

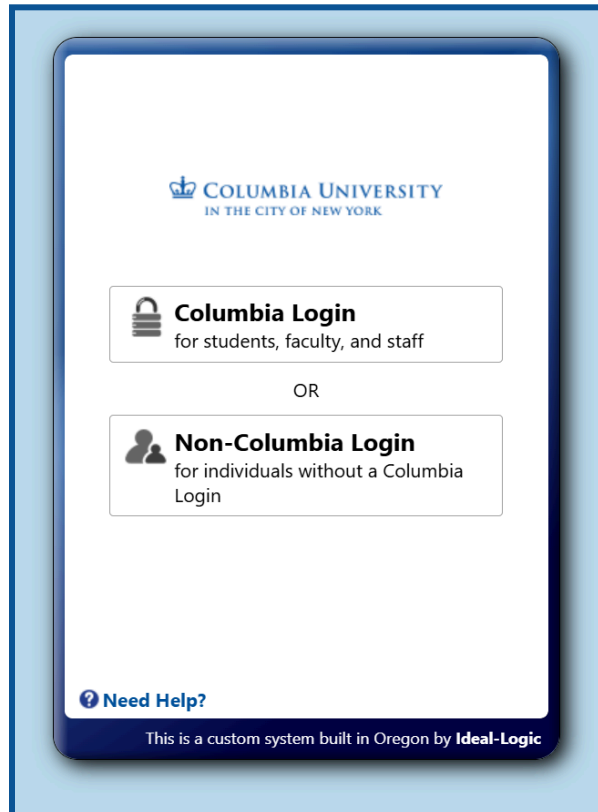
# Instructions For Authorized Adults

When you are added as an Authorized Adult for a Program involving minors, you will need to sign a Code of Conduct Agreement, complete the Protection of Minors training module, and if your program requires it, complete a criminal background check. Please review the steps below.

## Step 1: Log In to your Ideal-Logic Dashboard

Authorized Adults should log in to Ideal-Logic to view the programs they are part of and the compliance items that are required.

- Go to the Ideal-Logic website and log in: <https://apps.ideal-logic.com/columbiaPOM>
- Users with UNIs should always use their Columbia email address to log in.
- Non-Affiliates should follow the prompts to log in using a personal email account.



## Step 2: Complete Compliance Requirements

Authorized adults should complete the following:

- Sign the **Code of Conduct**
- Watch the **Protection of Minors Training** video
- If your program requires a **Background Check**, you can view if you have a valid background check already on file. If not, you will receive an email with forms you must fill out to complete the background check.

The screenshot shows the Columbia Protection of Minors Portal interface. At the top, there are navigation tabs for Home, Programs, and Authorized Adults. The main heading is "Columbia Protection of Minors Portal". Below this is a section titled "What is a Minors Program?" which defines a 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!

Below the definition is a red banner indicating "3 Actions Required" with a "Hide" button. The actions listed are:

- Background Check (with a "View" button)
- Code of Conduct (with a "Sign Now" button)
- Protection of Minors Training (with a "Begin Training" button)

On the left side, there are three menu items: "Programs", "Authorized Adults", and "POM Registration Form" (with a note: "Click to register your program! Note: Only Program Organizers").

On the right side, there is a "Support" section with a link "What is a Minors Program?". Below that is a "Your Compliance" section for "Anellia Test # 3 - DOE BGC" dated "Dec 10, 2025". The compliance table shows:


Requirement	Status
Background Check	X
Code of Conduct	X
Protection of Minors Training	X

At the bottom of the compliance section is a "View All Requirements" button.

## Step 3: Respond to Truescreen Background Check emails

The vendor we use to conduct background checks is Truescreen. You will receive an email from [ApplicationStation@Truescreen.com](mailto:ApplicationStation@Truescreen.com), similar to the one below. To proceed with background checks, you must fill out the necessary information and forms on ApplicationStation. If you do not receive this email in your inbox, please be sure to check your spam and junk folders.

[ACCEPTANCE] Background Investigation Forms Requested Inbox x

 applicationstation@truescreen.com <applicationstation@truescreen.com> Wed, Nov 26, 5:19 PM (9 days ago) ☆ ↶ ⋮  
to me ▾

**This Message Is From an External Sender**  
This message came from outside your organization.

Dear [REDACTED],

[REDACTED] (CUIMC: School of Nursing: Office of Marketing and Strategic Communications) has requested you provide authorization to Truescreen, Inc. to complete a background investigation. This investigation will NOT be started until you provide this information. To complete the forms, please follow the instructions below:

1. Click [https://urldefense.com/v3/!BDUfV1Et5lrpZQ!Q80DtcsTzRWhuK0Of3EWxRtrrpKHndtPfQ4ERY2TMCosTPUQnhX1d3x3BuDGI4T34BgcH58Bw6rXKfbTVnYO-CLfUYI4wvNpiM\\$](https://urldefense.com/v3/!BDUfV1Et5lrpZQ!Q80DtcsTzRWhuK0Of3EWxRtrrpKHndtPfQ4ERY2TMCosTPUQnhX1d3x3BuDGI4T34BgcH58Bw6rXKfbTVnYO-CLfUYI4wvNpiM$)  
If the provided link does not work, please copy and paste the link into your browser.
2. Create an account using the Sign Up Now Button.  
NOTE: If returning, please skip this step, use the account you created originally, and proceed to step 4.
3. After signing up, you will be asked to login with the credentials you created in Step 2.
4. Sign in using the account information you created in Step 2.
5. Follow the online instructions on the ApplicationStation Web Site, which will guide you through the process.

If requested, your ApplicationStation code is [REDACTED]  
If requested, your Case Reference Number is [REDACTED]

If you have questions about the information you are being asked to provide, please contact your representative at CUIMC: School of Nursing: Office of Marketing and Strategic Communications. If you experience technical issues logging on to the ApplicationStation site, please contact ApplicationStation Support at 1-833-802-6381.

Thank You,  
ApplicationStation

**CONFIDENTIALITY/INTENDED RECIPIENT:** This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.

**GENERAL GUIDANCE:** Please be advised that the information and/or samples that we have provided is intended as general guidance and not legal advice. Please consult competent counsel for specific legal advice. We assume no legal liability for any use or reliance upon any of the information or documentation provided.

**SECURITY WARNING:** Sending email that contains private personal information poses a security and privacy risk and we request that you not do so.

## Step 4: Track Your Compliance

You can track your POM requirements and compliance through your Ideal-Logic dashboard.

- Find the **Your Compliance** tile on your dashboard and click **View All Requirements**.

**Your Compliance**

**Anellia Test # 3 - DOE BGC**  
Dec 10, 2025

Background Check	X
Code of Conduct	X
Protection of Minors Training	X

▶▶ [View All Requirements](#)

- View your compliance summary. A red “X” means that requirement is incomplete.

### Compliance

Current (1) Past (1)

Program... ▾

Program	Start Date	Training	Background Check	Code of Conduct
<b>Programs</b>				
Anellia Test # 3 - DOE BGC Youth Program	Dec 10, 2025	X	X	X

- Completed requirements will be indicated with a green check mark.

### Compliance

Current (6) Past (10) Managed Programs (10)

an X Program... ▾

Program	Start Date	Training	Background Check	Code of Conduct
<b>Programs</b>				
Anellia Test # 3 - DOE BGC Youth Program	Dec 10, 2025	X	✓	X