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 NYU NetID. An NYU NetID is required to register a program.
   - 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.

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 minors using University laboratories or equipment

3. 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.

4. If the program/activity involves the use of laboratory, art or other dangerous equipment, 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.

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