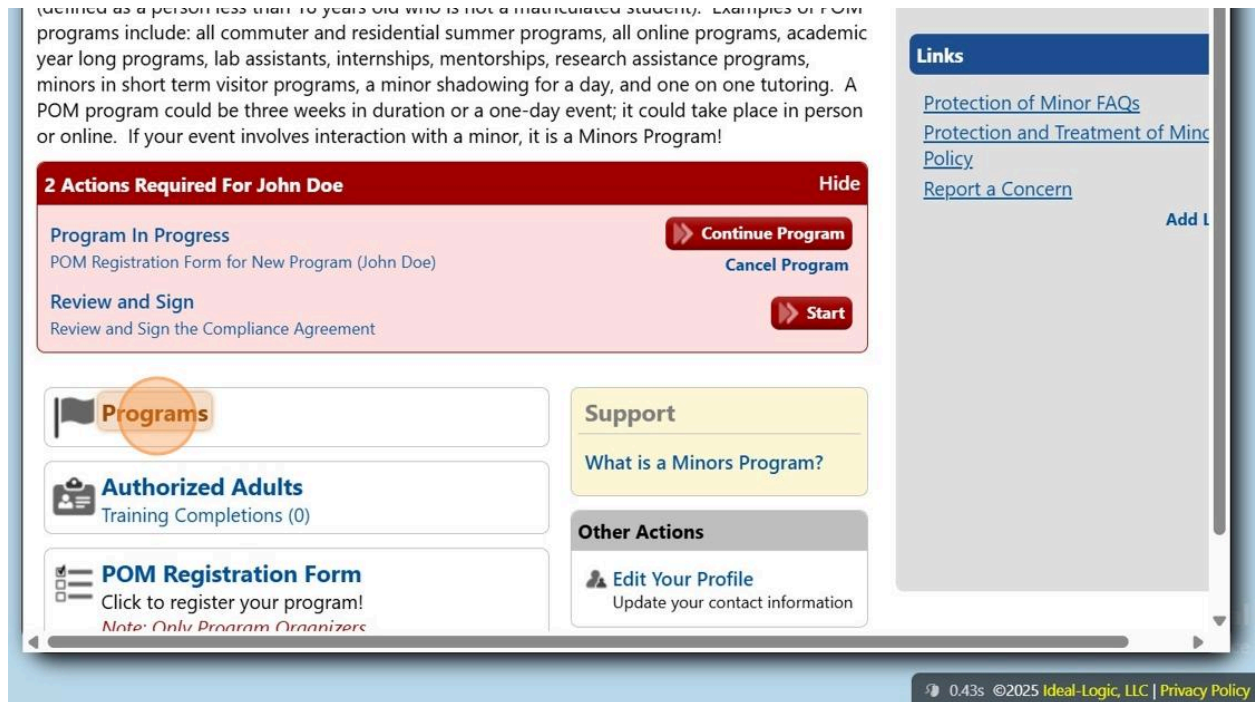
**Announcements**  
No unread announcements

**Links**  
[Protection of Minor FAQs](#)  
[Protection and Treatment of Minors Policy](#)  
[Report a Concern](#) Add Link

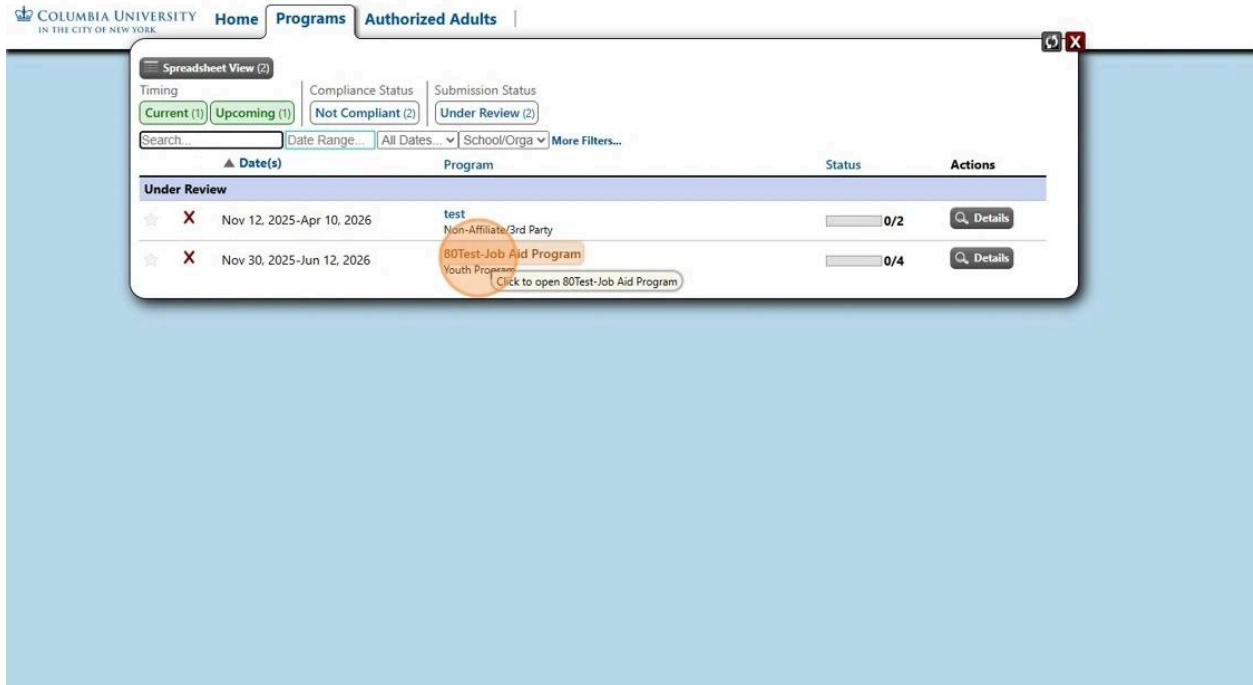
2. **Note:** When you open your Ideal-Logic dashboard, you can access your registered Authorized Adults and view their POM compliance status. Unlike the former system, **you will no longer receive daily reports**; the information will be provided to you in real time on your dashboard.



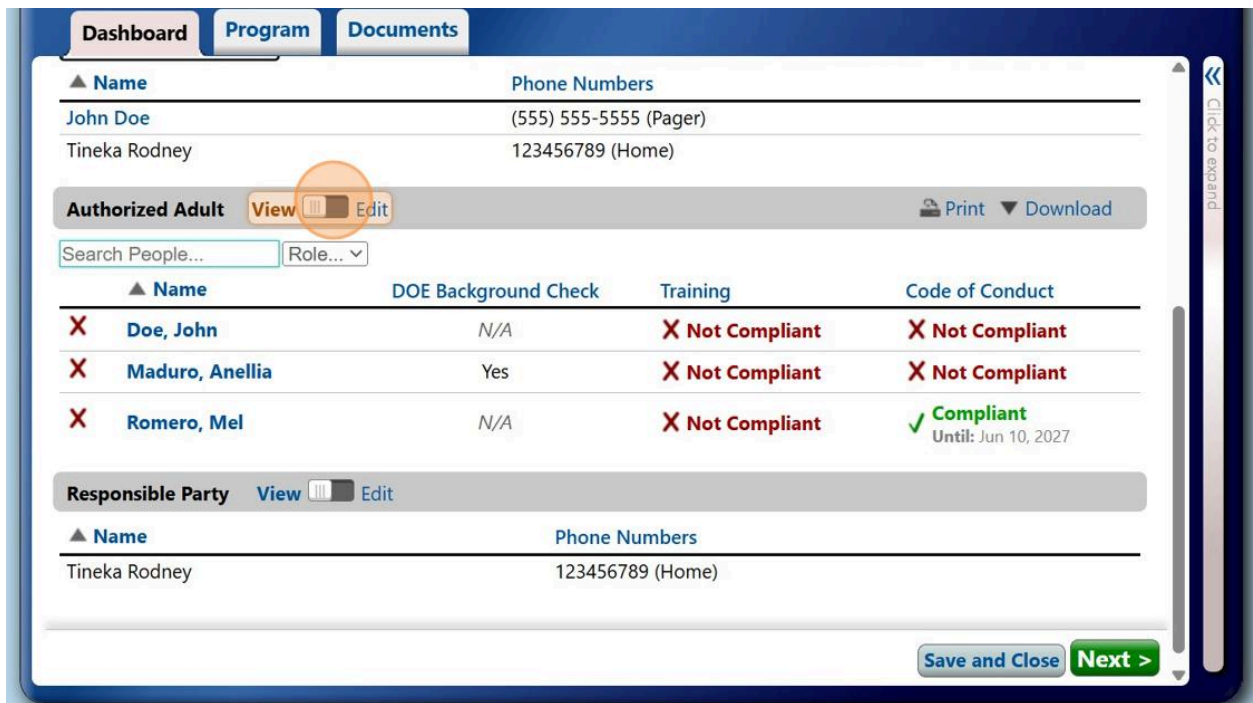
3. To **add** an Authorized Adult to your registration form, select **"Programs"**.



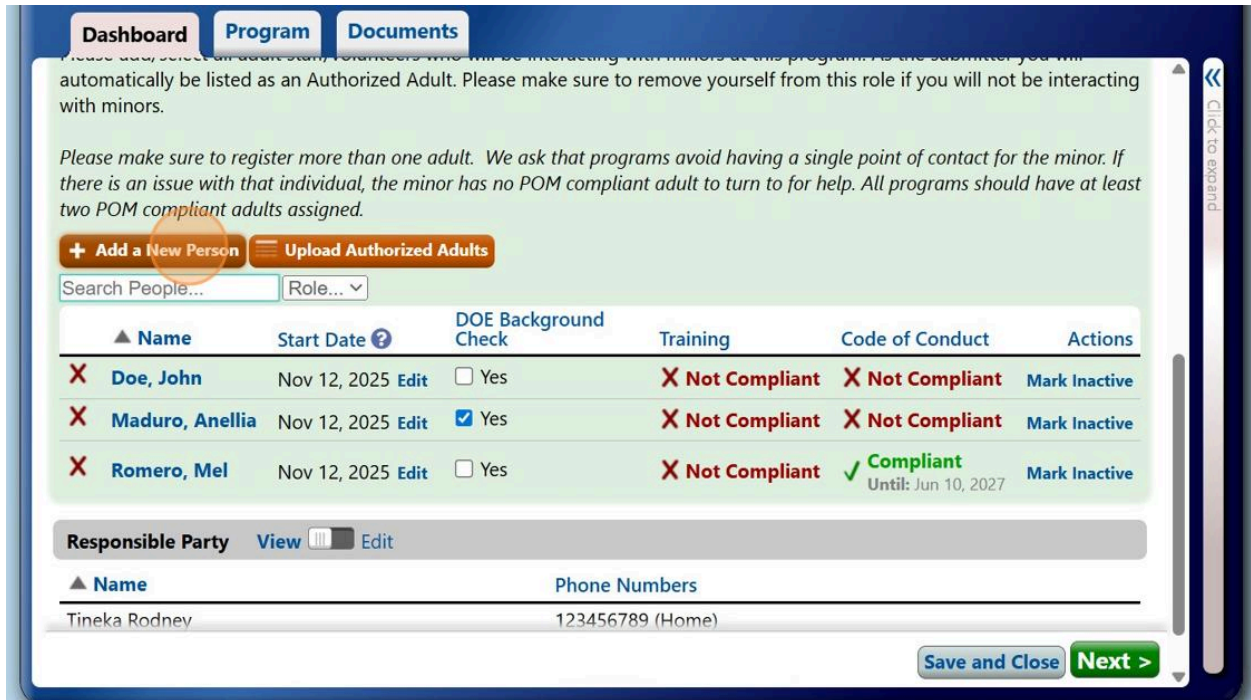
4. Click on the program you wish to update.



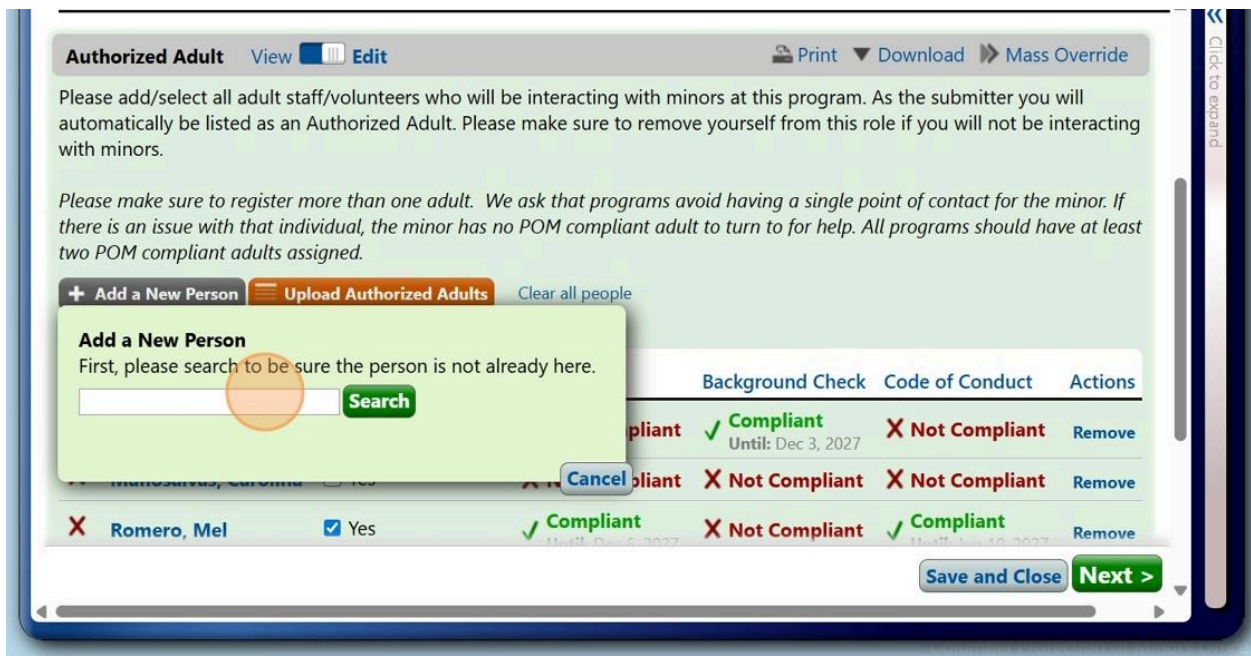
5. Click **Edit** to enter details for new participants.



6. Here you have the option to either import a spreadsheet with a list of your desired Authorized Adults or input them individually. To add an Authorized Adult individually, click **"Add a New Person"**.

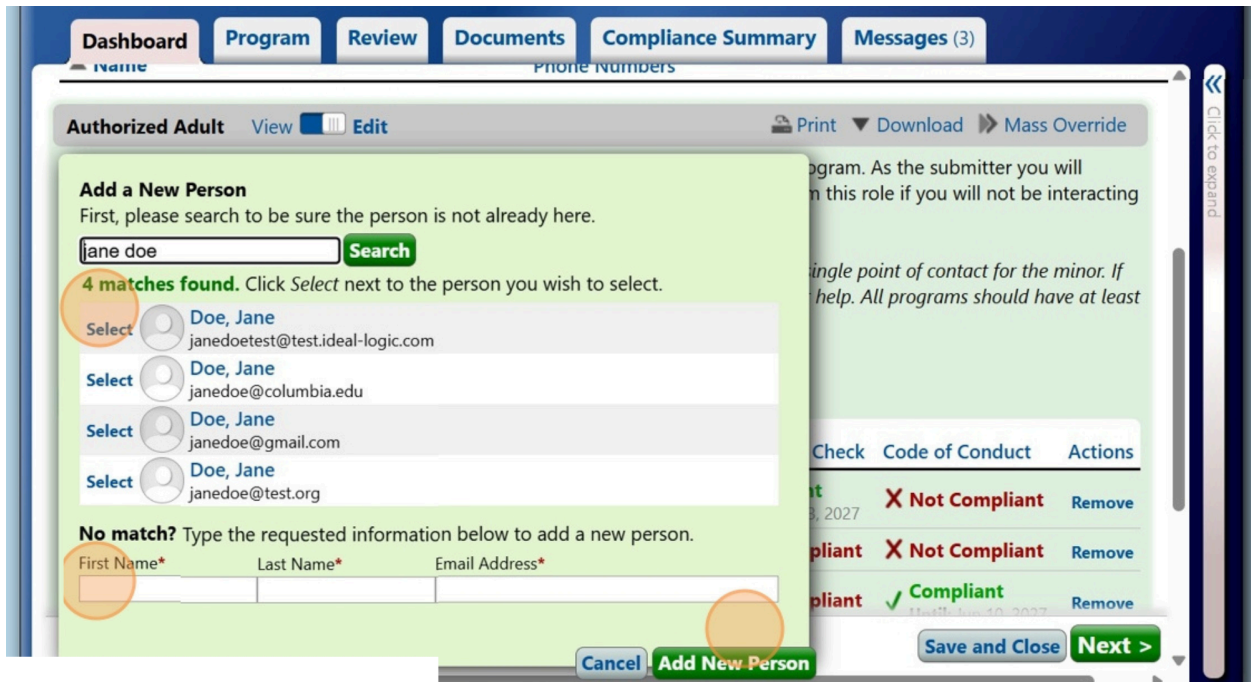


7. To enter the names manually, fill in the first and last name of the Authorized Adults you'd like to add, then click **"Search"**.



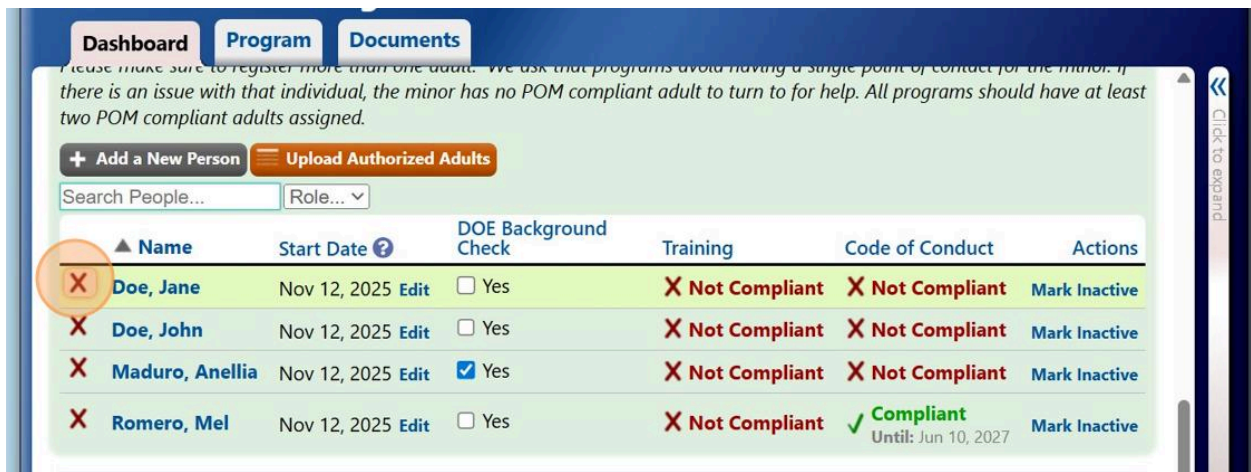
8. Select the Authorized Adults who are associated with your program and then click "Add New Person".

**Note:** If your Authorized Adult does not appear after clicking "Search," enter their first name, last name, and email address manually, then select "Add New Person."



9. Your new Authorized Adults will now appear at the top of your compliance dashboard for you to view.

**Note:** All programs must have at least two POM-compliant Authorized Adults assigned and must meet all required supervision ratios. If you have any concerns about the ratio status for your program, please contact [ProtectionofMinors@columbia.edu](mailto:ProtectionofMinors@columbia.edu) for assistance.



10. When you're finished updating your Authorized Adults, click **"Save and Close"**.

Please make sure to register more than one adult. We ask that programs avoid having a single point of contact for the minor. If there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs should have at least two POM compliant adults assigned.

[+ Add a New Person](#) [Upload Authorized Adults](#)

Search People... Role...

Name	Start Date	DOE Background Check	Training	Code of Conduct	Actions
<b>X</b> Doe, Jane	Nov 12, 2025 <a href="#">Edit</a>	<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	<a href="#">Mark Inactive</a>
<b>X</b> Doe, John	Nov 12, 2025 <a href="#">Edit</a>	<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	<a href="#">Mark Inactive</a>
<b>X</b> Maduro, Anellia	Nov 12, 2025 <a href="#">Edit</a>	<input checked="" type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	<a href="#">Mark Inactive</a>
<b>X</b> Romero, Mel	Nov 12, 2025 <a href="#">Edit</a>	<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>✓ Compliant</b> Until: Jun 10, 2027	<a href="#">Mark Inactive</a>

**Responsible Party** [View](#) [Edit](#)

Name	Phone Numbers
Tineka Rodney	123456789 (Home)

[Save and Close](#) [Next >](#)

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11. To **remove** an Authorized Adult from your registration form, click **"Programs"** on your dashboard.

(defined as a person less than 18 years old who is not a matriculated student). Examples of POM programs include: all commuter and residential summer programs, all online programs, academic year long programs, lab assistants, internships, mentorships, research assistance programs, minors in short term visitor programs, a minor shadowing for a day, and one on one tutoring. A POM program could be three weeks in duration or a one-day event; it could take place in person or online. If your event involves interaction with a minor, it is a Minors Program!

**2 Actions Required For John Doe** [Hide](#)

**Program In Progress** [Continue Program](#)  
POM Registration Form for New Program (John Doe) [Cancel Program](#)

**Review and Sign** [Start](#)  
Review and Sign the Compliance Agreement

**Programs**

**Authorized Adults**  
Training Completions (0)

**POM Registration Form**  
Click to register your program!  
*Note: Only Program Organizers*

**Support**  
[What is a Minors Program?](#)

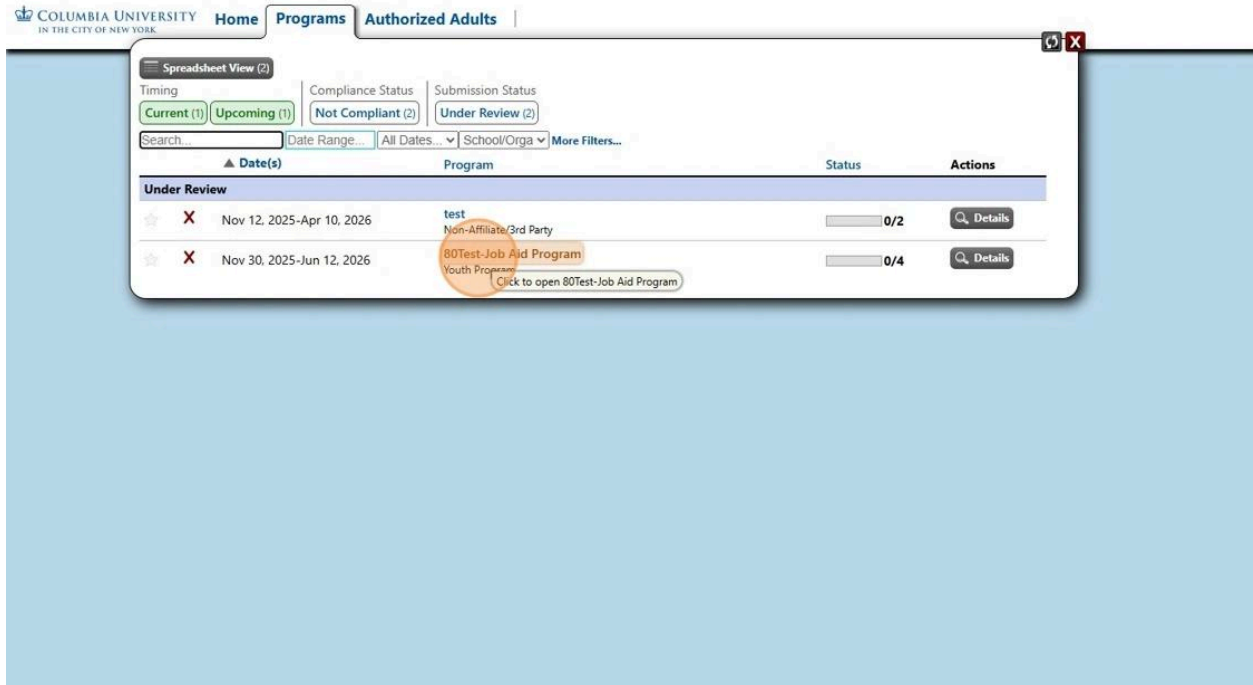
**Other Actions**  
[Edit Your Profile](#)  
Update your contact information

**Links**  
[Protection of Minor FAQs](#)  
[Protection and Treatment of Minors Policy](#)  
[Report a Concern](#)

[Add Link](#)

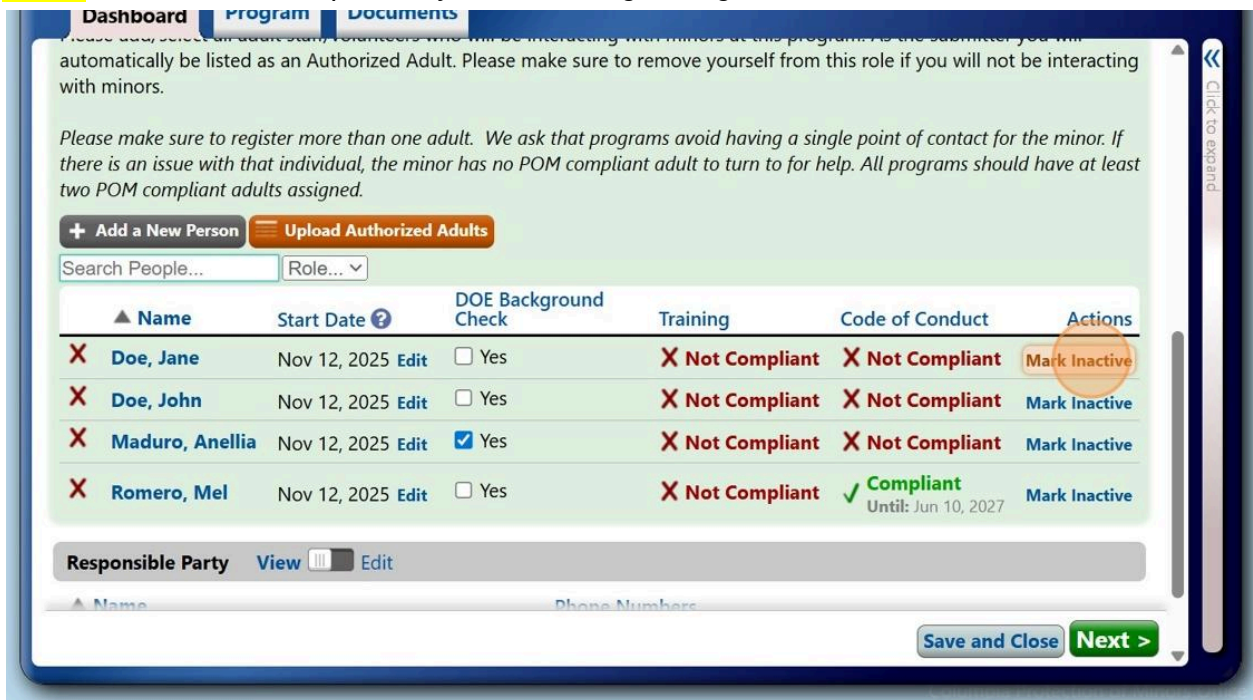
0.34s ©2025 Ideal-Logic, LLC | Privacy Policy

12. Click on the program you wish to update.



13. Under the "Actions" column, click "Mark Inactive" for the Authorized Adult you want to remove.

**Note:** This action will not prevent you from re-registering this individual in the future.



14. Click the "mm/dd/yyyy" field.

automatically be listed as an Authorized Adult. Please make sure to remove yourself from this role if you will not be interacting with minors.

Please make sure to register more than one adult. We ask that programs avoid having a single point of contact for the minor. If there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs should have at least two POM compliant adults assigned.

+ Add a New Person Upload Authorized Adults

Search People... Role...

Name	Start Date	DOE Background Check	Training	Code of Conduct	Actions
X Doe, Jane	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			
X Doe, John	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			
X Maduro, Anellia	Nov 12, 2025 Edit	<input checked="" type="checkbox"/> Yes			
X Romero, Mel	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			

Responsible Party View Edit

Name Phone Numbers

Save and Close Next >

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**Mark Jane Doe Inactive?**  
The inactive date represents the effective end date of a person's involvement in a Program. Compliance requirements for Jane Doe will not be tracked after the date entered.

mm/dd/yyyy

Cancel

15. Select the last day the Authorized Adult will be associated with your program.

Dashboard Program Documents

Please also, select an adult staff volunteer who will be interacting with minors at this program. As the submitter you will automatically be listed as an Authorized Adult. Please make sure to remove yourself from this role if you will not be interacting with minors.

Please make sure to register more than one adult. We ask that programs avoid having a single point of contact for the minor. If there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs should have at least two POM compliant adults assigned.

+ Add a New Person Upload Authorized Adults

Search People... Role...

Name	Start Date	DOE Background Check	Training	Code of Conduct	Actions
X Doe, Jane	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			
X Doe, John	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			
X Maduro, Anellia	Nov 12, 2025 Edit	<input checked="" type="checkbox"/> Yes			
X Romero, Mel	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			

Responsible Party View Edit

Name Phone Numbers

Save and Close Next >

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Type a date or select one below

November 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

mm/dd/yyyy

Cancel

16. Click "Mark Inactive".

automatically be listed as an Authorized Adult. Please make sure to remove yourself from this role if you will not be interacting with minors.

Please make sure to register more than one adult. We ask that programs avoid having a single point of contact for the minor. If there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs should have at least two POM compliant adults assigned.

+ Add a New Person Upload Authorized Adults

Search People... Role...

Name	Start Date	DOE Background Check	Training	Code of Conduct	Actions
X Doe, Jane	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			
X Doe, John	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			
X Maduro, Anellia	Nov 12, 2025 Edit	<input checked="" type="checkbox"/> Yes			
X Romero, Mel	Nov 12, 2025 Edit	<input type="checkbox"/> Yes			

Responsible Party View Edit

Name Phone Numbers

Cancel Mark Inactive

Save and Close Next >

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**Mark Jane Doe Inactive?**  
The inactive date represents the effective end date of a person's involvement in a Program. Compliance requirements for Jane Doe will not be tracked after the date entered.  
11/13/2025

17. Click "Yes".

By marking this person inactive, requirements will be ignored after the Inactive Date.

Yes No

Cancel Mark Inactive

Save and Close Next >

80Test-Job Aide Program

18. Click "Save and Close". Please note that once you select "Save and Close", you will no longer be able to make edits to the individual's inactive status for this program's session.

Please make sure to register more than one adult. We ask that programs avoid having a single point of contact for the minor. If there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs should have at least two POM compliant adults assigned.

[Add a New Person](#)
[Upload Authorized Adults](#)

Search People...  Role...

Name	Start Date	Inactive Date	DOE Background Check	Training	Code of Conduct	Actions
Doe, Jane	Nov 12, 2025 <a href="#">Edit</a>	Nov 13, 2025 <a href="#">Edit</a>	<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	
Doe, John	Nov 12, 2025 <a href="#">Edit</a>		<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	<a href="#">Mark Inactive</a>
Maduro, Anellia	Nov 12, 2025 <a href="#">Edit</a>		<input checked="" type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	<a href="#">Mark Inactive</a>
Romero, Mel	Nov 12, 2025 <a href="#">Edit</a>		<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>Compliant</b> Until: Jun 10, 2027	<a href="#">Mark Inactive</a>

Responsible Party [View](#)  [Edit](#)

[Save and Close](#) [Next >](#)

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19. When you return to your program's dashboard, you will see the inactive Authorized Adult's end date.

Dashboard **Program** Documents

Please make sure to register more than one adult. We ask that programs avoid having a single point of contact for the minor. If there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs should have at least two POM compliant adults assigned.

[+ Add a New Person](#)
[Upload Authorized Adults](#)

Search People...  Role...

Name	Start Date	Inactive Date	DOE Background Check	Training	Code of Conduct	Act
<b>X</b> Doe, Jane	Nov 12, 2025 <a href="#">Edit</a>	Nov 13, 2025 <a href="#">Edit</a>	<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	
<b>X</b> Doe, John	Nov 12, 2025 <a href="#">Edit</a>		<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	<a href="#">Mark Ina</a>
<b>X</b> Maduro, Anellia	Nov 12, 2025 <a href="#">Edit</a>		<input checked="" type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>X Not Compliant</b>	<a href="#">Mark Ina</a>
<b>X</b> Romero, Mel	Nov 12, 2025 <a href="#">Edit</a>		<input type="checkbox"/> Yes	<b>X Not Compliant</b>	<b>Compliant</b> Until: Jun 10, 2027	<a href="#">Mark Ina</a>

Responsible Party [View](#)  [Edit](#)

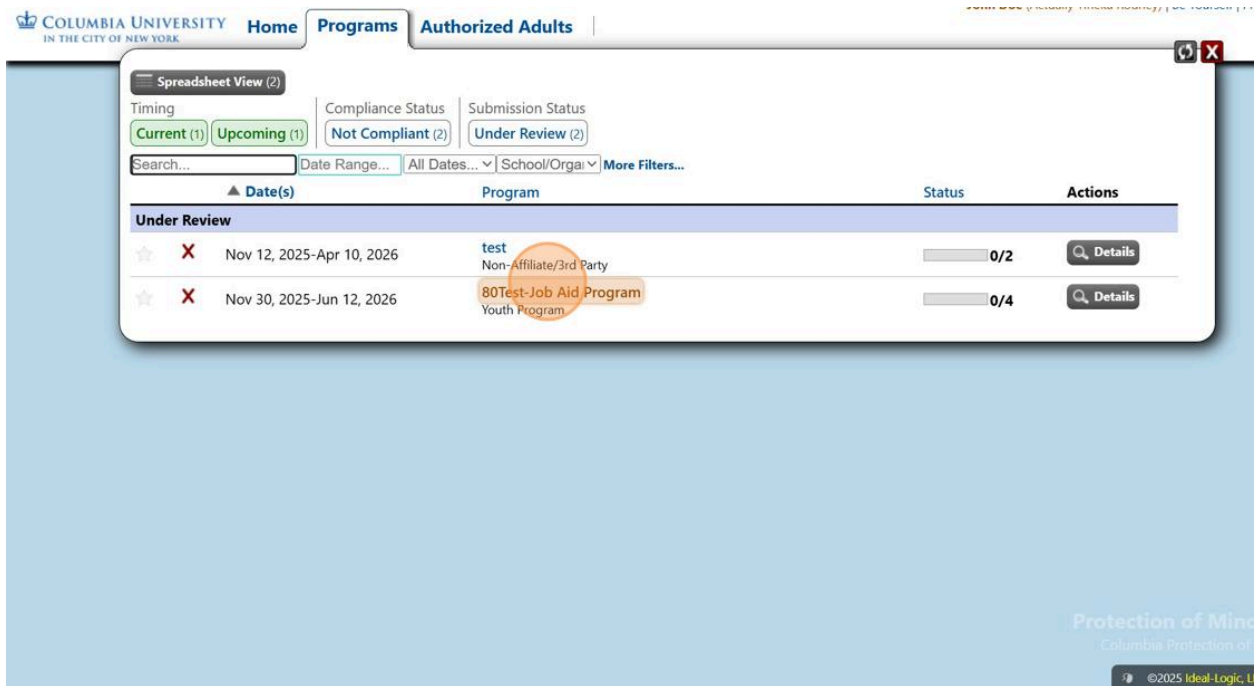
Name	Phone Numbers
Timothy Deane	122456789 (Home)

[Save and Close](#) [Next >](#)

# Upload Authorized Adults to Protection of Minors Portal Using the Template Spreadsheet

This guide offers a step-by-step process for uploading Authorized Adults for your program registration using a template spreadsheet. By following it, you can ensure compliance, save time, and reduce data-entry errors.

1. To **Update** your program's Authorized Adults using a **template spreadsheet**, go to your **Programs** page and click on the program you wish to update.



2. Click **Edit** to access and import the template spreadsheet.

The screenshot shows the 'Authorized Adults' section of the 80Test-Job Aid Program. The 'Edit' button is circled in orange. Below the header, there is a table with the following data:

Name	Inactive Date	DOE Background Check	Training	Background Check	Code of Conduct
X Doe, Jane	Nov 13, 2025	N/A	X Not Compliant	X Not Compliant	X Not Compliant
X Doe, John		N/A	X Not Compliant	X Not Compliant	X Not Compliant
X Maduro, Anellia		Yes	X Not Compliant	X Not Compliant	X Not Compliant
X Romero, Mel		N/A	X Not Compliant	X Not Compliant	Compliant Until: Jun 10, 2027

At the bottom of the table, there are 'Save and Close' and 'Next >' buttons. The right sidebar shows program details and a 'Request Edits...' section.

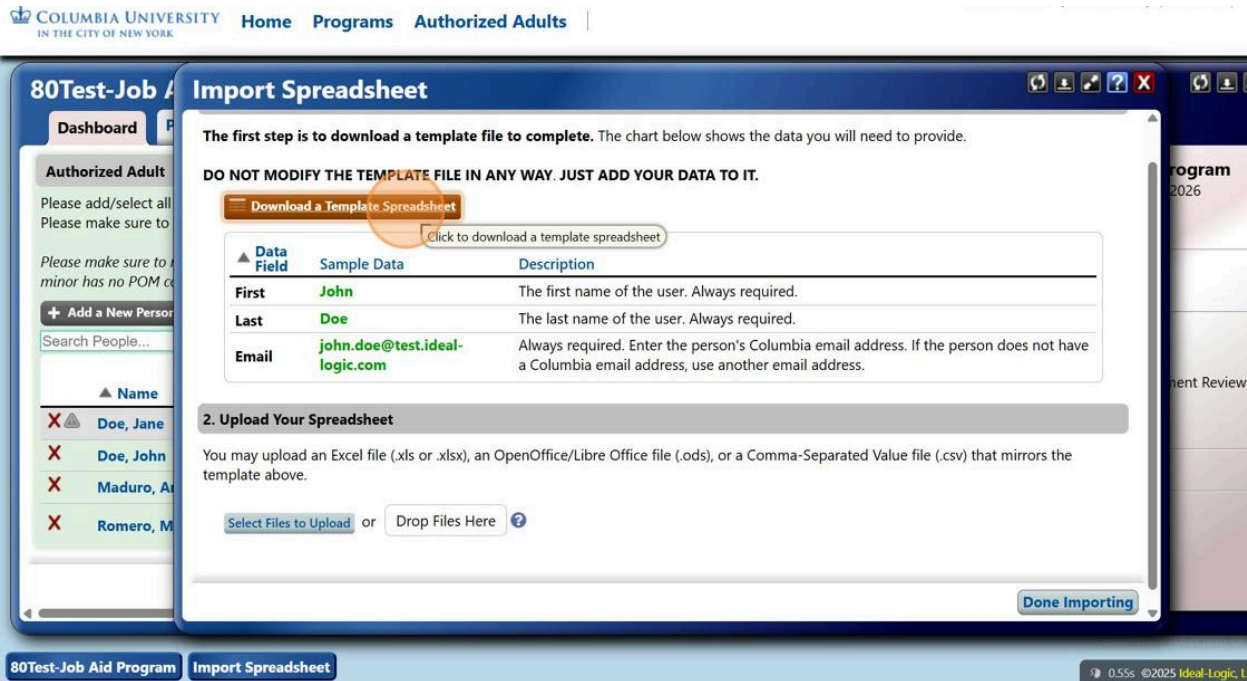
3. To import a spreadsheet with the list of desired Authorized Adults, click "**Upload Authorized Adults**".

The screenshot shows the 'Upload Authorized Adults' button highlighted with an orange circle. Below the header, there is a table with the following data:

Name	Start Date	Inactive Date	DOE Background Check	Training	Background Check	Code of Conduct
X Doe, Jane	Nov 30, 2025	Nov 13, 2025	<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	X Not Compliant
X Doe, John	Nov 30, 2025		<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	X Not Compliant
X Maduro, Anellia	Nov 30, 2025		<input checked="" type="checkbox"/> Yes	X Not Compliant	X Not Compliant	X Not Compliant
X Romero, Mel	Nov 30, 2025		<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	Compliant Until: Jun 10, 2027

At the bottom of the table, there are 'Save and Close' and 'Next >' buttons. The right sidebar shows program details and a 'Request Edits...' section.

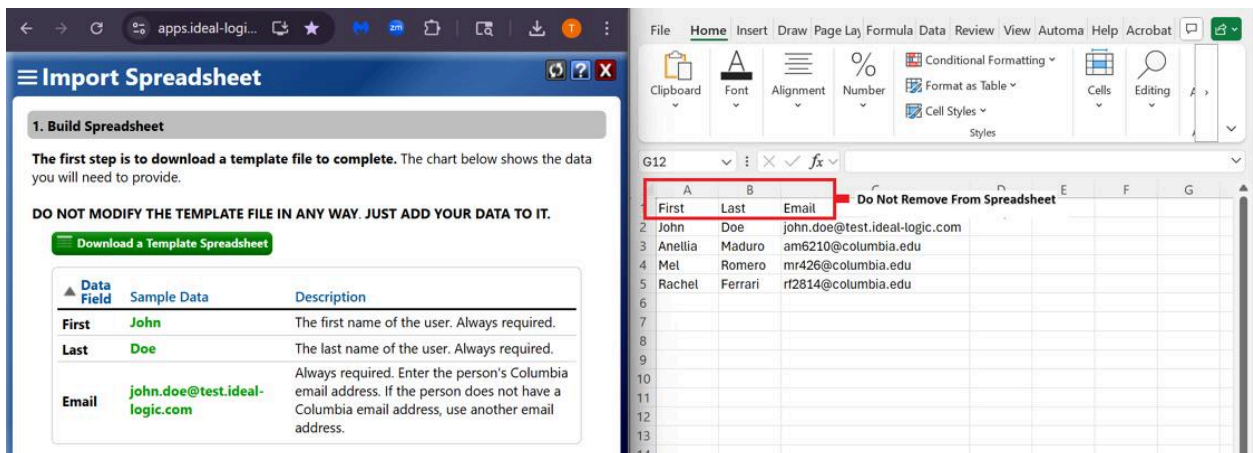
4. We recommend that you use our template spreadsheet to minimize errors and maintain system accuracy. Click "**Download a Template Spreadsheet**".



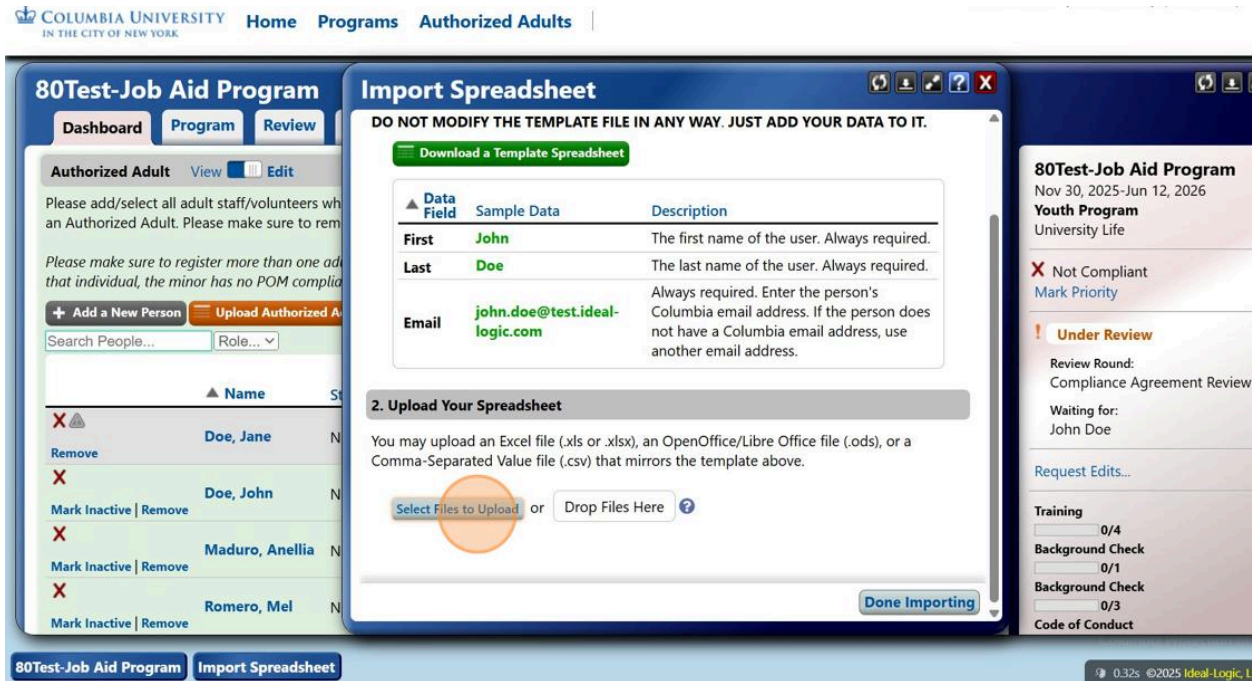
5. You will then be presented with an Excel spreadsheet that instructs you to enter the first name, last name, and email address of individuals you would like to include as Authorized Adults for your program.

**Note:** Do not remove any information that is already placed in Row 1. Instead, you will enter the list of Authorized Adults beginning in Row 2, as shown in the picture below.

**Note:** If you wish to upload your own file, it must be formatted the same way as the template. This means that Row 1 should match the image below and include the headers: **First, Last, and Email.**

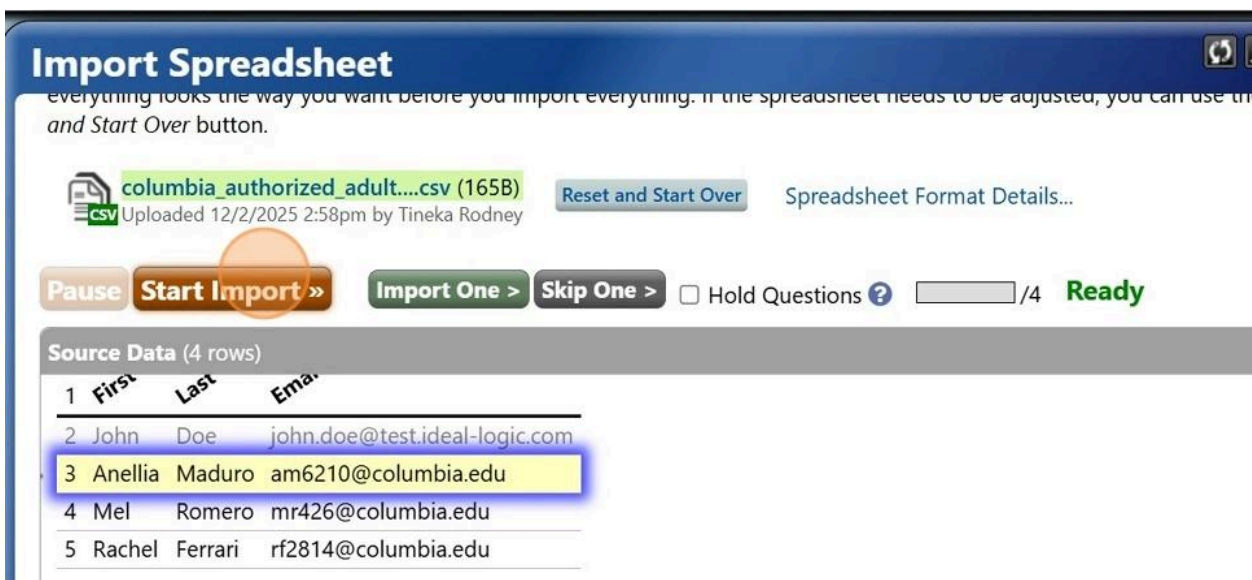


6. Once you have listed all your Authorized Adults into your spreadsheet, save the file and import it by clicking **"Select Files to Upload."**



7. Once the file has been uploaded, the system will read the data to verify the accuracy of the names and email addresses provided. Click **"Start Import»"** to import the Authorized Adults to your program registration form.

**Note:** *It's important that the names and email addresses for your Authorized Adults are correct, otherwise the system will flag and highlight any issues.*



8. **Note:** If an error occurs, you need to verify that the names highlighted in red are correct. Click "Edit Spreadsheet Data" to make the necessary edits to your data.

**Stopped**

We need your help to continue. [Stopped at Person/VZ8W-DGMBY]

**columbia\_authorized\_adults\_importer (5).csv (4 lines) line 2:** [Show Data...](#)

**A non-exact match was found for person Rachel/Ferari/rf2814@columbia.edu.**  
Please select this match only if it is the correct match. Otherwise, click the *Create a New Person* button.

Groups... ▾ Staff... ▾ Programs (A: ▾ Last Logged ▾ [More Filters...](#)

Select	Name	Accounts
<a href="#">Select</a>	<b>Ferrari, Rachel</b> Executive Director Protection of Mino...	<b>Columbia POM</b>

or [Create a New Person](#)

or [Edit Spreadsheet Data...](#) [Skip >](#)

[Done Importing](#)

9. After you fix the flag error, click "Retry With Changes" so the system can re-import your data.

**Stopped**

We need your help to continue. [Stopped at Person/VZ8W-DGMBY]

**columbia\_authorized\_adults\_importer (5).csv (4 lines) line 2:** [Show Data...](#)

**A non-exact match was found for person Rachel/Ferari/rf2814@columbia.edu.**  
Please select this match only if it is the correct match. Otherwise, click the *Create a New Person* button.

**columbia\_authorized\_adults\_importer (5).csv (4 lines) line 2**

Use this interface to tweak the data that is being processed for this record.  
Changes that you make here will not modify your original spreadsheet.

email

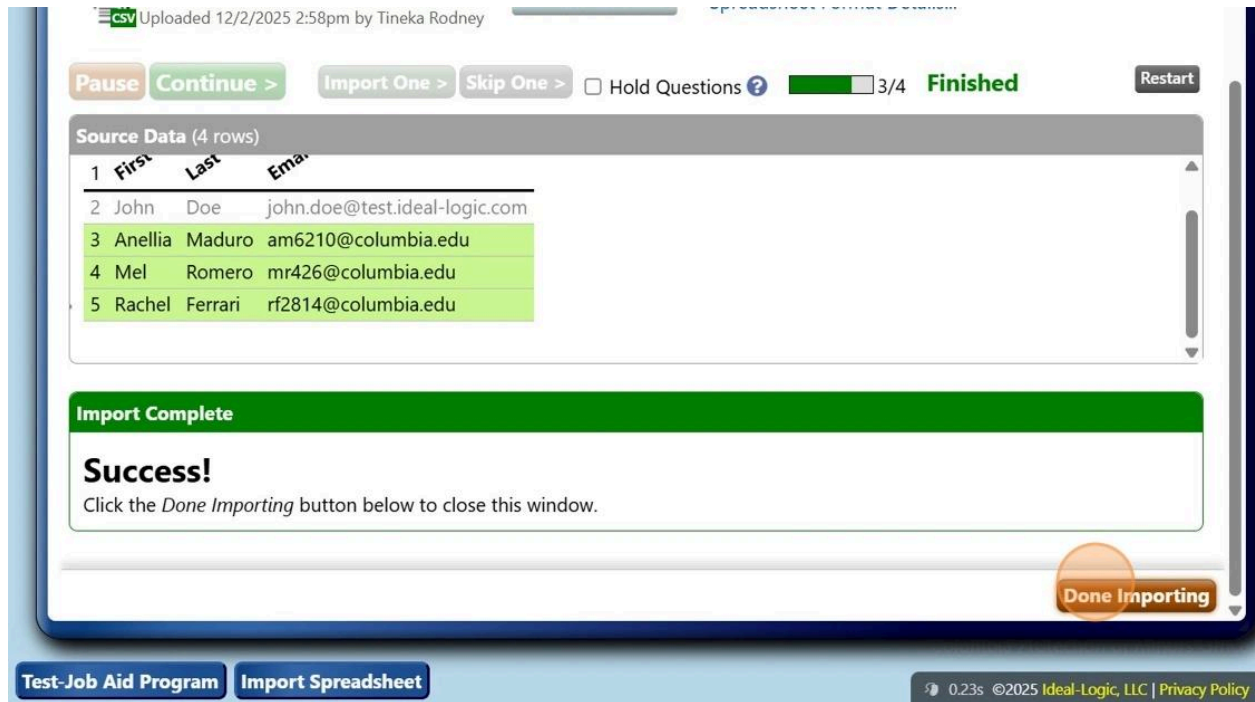
first

last

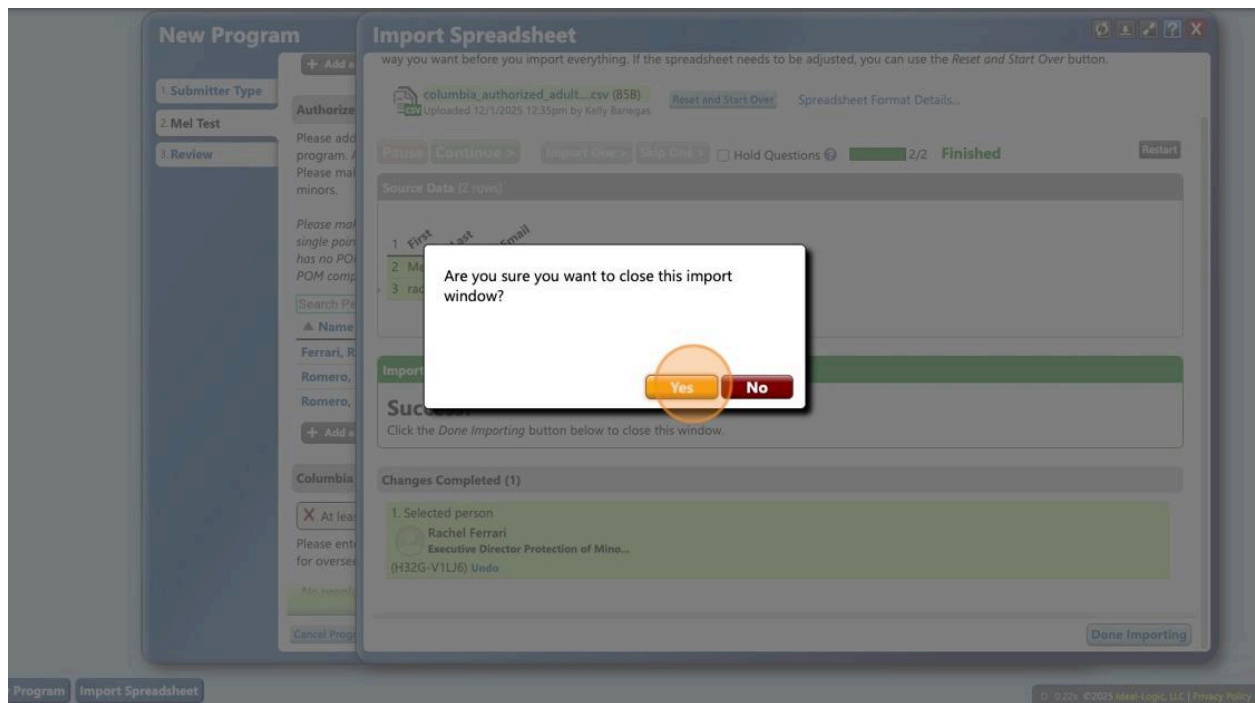
[Cancel](#) [Retry With Changes](#) [Done Importing](#)

80Test-Job Aid Program Test-Job Aid Program Import Spreadsheet 0.62s ©2025 Ideal-Logic, LLC | Privacy Policy

10. Once your data has been successfully imported, click "Done Importing."



11. Click "Yes."



12. After processing, your registration dashboard will display the names of the Authorized Adults and their compliance status.

**Note:** Once an Authorized Adult has completed the required steps for POM compliance and all documentation has been verified, the system will automatically update their status to **green and Compliant**.

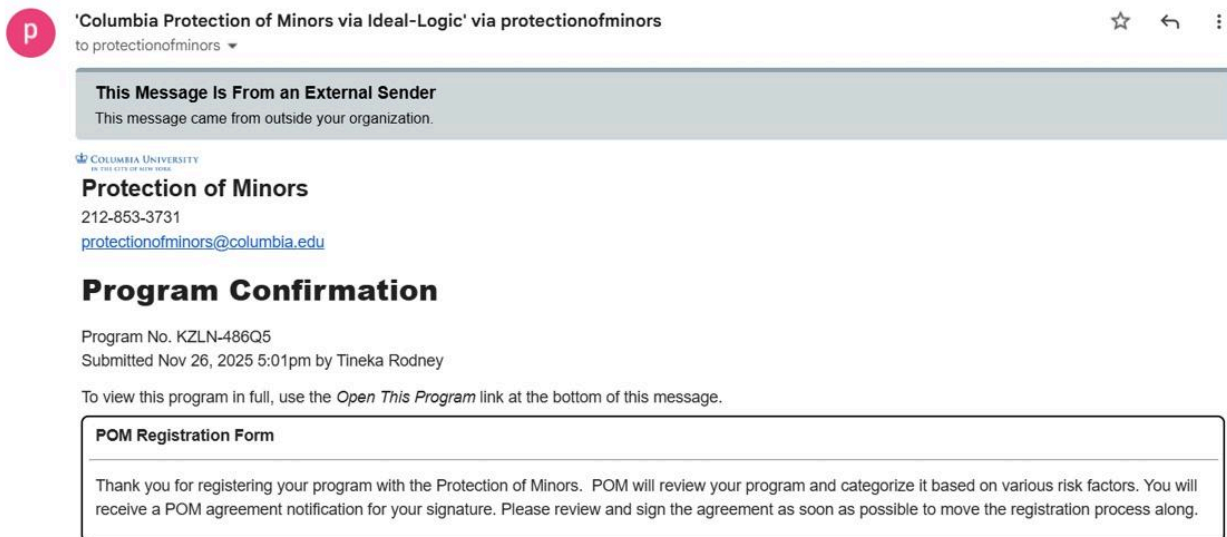
The screenshot shows the 'Test-Job Aid Program' dashboard. At the top, there are navigation tabs: Dashboard, Program, Review, Documents, Compliance Summary, and Messages (4). Below the tabs, there is a message: 'there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs show two POM compliant adults assigned.' Below the message are three buttons: '+ Add a New Person', 'Upload Authorized Adults', and 'Clear all people'. There is also a search box labeled 'Search People...'. The main content is a table with the following columns: Name, Start Date, DOE Background Check, Training, and Code of Conduct. The table lists four individuals: Rachel Ferrari, Anellia Maduro, Tineka Rodney, and Mel Romero. Each row shows their start date (Nov 17, 2025), a 'Yes' checkbox for DOE Background Check, and their compliance status for Training and Code of Conduct. Rachel Ferrari and Mel Romero are 'Compliant' for Code of Conduct, while the others are 'Not Compliant' for both Training and Code of Conduct.

Name	Start Date	DOE Background Check	Training	Code of Conduct
X Ferrari, Rachel	Nov 17, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant Past Activity	✓ Compliant Until: Jun 10, 2027
X Maduro, Anellia	Nov 17, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant Past Activity	X Not Compliant Past Activity
X Rodney, Tineka	Nov 17, 2025 Edit	<input type="checkbox"/> Yes	✓ Compliant Until: Nov 14, 2027	X Not Compliant Past Activity
X Romero, Mel	Nov 17, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant Past Activity	✓ Compliant Until: Jun 10, 2027

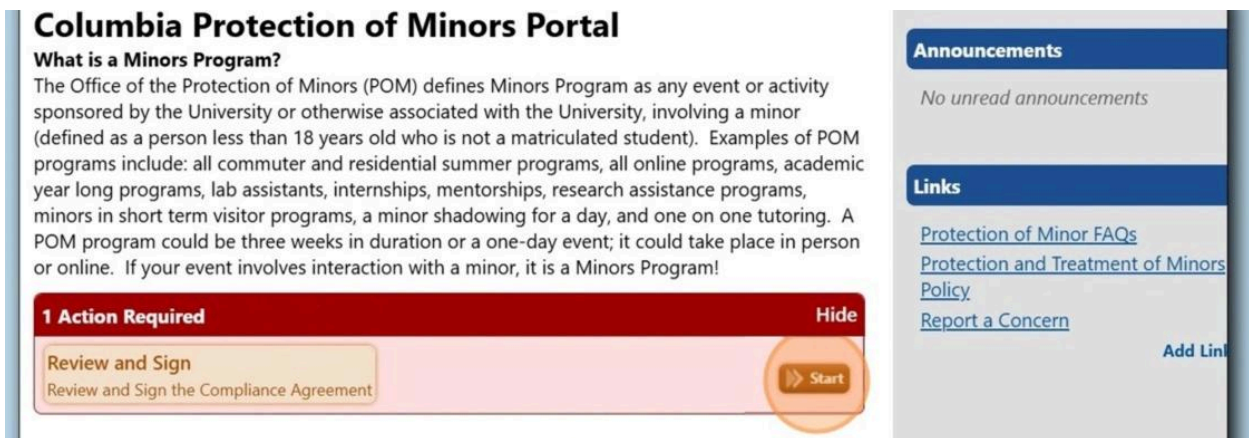
# Sign the Protection of Minors Compliance Agreement

All Program Registrants must sign a Protection of Minors Agreement Letter agreeing to ensure that all POM compliance requirements are fully met. This guide introduces a new feature that makes the platform easier to use, allowing you to sign the POM Agreement Letter directly in our new POM database.

1. After you receive approval for your program, you will receive a notification via email that it's time to review and sign the agreement letter.



2. After logging into your account, click "**Review and Sign the Compliance Agreement**" or "**Start**" to sign the agreement letter.

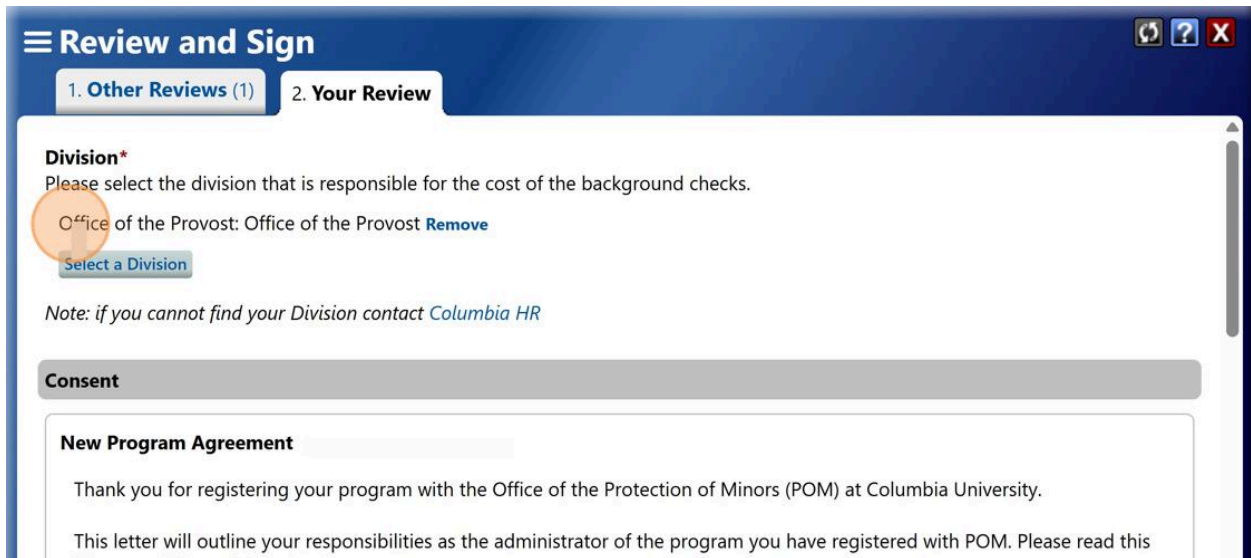


3. If your program requires a background check you will click on **"Select a Division"** to identify which division is responsible for covering the cost of your program's background checks.

**Note:** Upon approval of your program, POM will inform you whether your Authorized Adults require background checks.

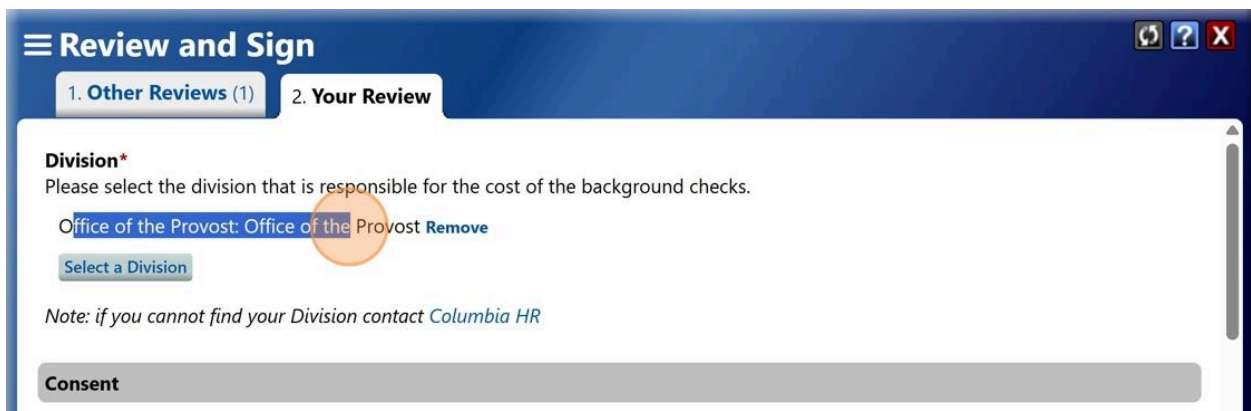
**Note:** If your program does not require a background check, the system will not prompt you to select a division.

In this section you will also **review the POM Agreement Letter and provide your digital signature** to confirm that you have read and agree to the requirements outlined in the consent form.



The screenshot shows a web interface titled "Review and Sign" with two tabs: "1. Other Reviews (1)" and "2. Your Review". Under the "2. Your Review" tab, there is a "Division\*" section with the instruction "Please select the division that is responsible for the cost of the background checks." A dropdown menu is open, showing "Office of the Provost: Office of the Provost Remove". A blue button labeled "Select a Division" is highlighted with an orange circle. Below the dropdown is a note: "Note: if you cannot find your Division contact Columbia HR". Below this is a "Consent" section with a "New Program Agreement" box containing the text: "Thank you for registering your program with the Office of the Protection of Minors (POM) at Columbia University. This letter will outline your responsibilities as the administrator of the program you have registered with POM. Please read this..."

4. After selecting your division, its name will appear here.



This screenshot is identical to the previous one, but the selected option in the dropdown menu, "Office of the Provost: Office of the Provost Remove", is now highlighted with a blue background. The "Select a Division" button remains highlighted with an orange circle.

5. Enter the full name of your program's Senior Leadership.

**Note:** The **Senior Leadership** contact is someone who the POM team will reach out to if your program fails to comply with our POM requirements. (This is usually a dean, supervisor, or head of the department). For **Non-Affiliates**, please enter the name of the Columbia Affiliate with whom you have contracted.

**Review and Sign**

1. Other Reviews (1) 2. Your Review

Name:

Phone: \*

Email: \*

If you have any questions regarding this agreement, please don't hesitate to contact me.

Sincerely,

**Rachel Ferrari, J.D.** (rf2814@columbia.edu)  
Executive Director. Protection of Minors

6. Type in your Senior Leader's phone number.

**Review and Sign**

1. Other Reviews (1) 2. Your Review

Name:

Phone: \*

Email: \*

7. Type in your Senior Leader's full email address.

1. Other Reviews (1) 2. Your Review

Name:

Phone: \*

Email: \*

If you have any questions regarding this agreement, please don't hesitate to contact me.

Sincerely,

**Rachel Ferrari, J.D.** (rf2814@columbia.edu)  
Executive Director, Protection of Minors  
Office of Institutional Equity

On behalf of Florence Emmanuela Dallas,  
**Please type your name below to indicate your consent.**

8. Click the "Type Your Name Here" field.

Phone: \*

Email: \*

If you have any questions regarding this agreement, please don't hesitate to contact me.

Sincerely,

**Rachel Ferrari, J.D.** (rf2814@columbia.edu)  
Executive Director, Protection of Minors  
Office of Institutional Equity

On behalf of Florence Emmanuela Dallas,  
**Please type your name below to indicate your consent.**

9. Type your first and last name.

Phone:\*

Email:\*

If you have any questions regarding this agreement, please don't hesitate to contact me.

Sincerely,

**Rachel Ferrari, J.D.** (rf2814@columbia.edu)  
Executive Director, Protection of Minors  
Office of Institutional Equity

On behalf of Florence Emmanuela Dallas,  
**Please type your name below to indicate your consent.**

10. Click "Submit".

Email:\*

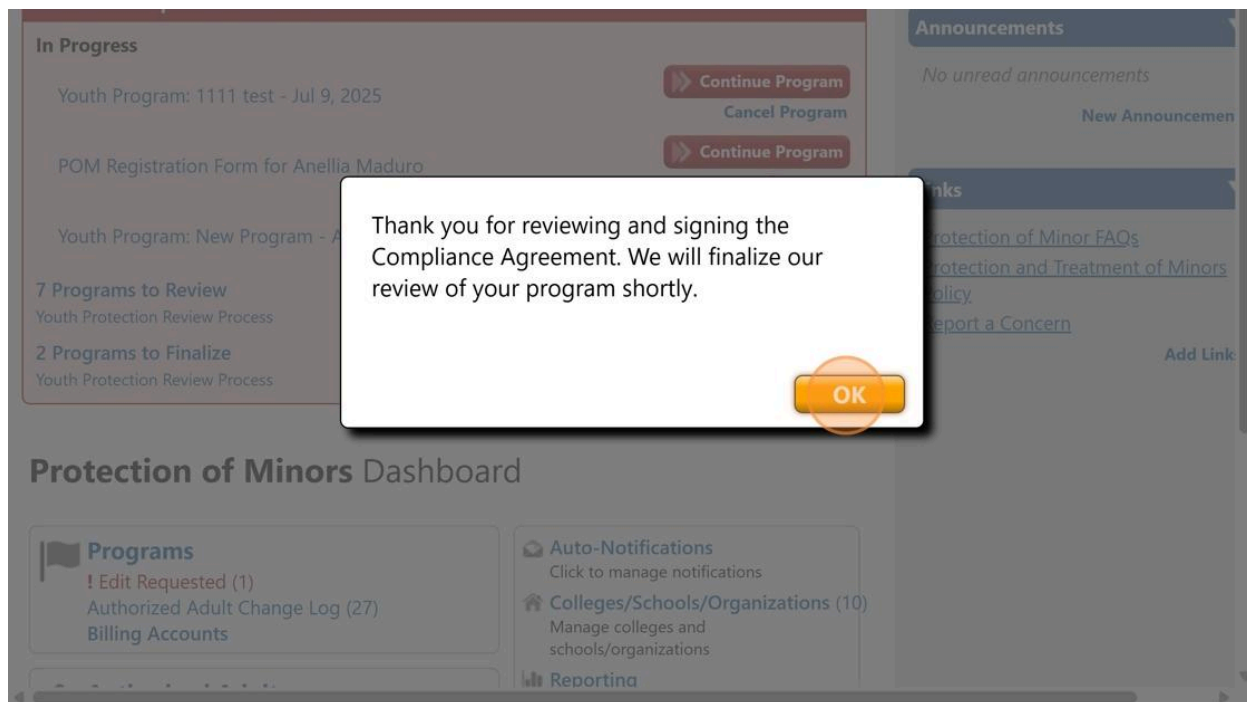
If you have any questions regarding this agreement, please don't hesitate to contact me.

Sincerely,

**Rachel Ferrari, J.D.** (rf2814@columbia.edu)  
Executive Director, Protection of Minors  
Office of Institutional Equity

On behalf of Gizzel Edmund,  
**Please type your name below to indicate your consent.**

11. Click “OK” to confirm that you have reviewed and signed the POM Agreement Letter.



# Background Check Information

Program administrators no longer need to export spreadsheets to submit background check requests to TrueScreen. With the updated integration, background checks will now automatically process as soon as an program administrator registration form is approved in Ideal-Logic.

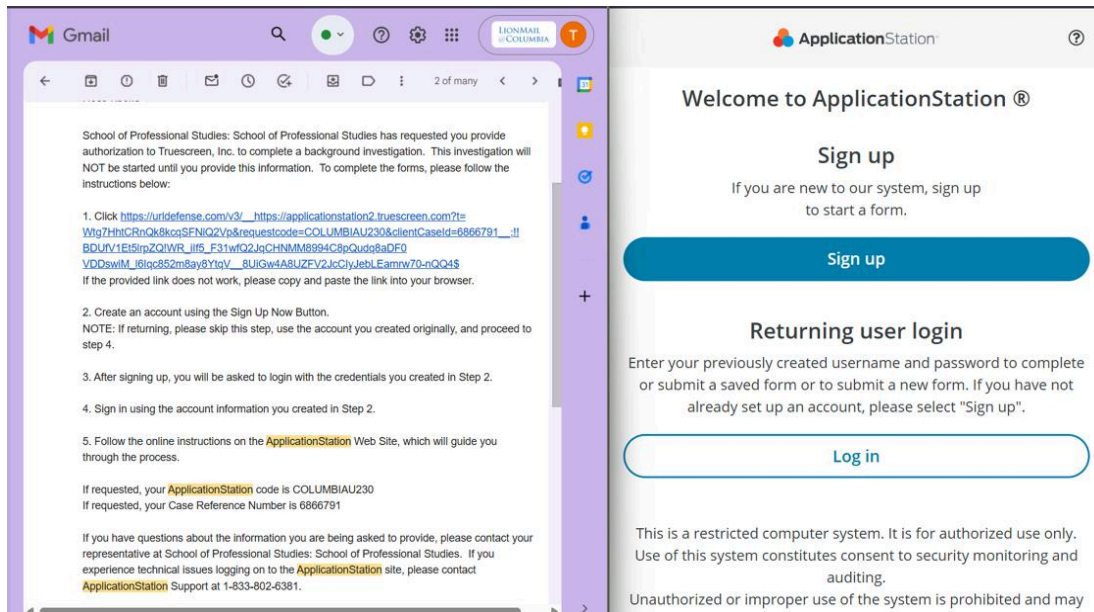
## 1. How the New Background Check Process Works

- Program administrators complete and submit their registration form in our new registration platform through Ideal-Logic.
- Program administrators add Authorized Adults to their program registration.
- Once the registration form is approved by the POM team, our system automatically forwards all required information to TrueScreen for background check screening.
- Those Authorized Adults with valid background checks on file, will not be submitted for renewed checks.
- TrueScreen immediately begins processing the background check, with no additional steps required from the program administrators.
- Program administrators can then monitor results directly on their dashboard at <https://apps.ideal-logic.com/columbiaPOM>

## 2. Steps for Authorized Adults

- Authorized Adults will receive an email invitation to begin the background check process from ApplicationStation.
- Authorized Adults should follow the link sent by ApplicationStation, create a profile and complete the questionnaire as soon as possible, so as not to delay the clearance process.

**Note:** If an Authorized Adult has not received an email from ApplicationStation, please remind them to check their spam/junk folders.



### 3. Important Reminders

- To ensure a smooth background check screening, we strongly advise verifying the **accuracy of names, email addresses, and other required information for all Authorized Adults before the registration form is submitted.**
  - Incorrect information will delay processing.
  - Email accuracy is especially important, as communication and verification steps rely on it.
  - If a candidate's background check does not clear, the department will be notified. If you have questions about a background check after viewing progress/results in Ideal-Logic, please contact **hrca-bc@columbia.edu**.

# How to Upload Your Authorized Adults NYC DOE Background Check Documents

Some Authorized Adults may have already completed a background check through the NYC Department of Education (DOE) instead of TrueScreen. If you selected this option on your POM registration form, follow the guide to upload verification of the completed background check to ensure that the compliance status of your Authorized Adults can be confirmed.

1. To upload the NYC DOE Background check for your Authorized Adults, click "Programs".



2. Click "Details" for the program where you want to submit NYC DOE background check documents for your Authorized Adult(s).

Program	Status	Actions
Non-Affiliate/3rd Party		
-Jun 12, 2026 80Test-Job Aid Program Youth Program	<div style="width: 25%;"></div> 0/4	<a href="#">Details</a>
New Feedback Process Test Youth Program	<div style="width: 12.5%;"></div> 0/1	<a href="#">Details</a>
008Test (Job Aid) Youth Program	<div style="width: 25%;"></div> 0/2	<a href="#">Details</a>
5 DOUBLE DISCOVERY CENTER Youth Program	<div style="width: 12.5%;"></div> 0/1	<a href="#">Details</a>
025 RFTest Program Youth Program	<div style="width: 10%;"></div> 1/10	<a href="#">Details</a>
Anellia Test # 3 - DOE BGC Youth Program	<div style="width: 33.3%;"></div> 0/3	<a href="#">Details</a>
Mal Test		<a href="#">Details</a>

3. Click "Not Compliant".

The screenshot shows a compliance summary interface with a table of staff members. The table has columns for Name, DOE Background Check, Training, Background Check, and Code of Conduct. Mel Romero is highlighted with a red circle around his 'Not Compliant' status in the Training column.

Name	DOE Background Check	Training	Background Check	Code of Conduct
Luro, Anellia	Yes	<b>X Not Compliant</b>	✓ Compliant Until: Dec 3, 2027	<b>X Not Compliant</b>
ero, Mel	Yes	✓ Compliant Until: Dec 4, 2027	<b>X Not Compliant</b>	✓ Compliant Until: Jun 10, 2027
erg, Janet	Yes	<b>X Not Compliant</b>	✓ Compliant Until: Dec 3, 2027 ✓ Compliant Until: Dec 3, 2027	<b>X Not Compliant</b>

4. Click "Select Files to Upload".

The screenshot shows a modal dialog box for Mel Romero. The dialog displays his name, role (NYC DOE Background Check), and a 'Not Compliant' status. It lists related items, including a 'Pending NYC DOE Background Check'. A red circle highlights the 'Select Files to Upload' button in the 'NYC DOE Background Check Upload\*' section.

**Mel Romero** Anellia Test # 3 - DOE BGC  
 NYC DOE Background Check Youth Program  
 Dec 10, 2025

**X Not Compliant**

All items related to this requirement are listed below, newest to oldest.

**Pending**  
 NYC DOE Background Check

**NYC DOE Background Check Upload\***

Select Files to Upload or Drop Files Here ?

5. Upload the DOE background check results for all authorized adults.

**NYC Public Schools** Applicant Gateway

Home | Edit Profile | Jane Doe | Sign Out

Instructions for NYC Public Schools Applicants [Click Here](#)

**Nomination Status**

Name: Status: Completed  
 EIS Title: Current Step:  
 Location: Process Description:  
 Authorize to Hire Date: [Notification History](#)

Application Process Step	Status	Date Completed	Process Date
✓ 1 Nomination Recorded	Complete	09/15/2025	
✓ 2 Processing	Complete	09/24/2025	
✓ Background Questionnaire - Nomination	Complete	09/24/2025	
✓ Fingerprints	Complete	09/24/2025	
✓ Application Forms	Complete	09/24/2025	
✓ 3 Background Investigations - Nomination	Complete	09/24/2025	
✓ 4 Complete	Complete	09/24/2025	

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6. Click "Close" once you have uploaded the necessary files.

**Review Documents Compliance Summary**

Phone Numbers

**Mel Romero** Anellia Test # 3 - DOE BGC  
 NYC DOE Background Check Youth Program  
 Dec 10, 2025

**Not Compliant**

All items related to this requirement are listed below, newest to oldest.

**Pending**  
 NYC DOE Background Check

**NYC DOE Background Check Upload\***

Select Files to Upload or Drop Files Here ?

▼ Show Not Applicable Data

Phone Numbers  
 +1 212 853 3731 (Work)

Save and Close NEXT background check Close

7. Click "Save and Close" to submit all the necessary documents for the POM team to review.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Dashboard, Program, Review, Documents, Compliance Summary, and Messages (3). The main content area is divided into two sections: "Authorized Adult" and "Responsible Party".

**Authorized Adult Section:** This section includes a search bar for "Search People..." and a "Role..." dropdown. It features a table with the following data:

Name	DOE Background Check	Training	Background Check	Code of Conduct
✗ <a href="#">Maduro, Anellia</a>	Yes	✗ Not Compliant	✓ Compliant Until: Dec 3, 2027	✗ Not Compliant
✗ <a href="#">Romero, Mel</a>	Yes	✓ Compliant Until: Dec 4, 2027	✗ Not Compliant	✓ Compliant Until: Jun 10, 2027
✗ <a href="#">Salberg, Janet</a>	Yes	✗ Not Compliant	✓ Compliant Until: Dec 3, 2027 ✓ Compliant Until: Dec 3, 2027	✗ Not Compliant

**Responsible Party Section:** This section includes a "View" button and an "Edit" button. It displays the following information:

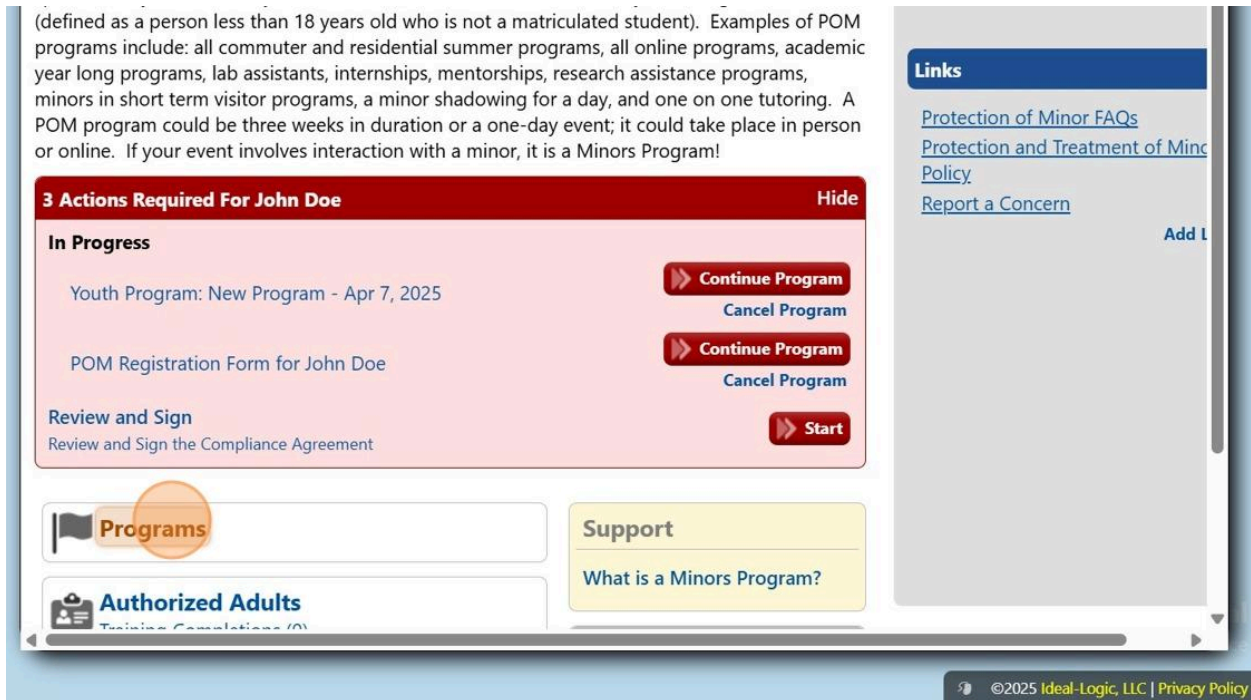
Name	Phone Numbers
<a href="#">Rachel Ferrari</a>	+1 212 853 3731 (Work)

At the bottom right of the interface, there are two buttons: "Save and Close" (highlighted with an orange circle) and "Next >".

# How To Track Program Compliance

When you open Ideal-Logic, you will see a compliance dashboard that shows all your Authorized Adults and their compliance status. Unlike the former system, you will no longer receive daily reports; information about your Authorized Adults is provided to you in real time on your dashboard.

1. Locate the "Programs" Column on the Homepage and click on "Programs".



2. To track compliance for Authorized Adults, click on your program from the list.



3. Here you are able to view and track the status of your program participants' POM training, background check and code of conduct agreement.

**Test-Job Aid Program**  
Nov 17-27, 2025

**Youth Program** Training: 1/4 Code of Conduct: 2/4

Program Directors: Jane Doe

**Program Director**

Name	Phone Numbers
Jane Doe	(555) 555-5555 (Office) (555) 555-5555 (Pager)

**Authorized Adult**

Name	DOE Background Check	Training	Code of Conduct
X Ferrari, Rachel	N/A	X Not Compliant Past Activity	✓ Compliant Until: Jun 10, 2027
X Maduro, Anellia	N/A	X Not Compliant Past Activity	X Not Compliant Past Activity
X Rodney, Tineka	N/A	✓ Compliant Until: Nov 14, 2027	X Not Compliant Past Activity
X Romero, Mel	N/A	X Not Compliant Past Activity	✓ Compliant Until: Jun 10, 2027

**Responsible Party**

Name	Phone Numbers
John Doe	(555) 555-5555 (Pager)

**Test-Job Aid Program**  
Nov 17-27, 2025  
Youth Program  
University Life

X Not Compliant  
Mark Priority

Finalization Decision  
**Reviewed**

Request Edits...

Training: 1/4  
Code of Conduct: 2/4

Submitted Date: Nov 26, 2025 5:01pm

# Final Step: Submit Program's Evaluation

At the conclusion of your program, you will be instructed to complete a brief evaluation where you will be asked to enter the exact number of minors who participated in your program, and other questions about the program's session. This guide provides a process for submitting a program evaluation, ensuring that submitters are able to complete the task efficiently and accurately.

1. Once your program has ended, a notification will appear on your POM dashboard prompting you to complete an evaluation for your program. To fill out the evaluation form, click **“Proceed.”**

The screenshot displays the Columbia University Protection of Minors (POM) dashboard. At the top, the navigation bar includes 'Home', 'Programs', 'Authorized Adults', 'People', 'Messages', 'Notes & Tasks', and 'Admin'. The main content area is titled '14 Actions Required For Anellia Maduro' and is divided into several sections:

- In Progress:** Lists two items: 'Non-Affiliate/3rd Party: 11testing ths - Nov 12, 2025' and 'Youth Program: New Program - Apr 7, 2025'. Each has 'Continue Program' and 'Cancel Program' buttons.
- 9 Programs to Review:** Includes 'Youth Protection Review Process' with a 'Continue' button.
- Complete Evaluation:** Shows '0Anellia TEST 2 11.11.' with a 'Program Involving Minors Wrap Up Evaluation (Protection of Minors)' and a highlighted 'Proceed' button.
- Incomplete Requirements:** Lists 'Code of Conduct' (with 'Sign Now' button) and 'Protection of Minors Training' (with 'Continue' button).

Below this is the 'Protection of Minors Dashboard' with four summary boxes:

- Programs:** Authorized Adult Change Log (36), Billing Accounts.
- Authorized Adults:** Background Checks (14).
- All Evaluations (1):** Click to view all Protection of Minors evaluations.
- Auto-Notifications:** Click to manage notifications.
- Colleges/Schools/Organizations (10):** Manage colleges and...

The left sidebar contains 'Dashboard', 'Background Checks', 'Campus Home', and 'Reviews'. The right sidebar contains 'Announcements' (No unread announcements) and 'Links' (Protection of Minor FAQs, Protection and Treatment of Minors Policy, Report a Concern).

2. Click this text field to enter the number of youth participants who attended your program.

**OAnellia TEST 2 11.11. Evaluation**

## Program Involving Minors Wrap Up Evaluation [What's Missing?](#)

**Not Submitted**

Dec 3, 2025 Non-Affiliate/3rd Party  
**OAnellia TEST 2 11.11.** [Details...]  
Dec 3, 2025

**Program Director  
Authorized Adult  
Responsible Party**

### Program Involving Minors Wrap Up Evaluation

**Final Youth Participant Count\***

**Were there any incidents of concern that the Columbia Protection of Minors office should be aware of?\***

3. Indicate “Yes” or “No” if an incident occurred during your program that should be reported to the POM office.

**Were there any incidents of concern that the Columbia Protection of Minors office should be aware of?\***

Yes  No

**Were there any issues or concerns with staff that worked the program?\***

Yes  No

**Additional Comments**

**Submit Evaluation**

Click the green button to submit your evaluation. You will be able to edit it later if necessary.

**Submit Evaluation**

4. Indicate “Yes” or “No” if there were any incidents involving staff who worked during the program.

**Were there any issues or concerns with staff that worked the program?\***

Yes  No

**Additional Comments**

**Submit Evaluation**

Click the green button to submit your evaluation. You will be able to edit it later if necessary.

[▶ Submit Evaluation](#)

5. Provide any information that you believe should be shared with the POM office.

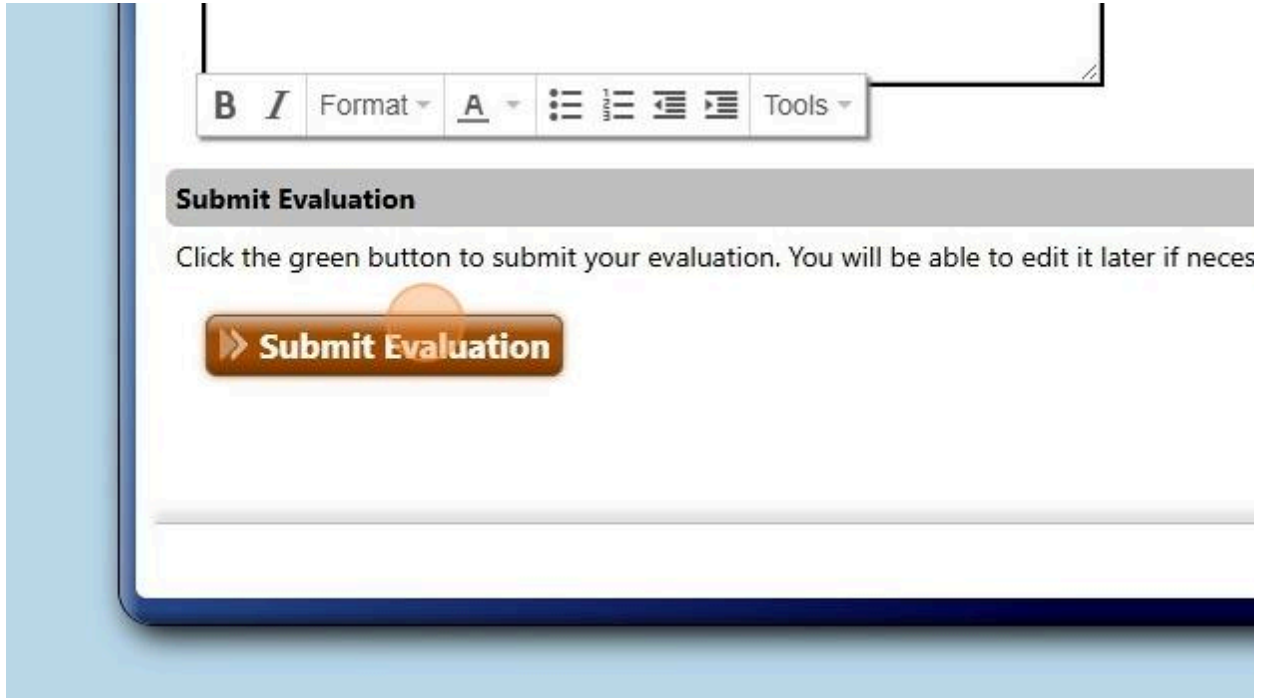
**Additional Comments**

**Submit Evaluation**

Click the green button to submit your evaluation. You will be able to edit it later if necessary.

[▶ Submit Evaluation](#)

6. Click "Submit Evaluation".



7. Once you have finished your evaluation, click "Yes" to submit it to the POM team for review.

