Protection of Minors on Campus Registration Checklist for Programs Not Sponsored by NYU

Directors of programs or activities offered by non-NYU organizations using NYU facilities for programs or activities that involve minors are required to register the program or activity by completing the steps in this checklist. For more information, visit nyu.edu/protectionofminors.

For questions or if you are registering a program for the first time, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

1. The Program Director must contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465) to obtain an Affiliate NetID. Your NetID will be needed in order to register your program (see step 2 below).
   • Have the following information ready when requesting the Affiliate NetID: Name, DOB, non-NYU email address, title, gender, work location, building address, contractor/vendor/company name, social security number.
   • Once the Program Director has activated his/her Affiliate NetID, he/she will need to obtain a blue NYUID card if he/she does not already have one. He/she can do so by visiting the Card Center locations at 7 Washington Place in Manhattan or 2 Metro Tech in Brooklyn.

2. Register the program in the Protection of Minors on Campus Registration System by the appropriate deadline following the instructions in the registration system guide:
   • One month prior to the start of the program: If the program does not involve overnight stays for minors in NYU residence halls
   • Two months prior to the start of the program: If the program involves overnight stays for minors in NYU residence halls or programs taking place in a lab, health care facility, or any other setting which involves exposure to hazardous materials, machinery, or other health-related situations

3. Ensure the appropriate insurance coverage is obtained prior to the start date of the program.
   • The amount and type of insurance required will be determined by the NYU Insurance and Enterprise Risk Management Department depending on the exposure.
   • If you have not already discussed your insurance requirements with an NYU representative as part of your agreement to utilize NYU facilities, please contact FinanceLink at askfinancelink@nyu.edu or 212 998-1111.
4. Confirm all program staff, including the program director, have:
   • Received training on (a) appropriate behavior when working with minors and (b) recognizing child abuse and neglect.
   • Have undergone further verification as required by the Office of Youth Programs Compliance.
   • A record verifying completion of these items should be retained in a secure location by the program director.

5. If the program/activity will take place in a lab, health care facility, or any other setting which involves exposure to hazardous materials, machinery, or other health-related situations, confirm all program staff and participating minors received the requisite safety training prior to participating in the program/activity.
   • A record verifying completion of this safety training should be retained in a secure location by the program director.

6. Review the Guidelines for Working with Minors outlined in the Protection of Minors Policy with all program staff.

7. Anyone participating in a program not sponsored by NYU being held in NYU facilities, including visitors to campus, program participants, and parents of program participants now has the ability to opt-in to NYU Alert to receive NYU Department of Public Safety alerts on their cell phones.

   There are three options on how to opt-in to NYU Alert:
   • To enroll for 24 hours: Text NYUALERT1 to 67283
   • To enroll for 1 week: Text NYUALERT7 to 67283
   • To enroll for 6 months: Text NYUCOMMUNITY to 67283

   Enrollees will receive a notice when their opt-in expires along with instructions on how to re-enroll. Standard text messaging rates apply. For any questions, please contact emergencymanagement@nyu.edu.