

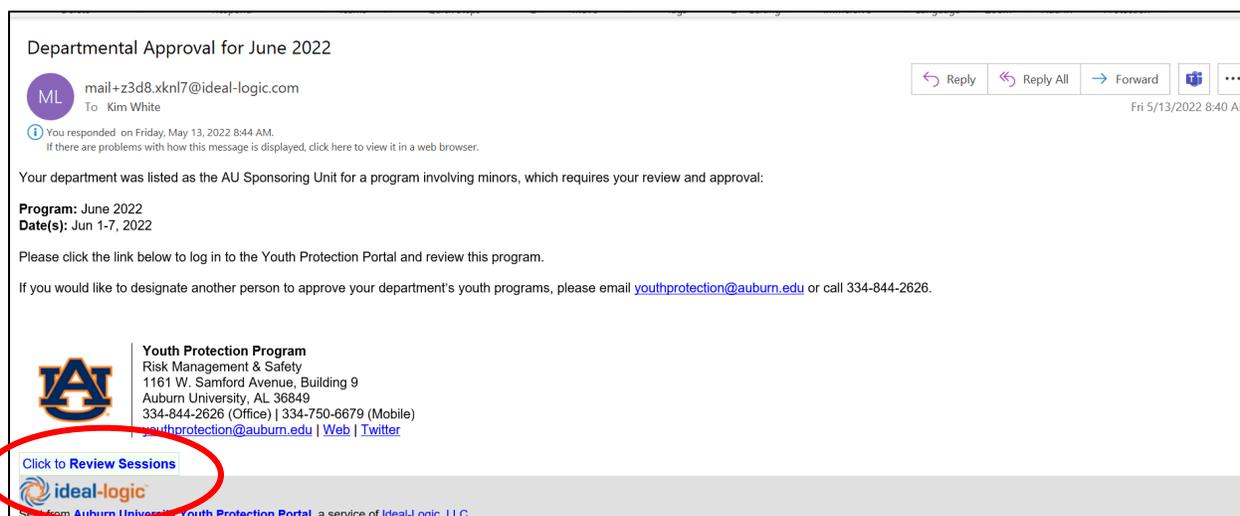
## Youth Protection Portal

### Departmental Approval Process

Programs involving minors require the approval of the AU department or unit that hosts the program or that gives approval for housing or use of facilities (the “AU Sponsoring Unit”).

The dean, director, department head, or department chair of the AU Sponsoring Unit will receive an email from AU’s Youth Protection Portal when departmental approval is needed for a program involving minors.

When you receive the email, click “Review Session.” You can also access the Youth Protection Portal at [aub.ie/ypp-portal](http://aub.ie/ypp-portal).



Departmental Approval for June 2022

ML mail+z3d8.xknl7@ideal-logic.com  
To: Kim White

ⓘ You responded on Friday, May 13, 2022 8:44 AM.  
If there are problems with how this message is displayed, click here to view it in a web browser.

Your department was listed as the AU Sponsoring Unit for a program involving minors, which requires your review and approval:

**Program:** June 2022  
**Date(s):** Jun 1-7, 2022

Please click the link below to log in to the Youth Protection Portal and review this program.

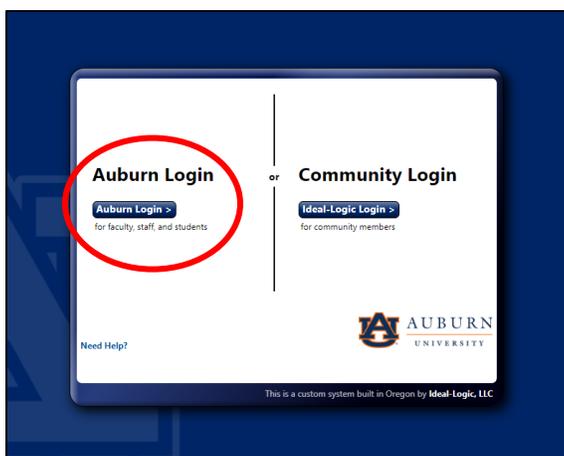
If you would like to designate another person to approve your department's youth programs, please email [youthprotection@auburn.edu](mailto:youthprotection@auburn.edu) or call 334-844-2626.

**Youth Protection Program**  
Risk Management & Safety  
1161 W. Samford Avenue, Building 9  
Auburn University, AL 36849  
334-844-2626 (Office) | 334-750-6679 (Mobile)  
[youthprotection@auburn.edu](mailto:youthprotection@auburn.edu) | [Web](#) | [Twitter](#)

[Click to Review Sessions](#)

ideal-logic  
Sent from Auburn University Youth Protection Portal, a service of Ideal-Logic, LLC.

Log in using your AU credentials.



Auburn Login or Community Login

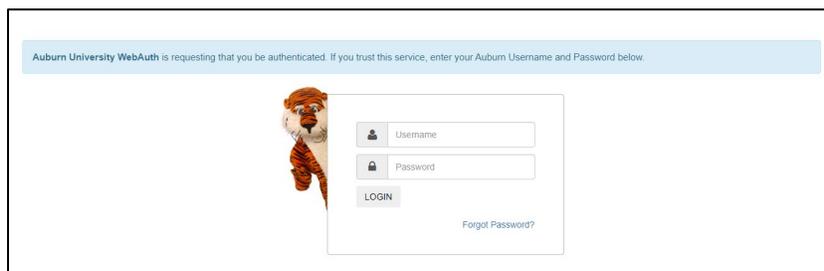
[Auburn Login >](#) for faculty, staff, and students

[Ideal-Logic Login >](#) for community members

Need Help?

AUBURN UNIVERSITY

This is a custom system built in Oregon by Ideal-Logic, LLC.



Auburn University WebAuth is requesting that you be authenticated. If you trust this service, enter your Auburn Username and Password below.



Username

Password

LOGIN

[Forgot Password?](#)

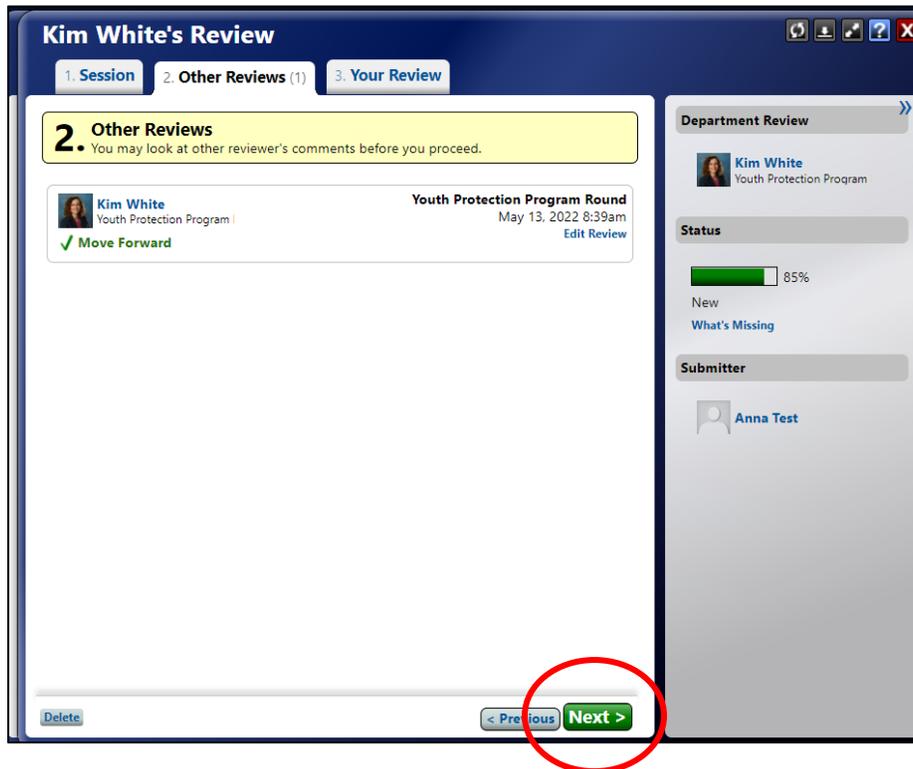
Your screen will show all of the youth programs ready for your review. Click “Review” to open the youth program.

The screenshot shows a web interface titled "Kim White's Reviews". At the top, there are tabs for "Review Required (11)", "Available for Review (11)", "Reviewed (4)", and "All (14)". Below the tabs is a section titled "Action Required - Submit Reviews" with a sub-header "Required Reviews Spreadsheet (11)". A search bar and a dropdown menu for "Department F" are visible. Below this, a table lists reviews. The first row is for "Session Registration Form Review" submitted on "May 10, 2022" with a status of "Department Review" and "Waiting". The item is "Third Party Camp, LLC". In the "Actions" column, there is a green "Review" button with a right-pointing arrow, which is circled in red. Other actions include "Open" and "More...". At the bottom right, there are "Done Editing" and "Next >" buttons.

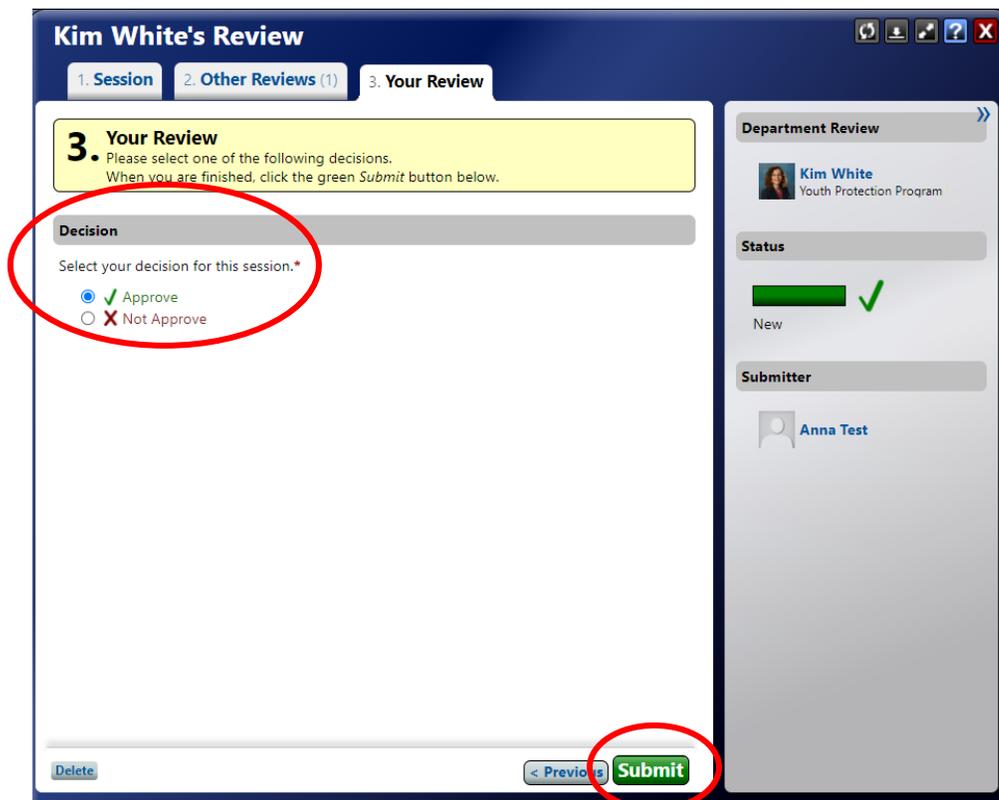
Review the session information. If the program submitted states that the program is an exclusion to the Youth Protection Policy, this will be noted. Once you have reviewed the information, click “Next.”

The screenshot shows a detailed review form titled "Kim White's Review". It has three tabs: "1. Session", "2. Other Reviews (1)", and "3. Your Review". The "Session" tab is active, showing information for "Kim White" and "Youth Protection Program". The form is divided into "Pre-Screening Questions" and "Session Questions". Under "Pre-Screening Questions", there is a section "Excluded from YPP requirements" with the answer "None of the above", which is circled in red. Other questions include "AU Youth Program" (No), "Third Party" (Yes), "AU Sponsoring Unit" (Test Department), "Responsible Unit Yes No" (No), "Student Org YesNo" (No), "On/off-Campus or Virtual" (On-Campus), and "Location(s)" (Auburn Soccer Complex, Jordan-Hare Stadium, Talon Hall). On the right side, there is a "Department Review" section with a progress bar at 85% and a "Submitter" section with "Anna Test". At the bottom right, there is a green "Next >" button circled in red, and a "Delete" button at the bottom left.

The next screen shows that the Youth Protection Program has done an initial review of the program registration. This does not indicate that the program fully complies with the Youth Protection Policy. Click **“Next”** to continue.



Click **“Approve”** if you approve of your department being the AU Sponsoring Unit for this program. Click **“Not Approve”** if you do not approve. Click **“Submit”** to finalize your approval or disapproval.



If you have questions or need assistance, please email [youthprotection@auburn.edu](mailto:youthprotection@auburn.edu) or call 334-844-2626.