

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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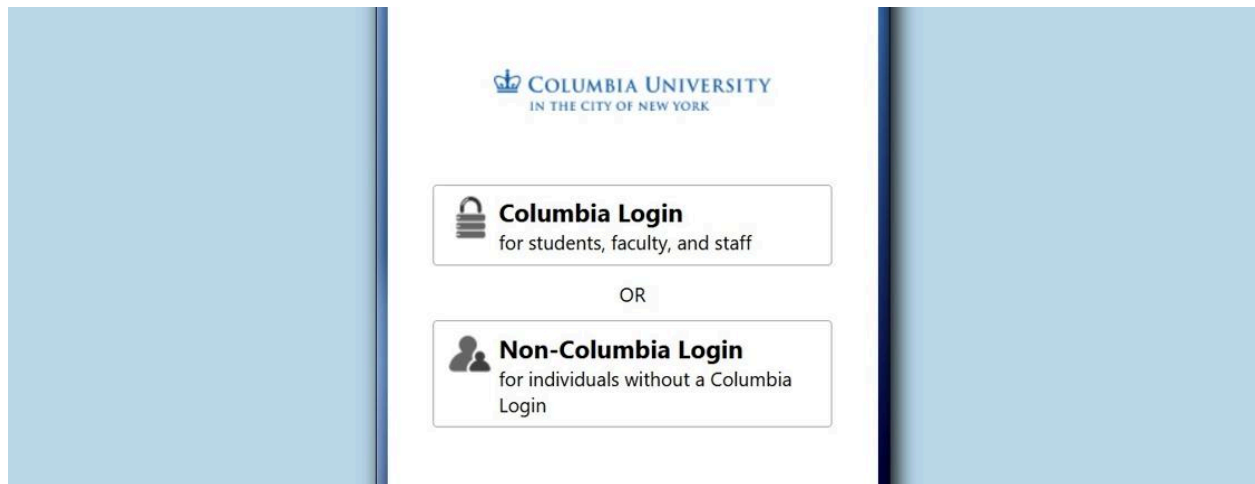
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Create a Protection of Minors Program Registration

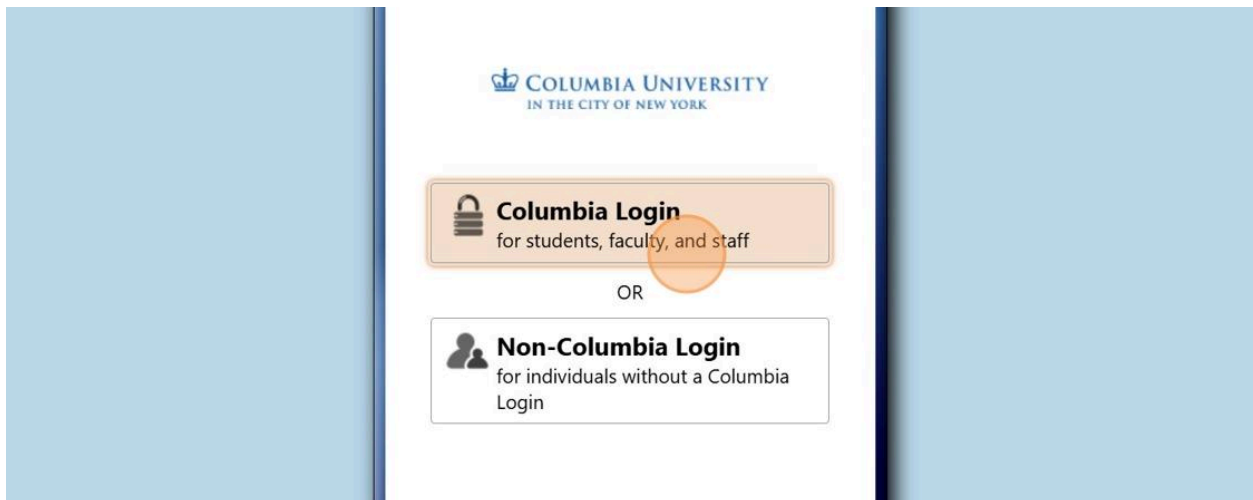
This guide offers step-by-step instructions for registering a minors program in Ideal-Logic. It walks you through the entire process, from logging into your account to submitting your program details for approval. By following these steps, you'll ensure your program is accurately registered and meets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

Important: To prevent system issues, applicants must register their programs **30 Days before** the expected start date. Registering in advance of the start date allows the Ideal Logic system to correctly recognize the program and accurately track compliance for the list of authorized adults. Programs registered after the start date may experience system limitations, which can result in a delay with tracking compliance.

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

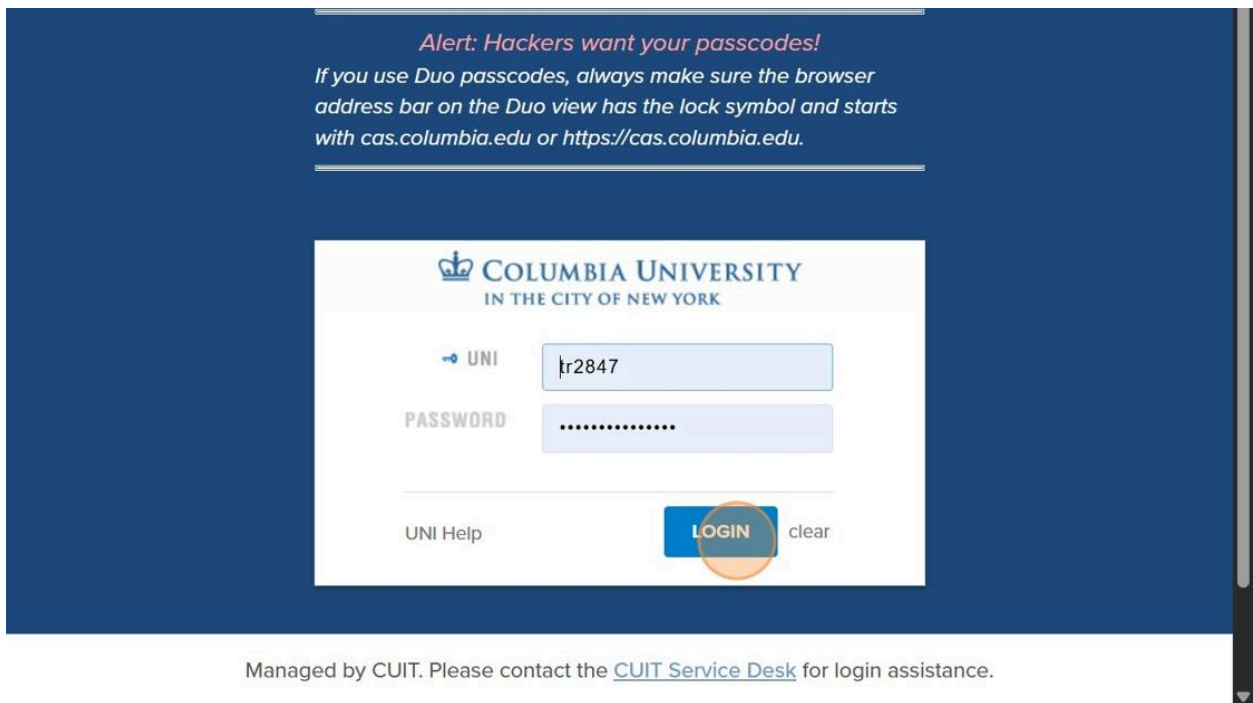


2. If you are a **Columbia Affiliate**, sign in using your UNI and password. However, if you are a **Non Affiliate** and do not have a UNI, log in with your Google or Microsoft account, or with another email address.

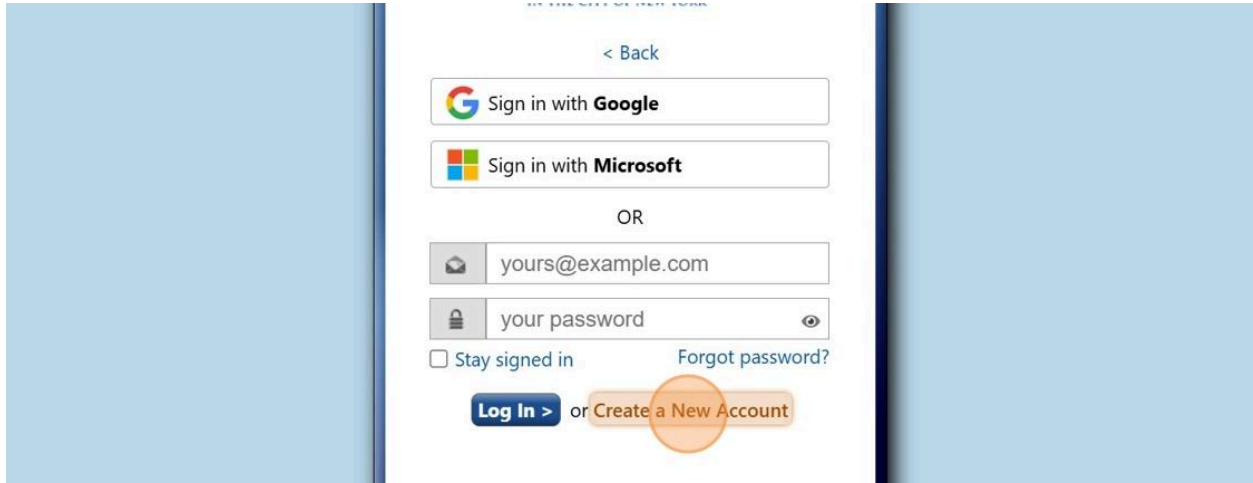


3. After entering your sign-in information, click the “**Login**” button.

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**.



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.

This screenshot shows the 'Submitter Type' selection screen. The left sidebar has '1. Submitter Type' selected and '2. Review' below it. The main content area includes a heading '1. Submitter Type', a list of examples (Camps, Childcare, Minors volunteering, Community service, Courses, CU facilities), a paragraph about completing the form for each program, a link for further information, and a section titled 'Please select the option that best describes you.*' with four radio button options: Administrator, Undergraduate student, Graduate student, and Non-Affiliate/3rd Party.

7. Click "Next >".

This screenshot shows the 'New Program' selection screen. The left sidebar has '2. New Program' selected, with '1. Submitter Type' and '3. Review' below it. The main content area includes a list of examples (Community service, Courses, CU facilities), a paragraph about completing the form, a link for further information, and a section titled 'Please select the option that best describes you.*' with four radio button options, where 'Administrator, faculty member, or researcher' is selected. A green box contains the text 'Continue Please click the Next button at the bottom of this window to continue.' At the bottom, there are buttons for 'Cancel Program', 'Save for Later', and 'Next >'. A footer bar contains 'New Program', '0.55s', and '©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.

The screenshot shows the 'New Program' form. On the left, there is a navigation menu with three items: '1. Submitter Type', '2. New Program', and '3. Review'. The '2. New Program' item is selected. The main content area is titled 'New Program' and contains the following sections:

- Copy From Previous Program**: A heading followed by the text: "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." Below this text are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with an orange circle.
- Program**: A heading followed by a text input field for 'Program Name*'. The field is currently empty.
- Program Dates**: A heading followed by the text: "Enter the first and last day this Program occurs." Below this text are two radio buttons: 'Single Day' (selected) and 'Recurrence'. Below the radio buttons is a date input field with the placeholder text 'mm/dd/yyyy'.

9. Type the name of your program.

The screenshot shows the 'New Program' form. On the left, there is a navigation menu with three items: '1. Submitter Type', '2. New Program', and '3. Review'. The '2. New Program' item is selected. The main content area is titled 'New Program' and contains the following sections:

- Copy From Previous Program**: A heading followed by the text: "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." Below this text are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected.
- Program**: A heading followed by a text input field for 'Program Name*'. The field is filled with the text 'Test-Job Aid Program'.
- Copy From Previous Program**: A heading followed by a button labeled 'Select a Program'.
- Program Dates**: A heading followed by the text: "Enter the first and last day this Program occurs." Below this text are two radio buttons: 'Single Day' (selected) and 'Recurrence'. Below the radio buttons is a green bar with the text 'More Below - Scroll Down 1'.

At the bottom of the form, there are three buttons: 'Cancel Program', '< Previous', and 'Save for Later', and a green 'Next >' button.

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.

1. Submitter Type
2. New Program
3. Review

Copy From Previous Program ?
Select a Program

Program Name*
Test-Job Aid Program

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

Single Day Recurrence ?

Date
mm/dd/yyyy

School/Organization*
Note: If your school/organization is not on the list, please contact protectionofminors@columbia.edu

Select a School/Organization

Program Sub-Category (if applicable) More Below - Scroll Down ↓

Cancel Program < Previous Save for Later Next >

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

New Program

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

Program
Copy From Previous Program ?
Select a Program

Program Name*
Test-Job Aid Program

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

Single Day Recurrence ?

Date
11/17/2025 mm/dd/yyyy

Type of Recurrence
 Daily ? Weekly ? Monthly ? Specific Days ?

Days
Select each day of the week this Program occurs.

All Days | Weekdays | Alternate Weeks More Below - Scroll Down ↓

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

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

New Program

11/17/2025 | 11/29/2025

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

Type of Recurrence
 Daily ? Weekly ? Monthly ? Specific Days ?

Days
 Select each day of the week this Program occurs.
 All Days | Weekdays | Alternate Weeks...

Mon Tue Wed **Thu** Fri Sat Sun
 ✓ ✓

Dates
 Below in green are the dates you selected. Click on any green box to exclude that date.

Dates Included Dates Excluded

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

More Below - Scroll Down ↓

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

The Columbia Affiliate's View

The Non-Affiliate's View

New Program

2. New Program | ...

Program Name*

Program Dates
 Enter the first and last day this Program occurs.
 Single Day Recurrence ?
 Date

School/Organization*
 Note: If your school/organization is not on the list, please contact protectionofminors@columbia.edu

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

Division
 Please select the division that is responsible for the cost of the background checks.

Please provide us with the URL for your group web site (if available).
 More Below - Scroll Down ↓

New Program

2. New Program | ...

Program Name*

Program Dates
 Enter the first and last day this Program occurs.
 Single Day Recurrence ?
 Date

Club/Organization
 Non-Affiliate/3rd Party

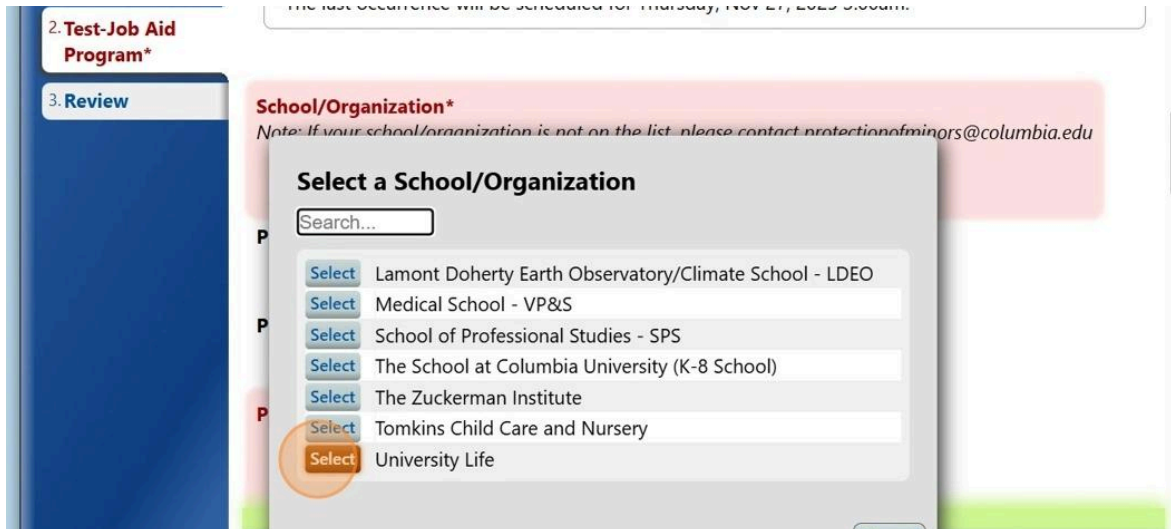
Partnering Department*
 Which Department at Columbia are you contracting with?

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

Division
 Please select the division that is responsible for the cost of the background checks.

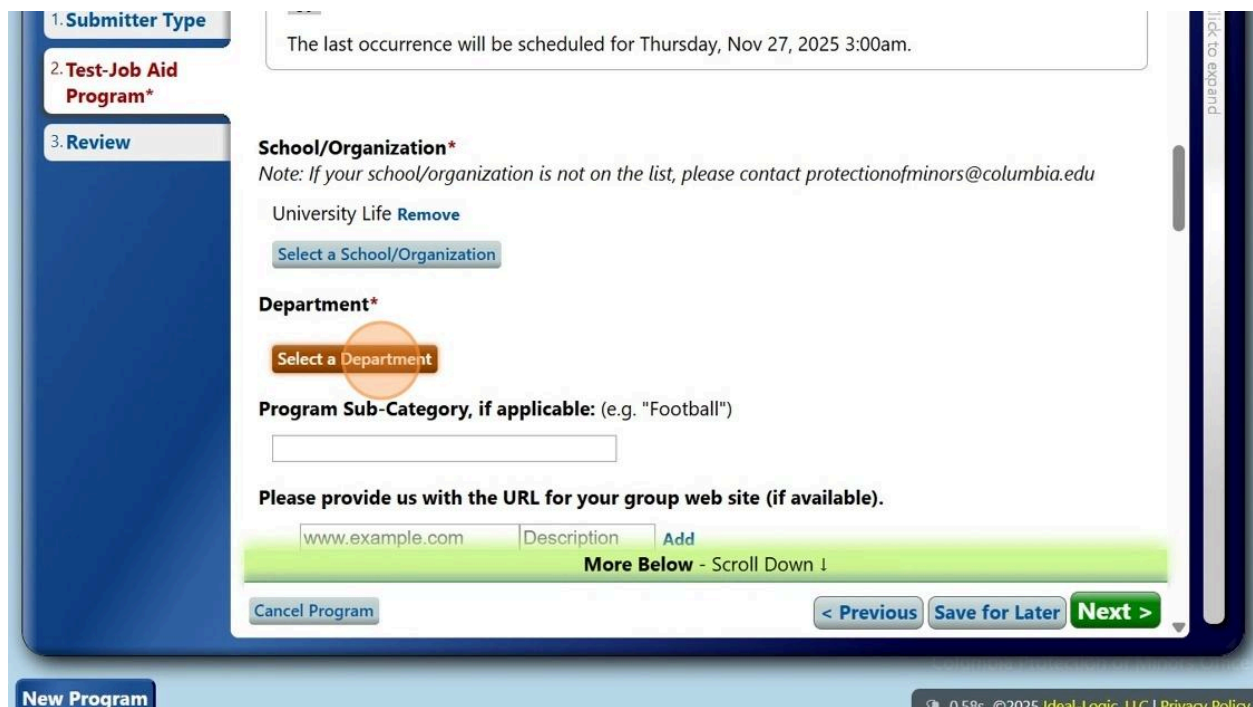
More Below - Scroll Down ↓

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

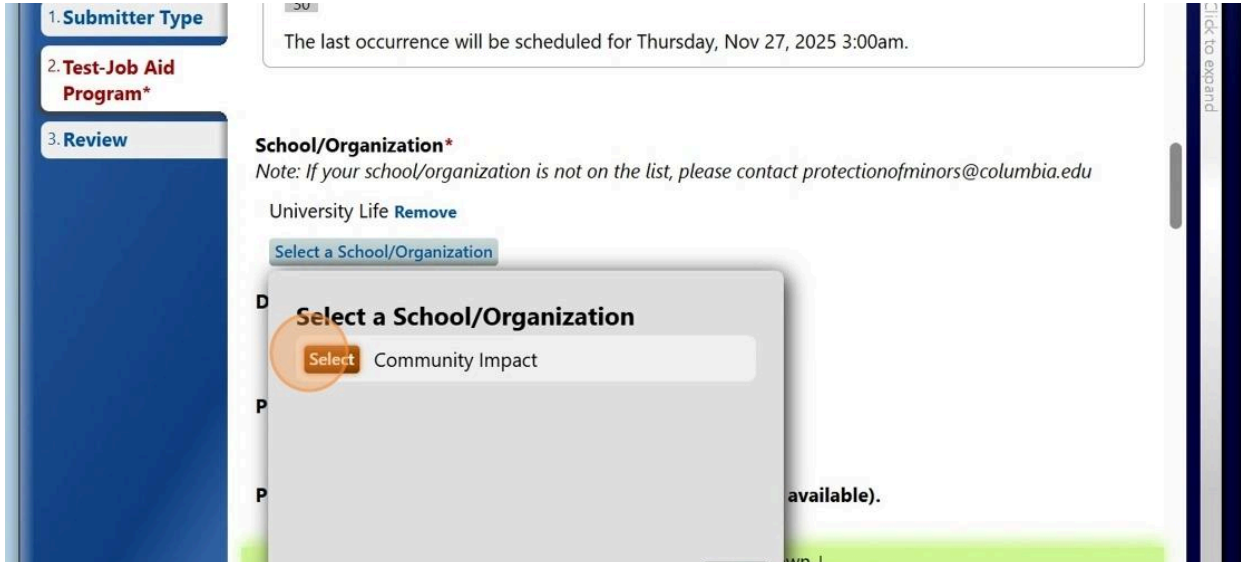


15. Click **"Select a Department"**.

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

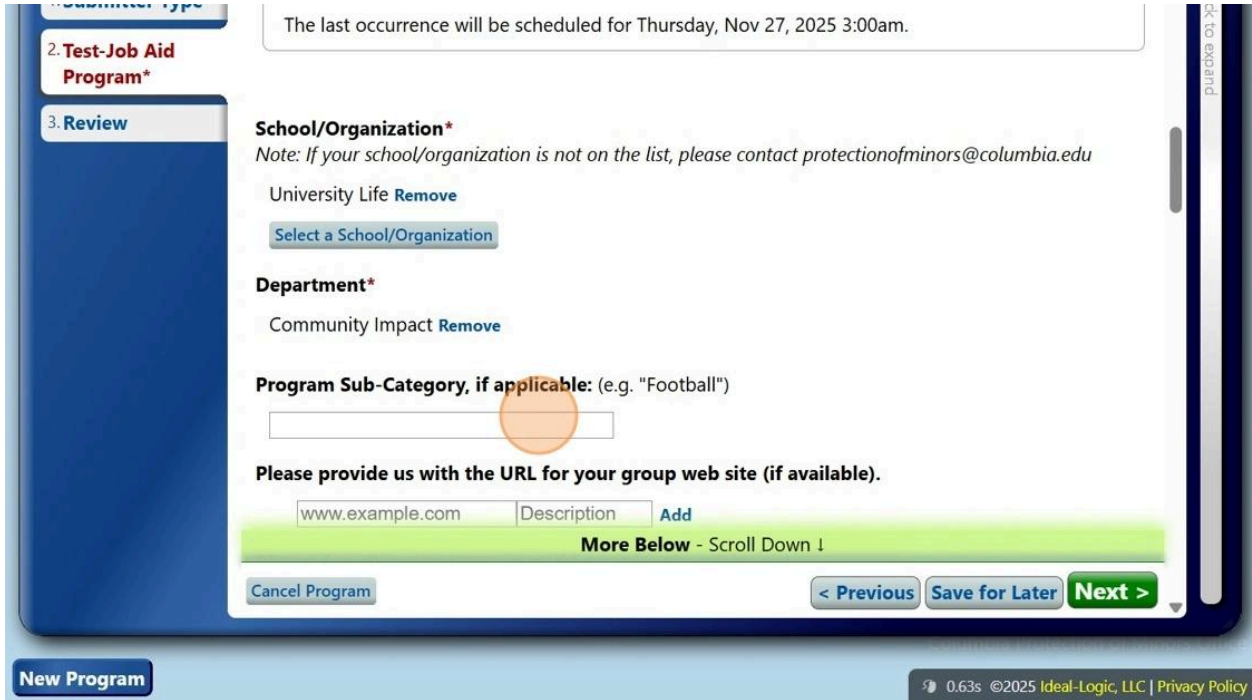


16. Click "Select" to choose the school/organization your program is associated with.



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.



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.

The screenshot shows a web form for a "Test-Job Aid Program". On the left is a navigation menu with three items: "1. Submitter Type", "2. Test-Job Aid Program*", and "3. Review". The main content area has a header with "www.example.com", "Description", and "Add". Below this is a red-bordered box with the instruction "Please describe your program and how it involves minors.*". Inside this box is a text area containing the following text: "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." Below the text area is a "Location Type*" section with three radio button options: "On-Campus" (which is selected), "Off-Campus", and "Virtual". At the bottom of the form, there is a green bar with the text "Please select the location(s) of the program.*" and "More Below - Scroll Down". On the right side of the form, there is a vertical bar with the text "Click to expand".

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

The screenshot shows a "New Program" form. On the left is a navigation menu with three items: "1. Submitter Type", "2. Test-Job Aid Program*", and "3. Review". The main content area has a header with "Please describe your program and how it involves minors.*" and a large empty text area. Below this is a "Location Type*" section with three radio button options: "On-Campus", "Off-Campus", and "Virtual". Below the location type section are two questions: "Has this program run before?*" with "Yes" and "No" radio buttons, and "Is this program being held in conjunction with another organization?*" with "Yes" and "No" radio buttons. At the bottom of the form, there is a green bar with the text "Will a minor ever be alone with an" and "More Below - Scroll Down". Below the green bar are three buttons: "Cancel Program", "Previous", and "Save for Later". On the right side of the form, there is a vertical bar with the text "Click to expand".

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.

New Program

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?*

21. Answer program-specific 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

More Below - Scroll Down !

New Program 0.68s ©2025 Ideal-Logic, LLC | Privacy Policy

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

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

Please describe the situations where you anticipate a minor will be alone with an adult online or in a private space:*

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

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

Program

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

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.

The screenshot shows a web browser window with a navigation bar at the top containing 'UNIVERSITY OF COLUMBIA', 'Home', 'Programs', 'Authorized Adults', and a 'Help' button. The main content area is titled 'Program'. It features a pink highlighted section with the heading 'NYC DOE Background Checks*' and the question 'Will any of your staff have a currently valid NYC Department of Education Background Check?'. Below this question are two radio buttons: 'Yes' (which is selected and circled in orange) and 'No'. Below this is a grey section titled 'Program Directors*' with a 'Print' button. A red 'X' icon and a message box state: 'At least one person must be selected for this role.' Below this is a paragraph of instructions: '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.'

27. Indicate whether your program will participate in the in-person POM training with Rachel Ferrari.

The screenshot shows a web browser window with a navigation bar at the top containing 'UNIVERSITY OF COLUMBIA', 'Home', 'Programs', 'Authorized Adults', and a 'Help' button. The main content area is titled 'New Program'. On the left side, there is a vertical menu with three items: '1. Submitter Type', '2. Test*' (which is highlighted), and '3. Review'. The main content area features a pink highlighted section with the heading 'NYC DOE Background Checks*' and the question 'Will any of your staff have a currently valid NYC Department of Education Background Check?'. Below this question are two radio buttons: 'Yes' and 'No' (which is selected and circled in orange). Below this is another pink highlighted section with the heading 'Will you be providing the Protection of Minors Training in-person for at least some of the staff?*' and two radio buttons: 'Yes' (which is selected and circled in orange) and 'No'. Below this is a grey section titled 'Program Directors*' with a 'Print' button. A red 'X' icon and a message box state: 'At least one person must be selected for this role.' Below this is a paragraph of instructions: '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.' At the bottom of this section, it says 'No people have been added to this role.' and a green bar contains the text 'More Below - Scroll Down ↓'.

28. 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

29. 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

30. **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.

Romero, Mel Nov 10, 2025 Yes Remove

+ 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

31. 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

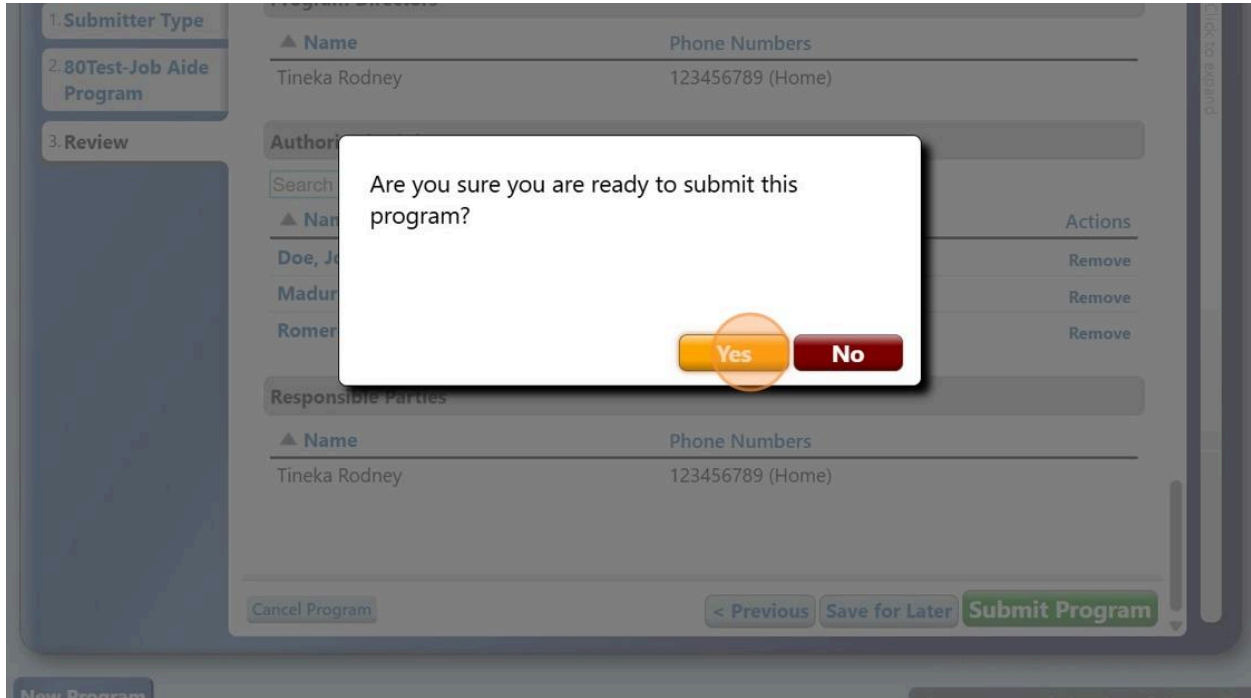
Submitter Type
Administrator, faculty member, or researcher

School/Organization
University Life

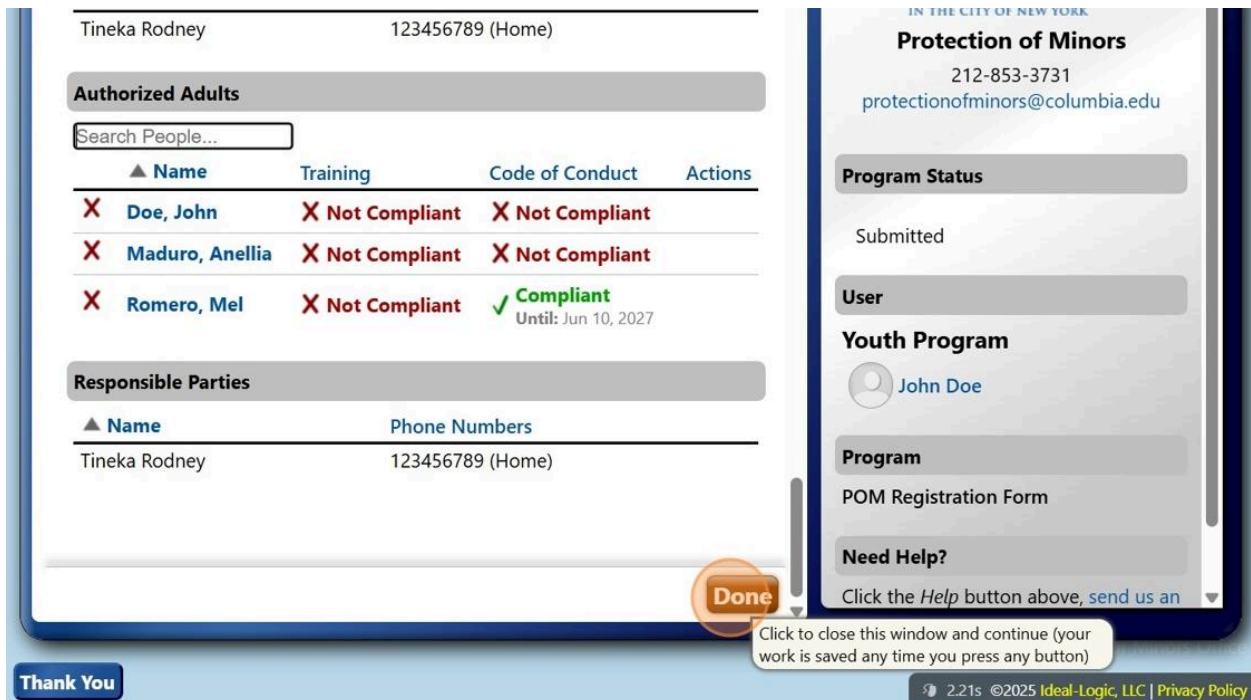
Department **More Below - Scroll Down**

Click to expand

32. Click "Submit Program," then click "Yes".

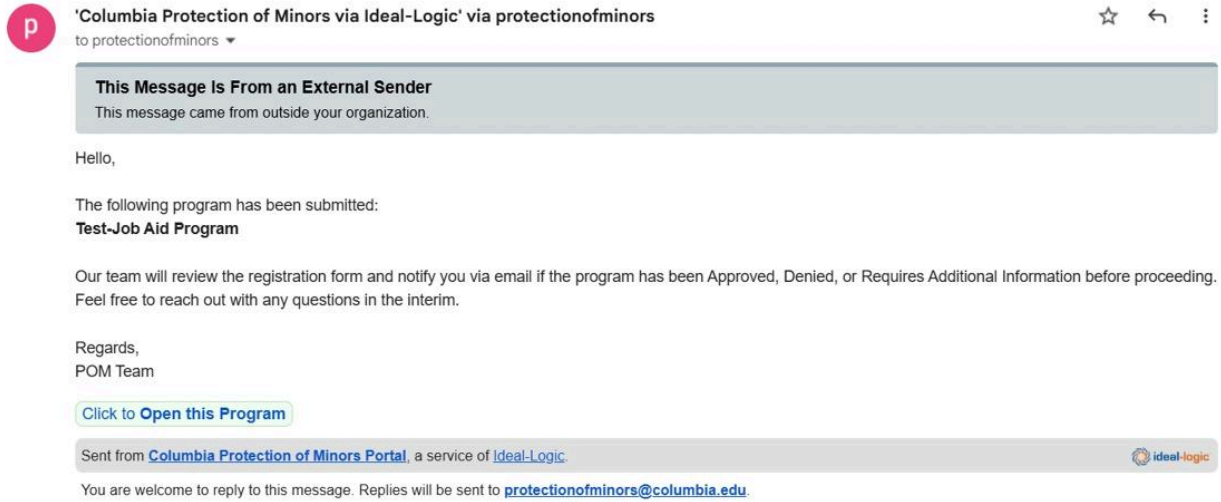


33. Click "Done".



34. 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. Below this is a grey warning box: "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 that 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" and a blue button that 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 is the text: "You are welcome to reply to this message. Replies will be sent to 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

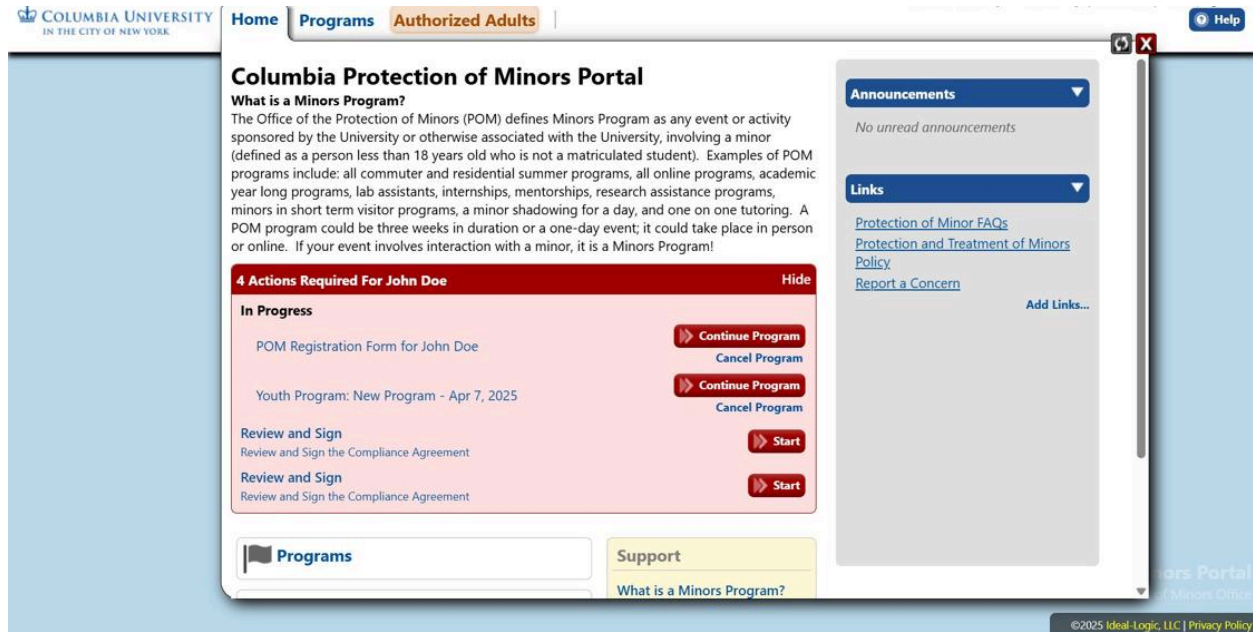
Support
What is a Minors Program?

Other Actions
Edit Your Profile

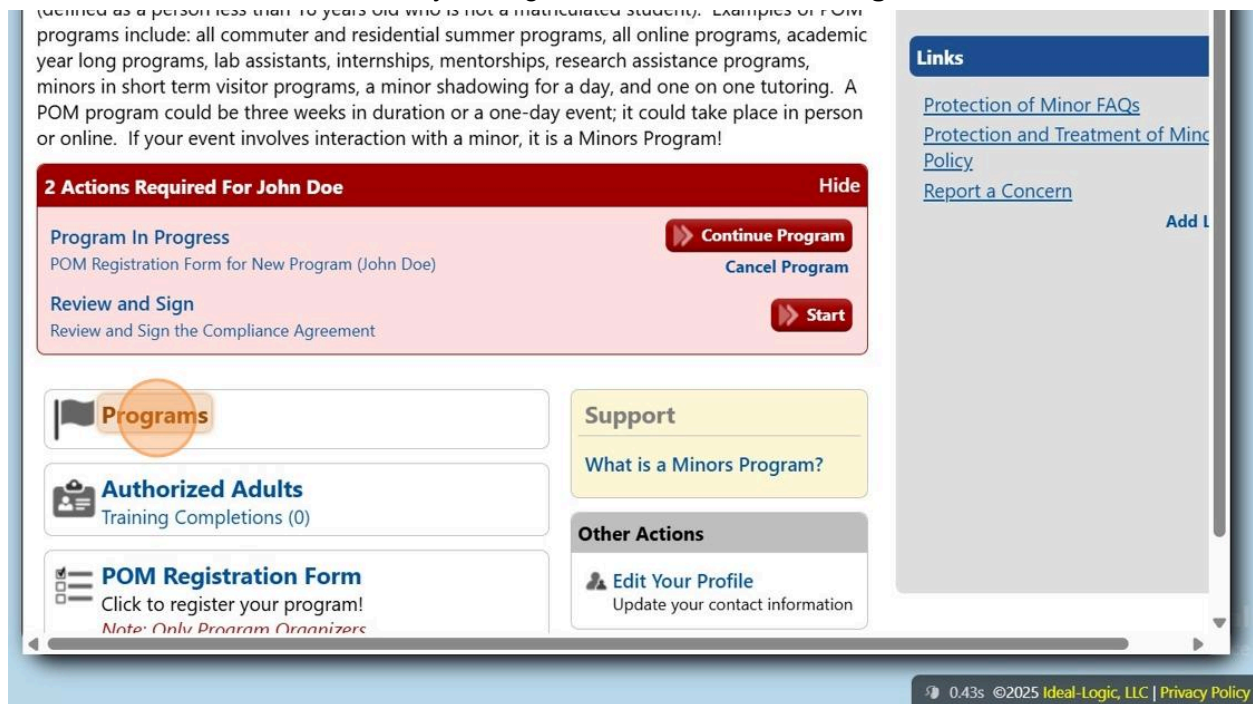
Announcements
No unread announcements

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

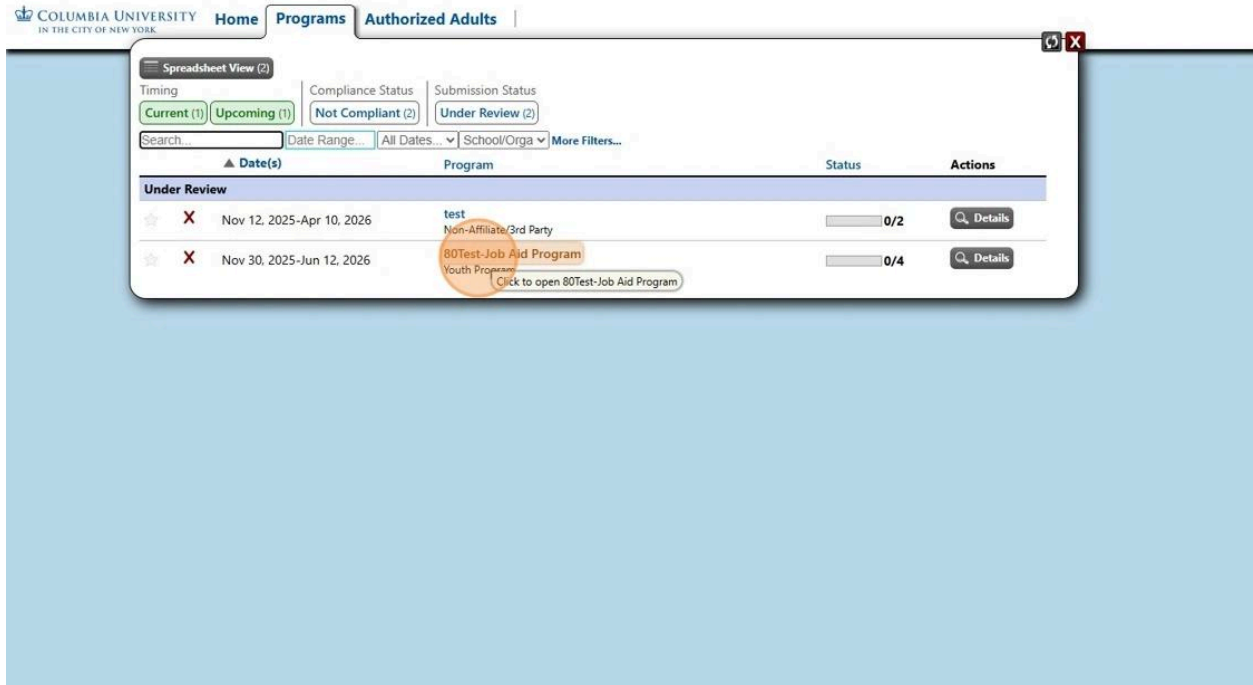
2. **Note:** When you open your Ideal-Logic dashboard, you can access your registered Authorized Adults and view their POM compliance status by clicking the **Authorized Adults** tab at the top of the page. Unlike the former system, **you will no longer receive daily reports**; the information will be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



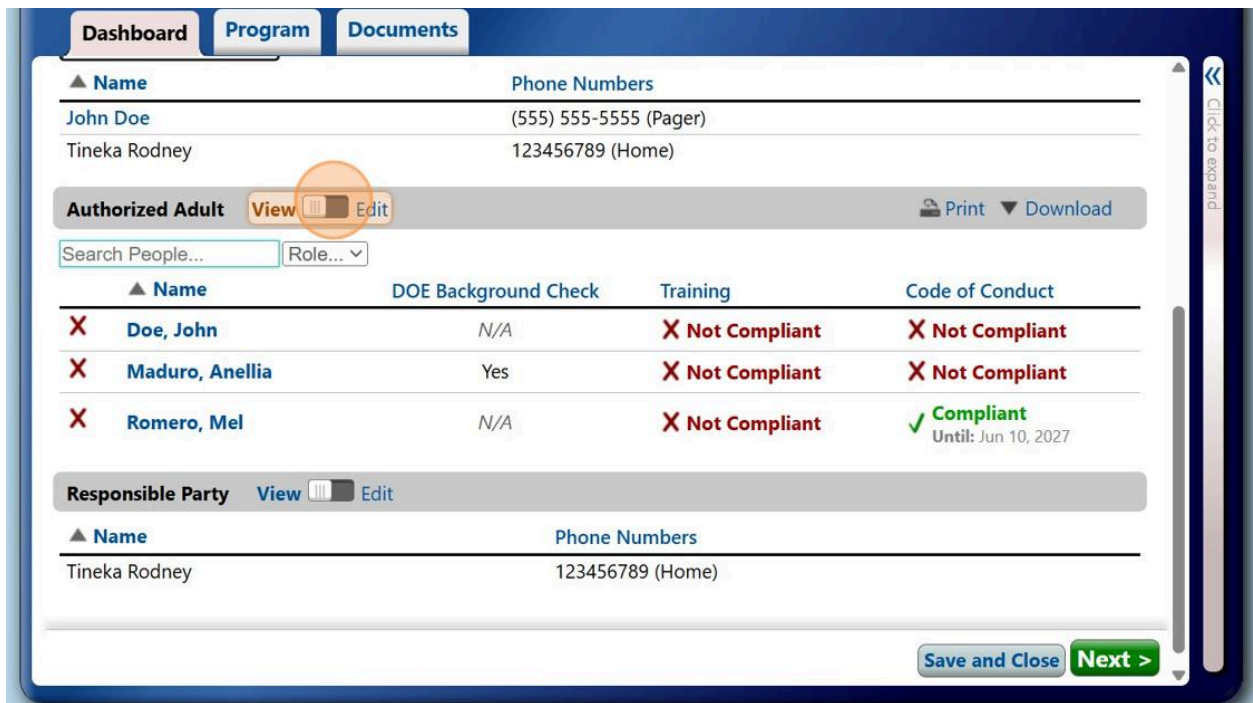
3. To **add** an Authorized Adult to your registration form, select **"Programs"**.



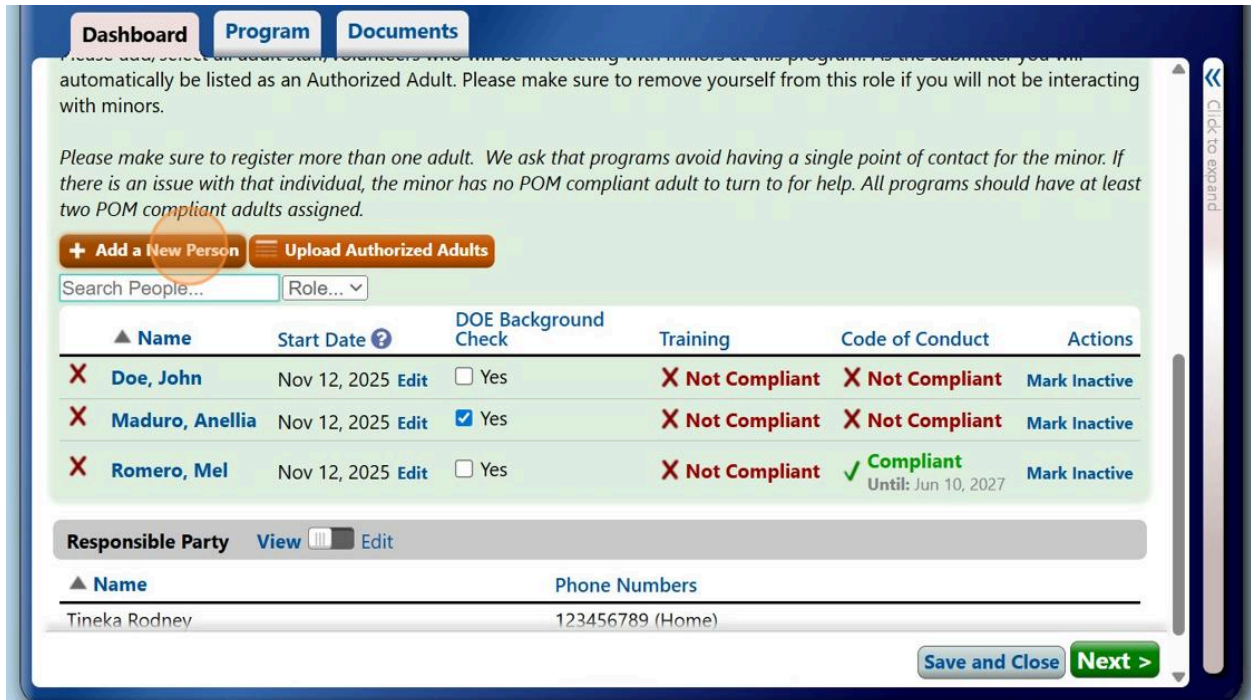
4. Click on the program you wish to update.



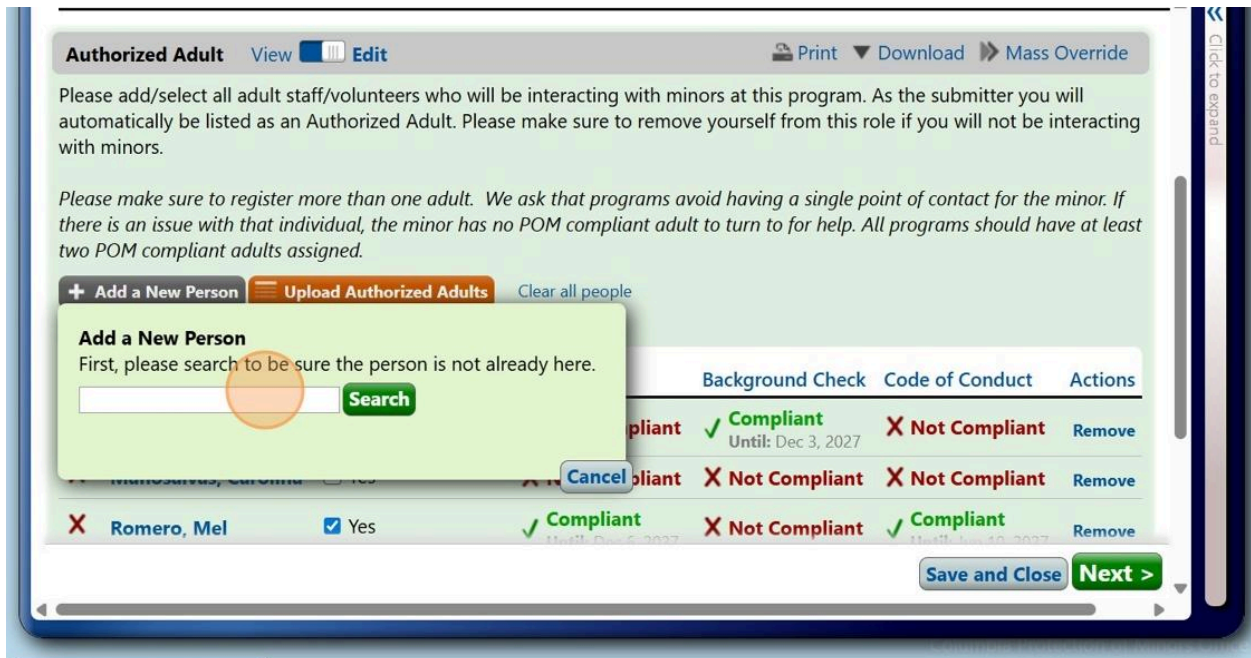
5. Click **Edit** to enter details for new participants.



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".

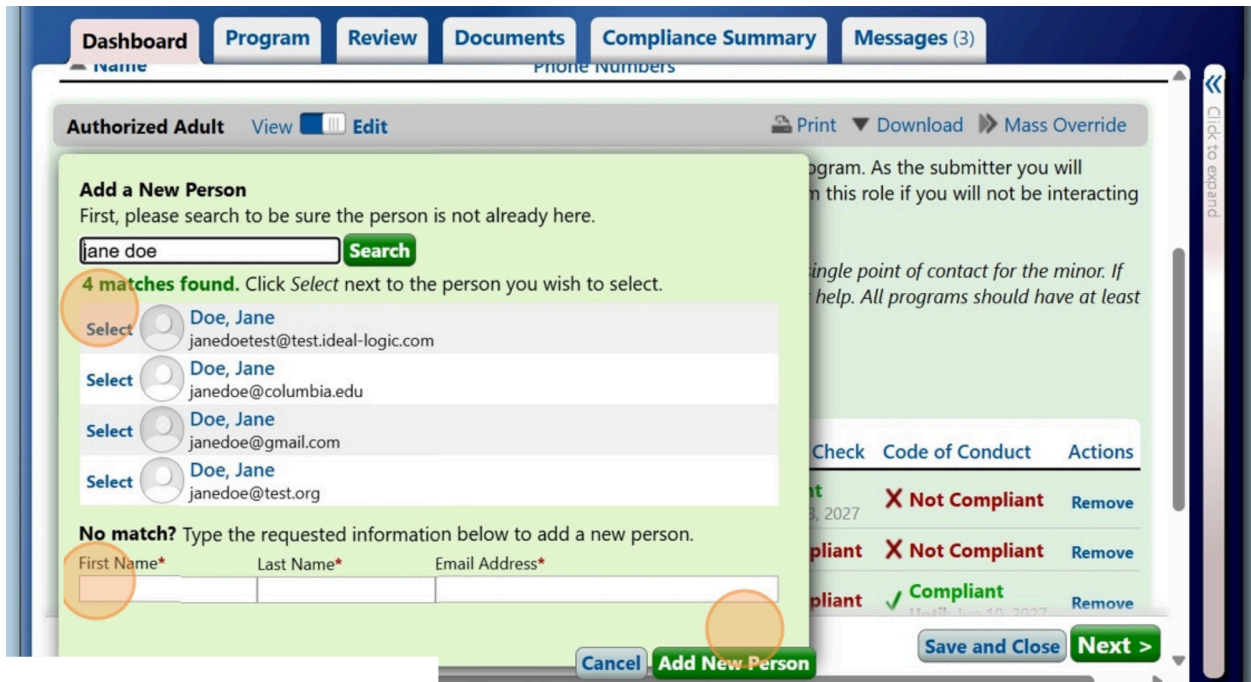


7. Enter the first and last name of the Authorized Adult you'd like to add, then click "Search".



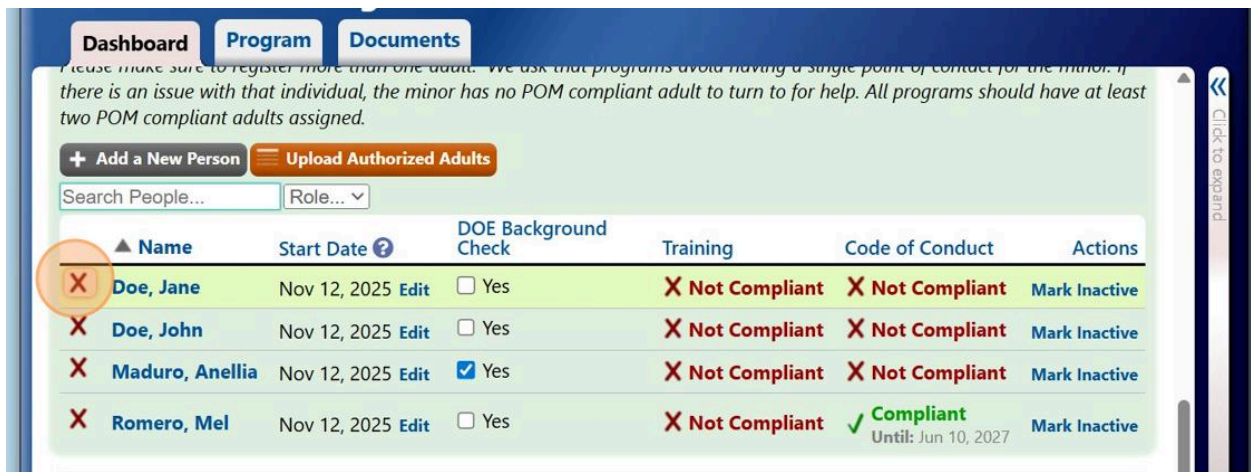
8. Select the Authorized Adults who are associated with your program and then click "Add New Person".

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 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
X Doe, Jane	Nov 12, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	Mark Inactive
X Doe, John	Nov 12, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	Mark Inactive
X Maduro, Anellia	Nov 12, 2025 Edit	<input checked="" type="checkbox"/> Yes	X Not Compliant	X Not Compliant	Mark Inactive
X Romero, Mel	Nov 12, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant	✓ Compliant Until: Jun 10, 2027	Mark Inactive

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

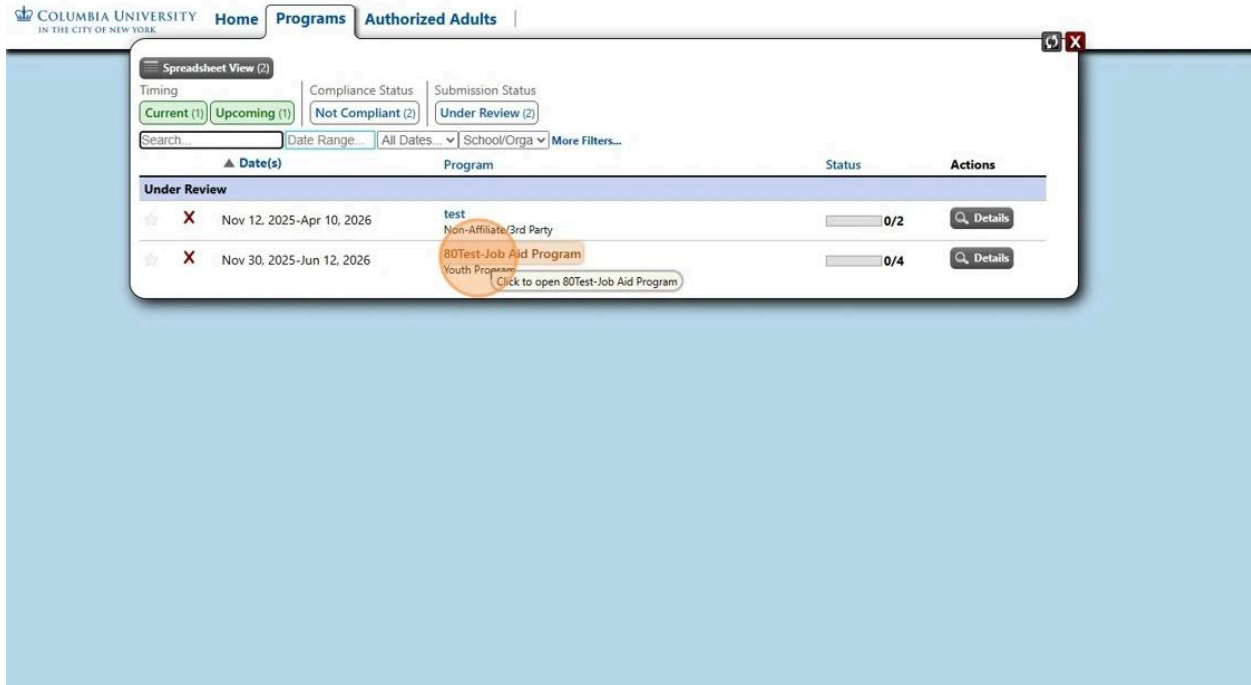
Support
[What is a Minors Program?](#)

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

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

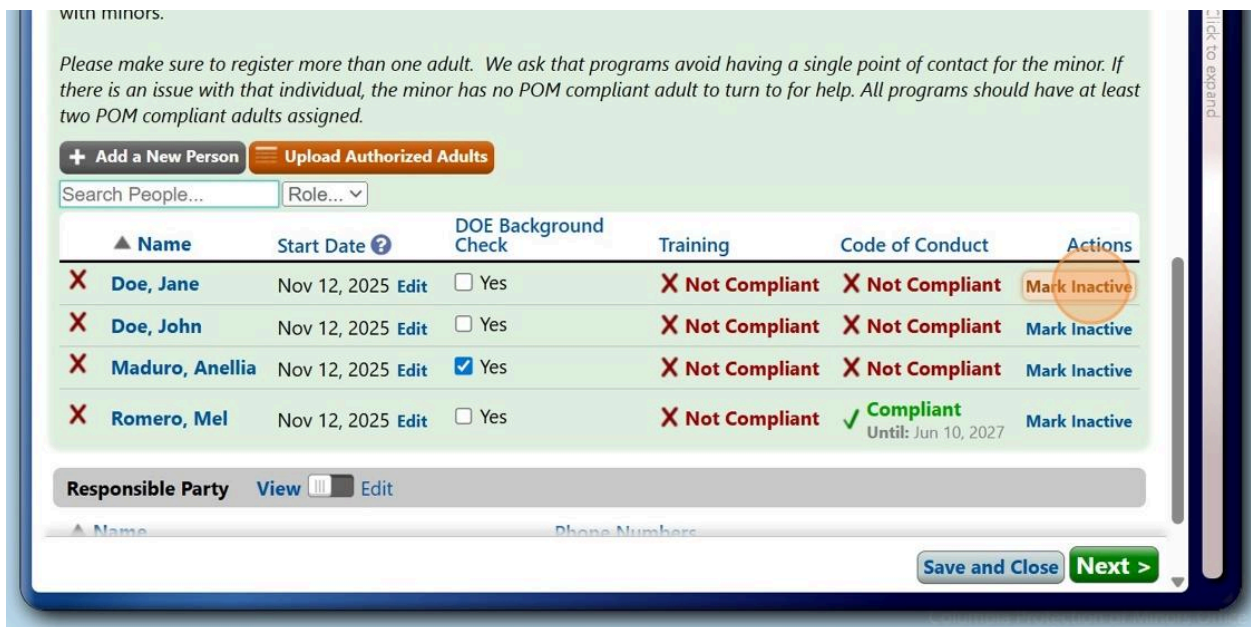
0.34s ©2025 Ideal-Logic, LLC | Privacy Policy

12. Click on the program you wish to update.



13. Under the "Actions" column, click "Mark Inactive" for the Authorized Adult who will no longer participate in your program.

Note: Selecting this option will document the last time the Authorized Adult interacted with a minor in your program.



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 >

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

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

Dashboard Program Documents

Please do not 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 >

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".

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

Yes No

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 Edit	Nov 13, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	
Doe, John	Nov 12, 2025 Edit		<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	Mark Inactive
Maduro, Anellia	Nov 12, 2025 Edit		<input checked="" type="checkbox"/> Yes	X Not Compliant	X Not Compliant	Mark Inactive
Romero, Mel	Nov 12, 2025 Edit		<input type="checkbox"/> Yes	X Not Compliant	Compliant Until: Jun 10, 2027	Mark Inactive

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
X Doe, Jane	Nov 12, 2025 Edit	Nov 13, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	
X Doe, John	Nov 12, 2025 Edit		<input type="checkbox"/> Yes	X Not Compliant	X Not Compliant	Mark Ina
X Maduro, Anellia	Nov 12, 2025 Edit		<input checked="" type="checkbox"/> Yes	X Not Compliant	X Not Compliant	Mark Ina
X Romero, Mel	Nov 12, 2025 Edit		<input type="checkbox"/> Yes	X Not Compliant	Compliant Until: Jun 10, 2027	Mark Ina

Responsible Party View Edit

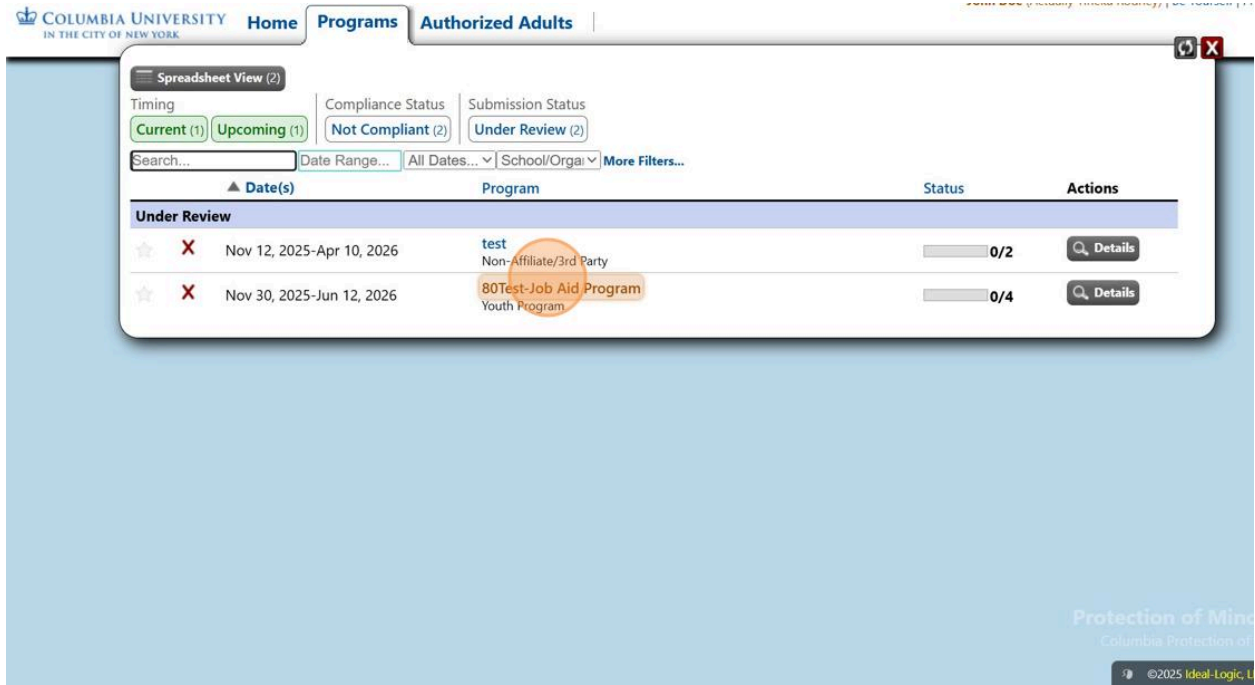
Name Phone Numbers

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. The table below lists the authorized adults and their compliance status.

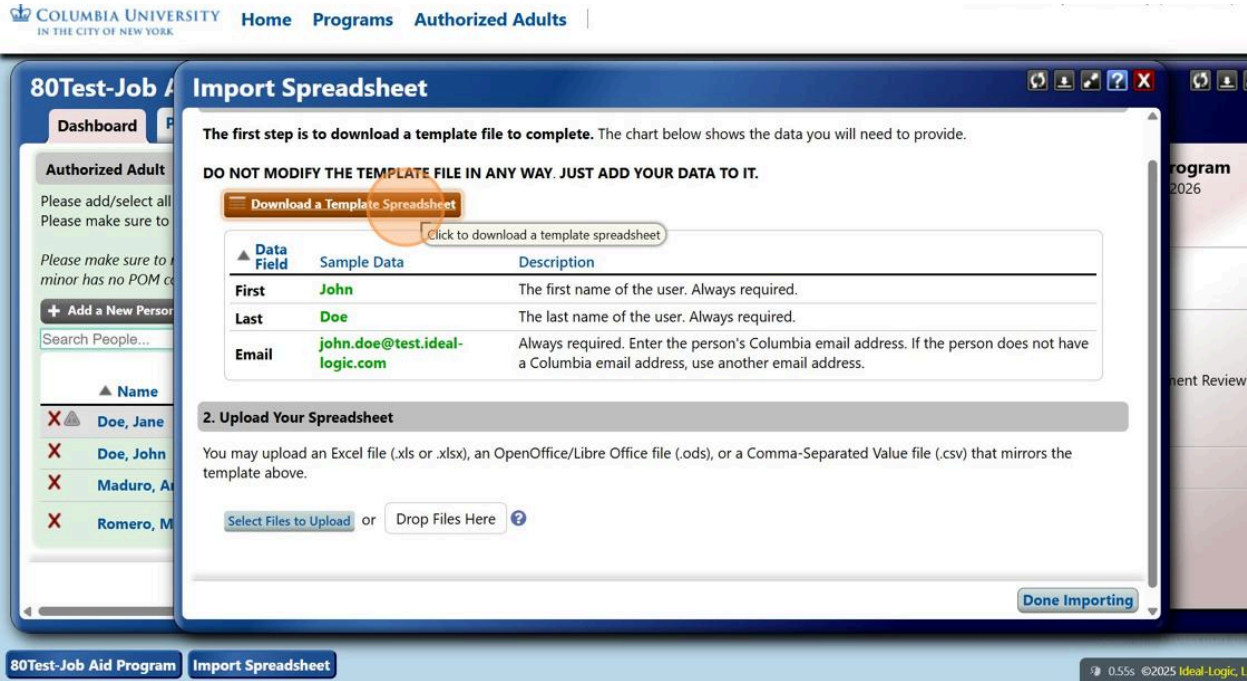
Name	Inactive Date	DOE Background Check	Training	Background Check	Code of Conduct
Do, Jane	Nov 13, 2025	N/A	X Not Compliant	X Not Compliant	X Not Compliant
Do, John		N/A	X Not Compliant	X Not Compliant	X Not Compliant
Maduro, Anellia		Yes	X Not Compliant	X Not Compliant	X Not Compliant
Romero, Mel		N/A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

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. The interface includes instructions for adding authorized adults and a table with the following data:

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

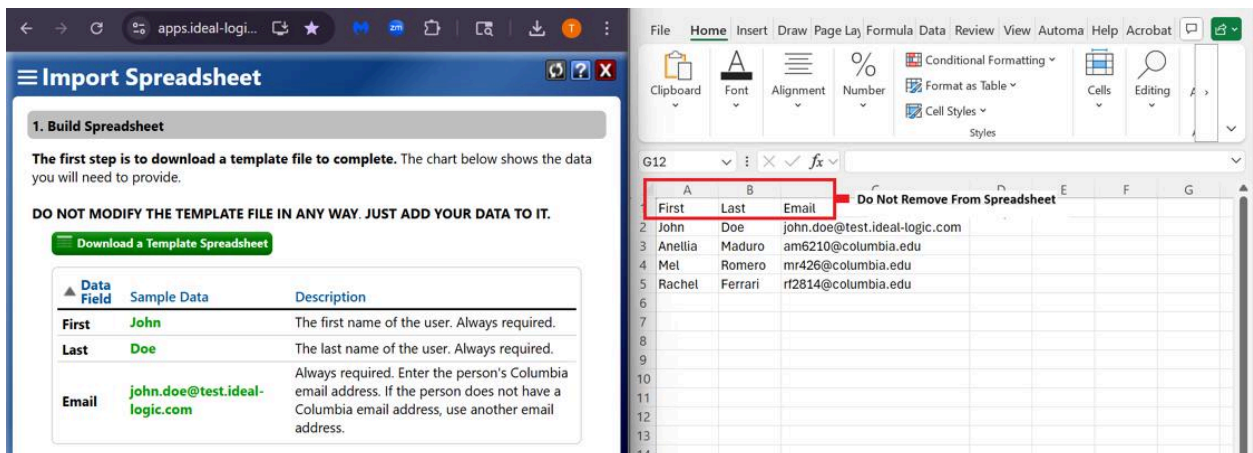
4. We recommend that you use our template spreadsheet to minimize errors and maintain system accuracy. Click "**Download a Template Spreadsheet**".



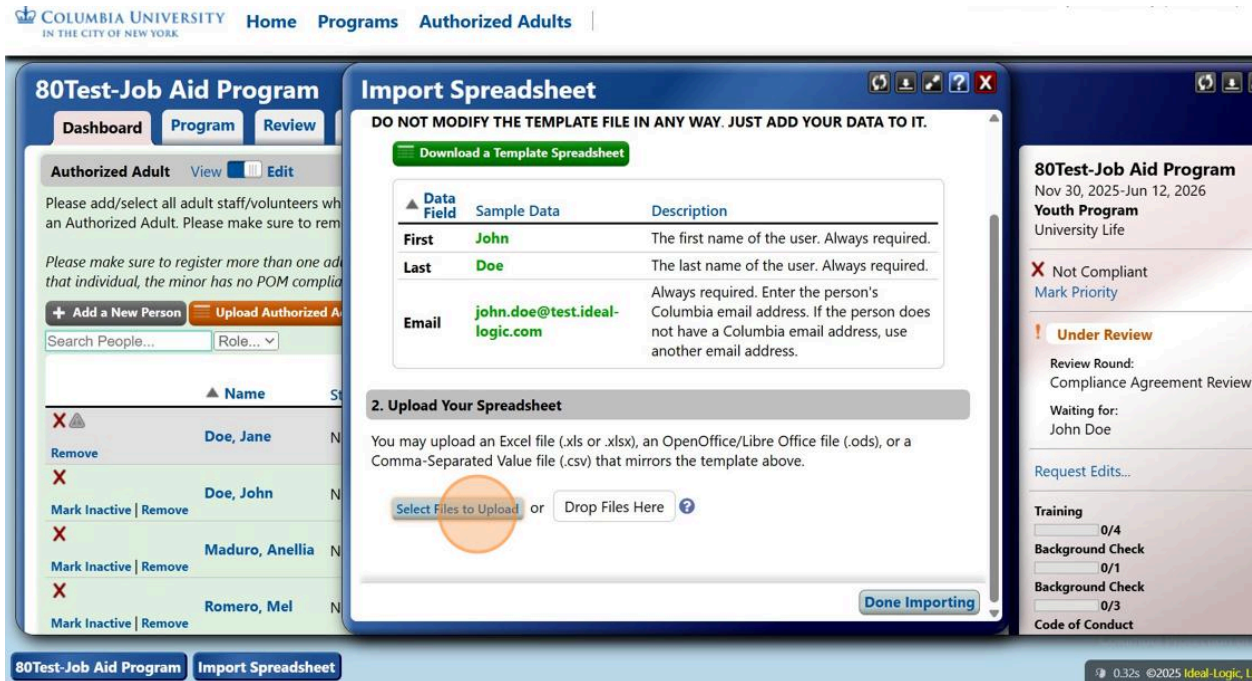
5. You will then be presented with an Excel spreadsheet that instructs you to enter the first name, last name, and email address of individuals you would like to include as Authorized Adults for your program.

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**.

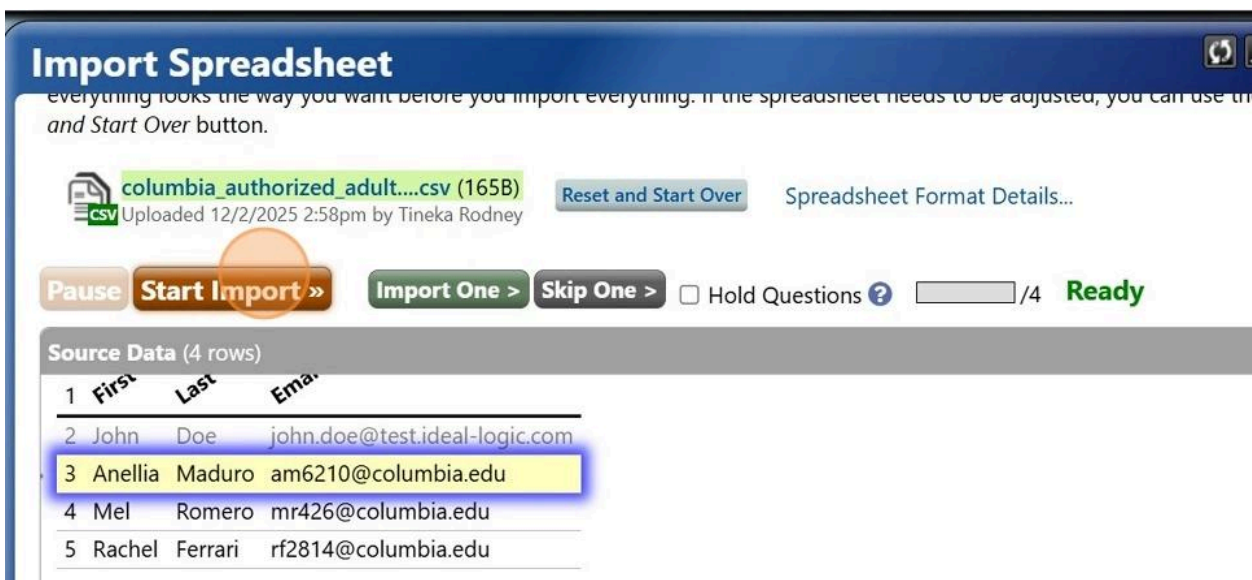


6. Once you have listed all your Authorized Adults into your spreadsheet, save the file and import it by clicking **"Select Files to Upload."**



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
Select	Ferrari, Rachel Executive Director Protection of Mino...	Columbia POM

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

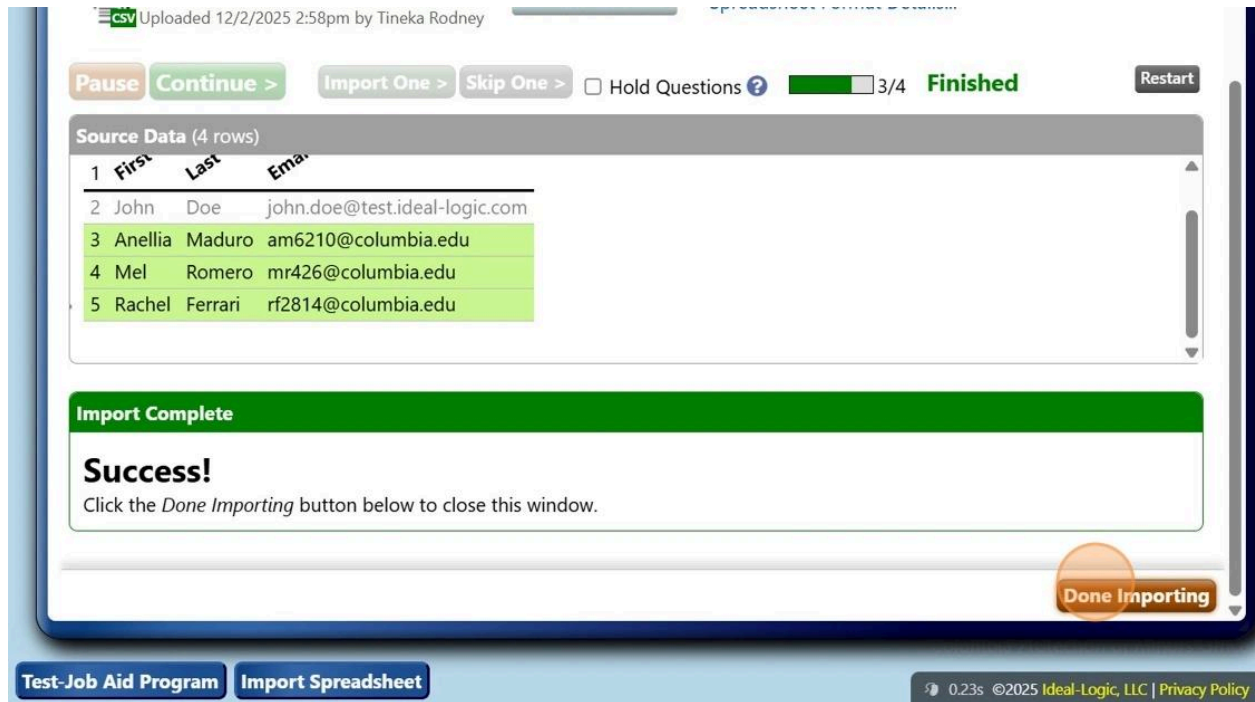
first

last

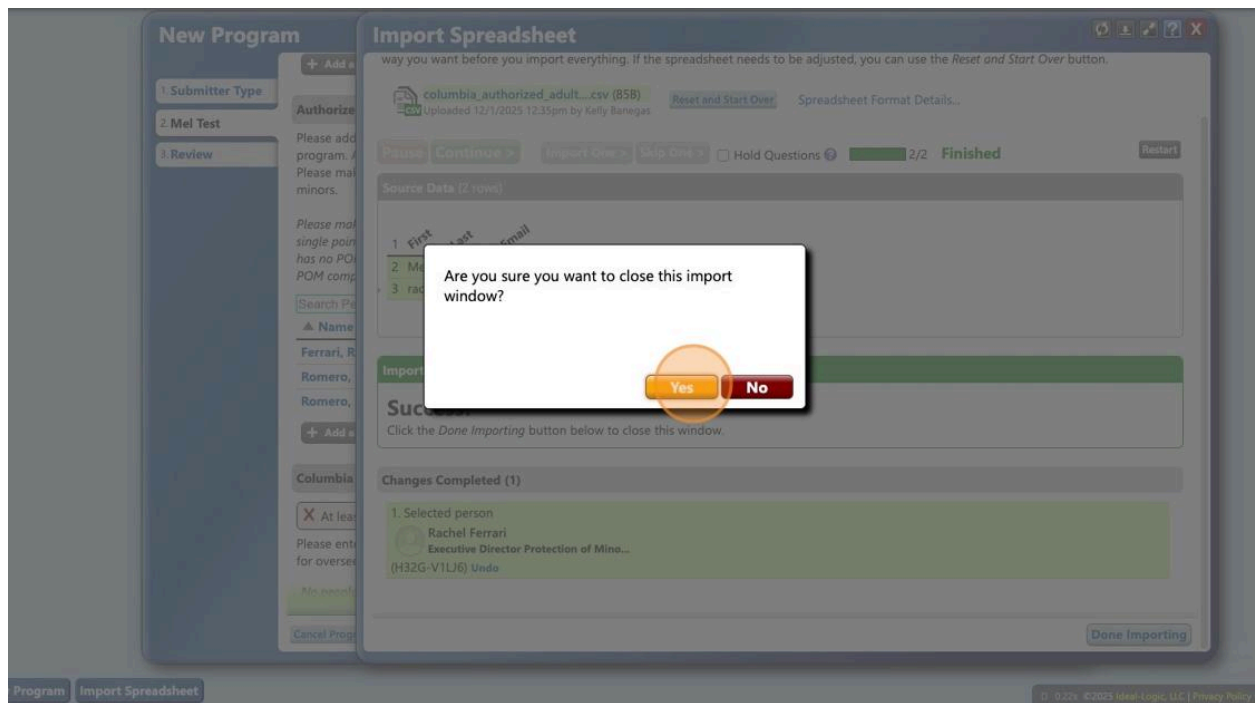
[Cancel](#) [Retry With Changes](#) [Done Importing](#)

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**.

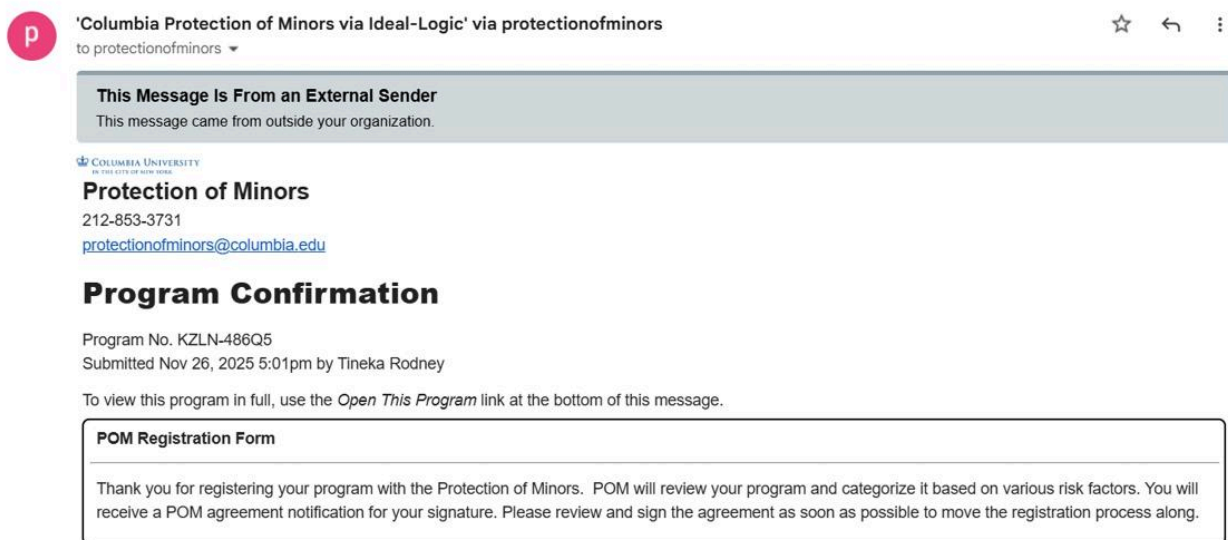
The screenshot shows the 'Test-Job Aid Program' dashboard. At the top, there are navigation tabs: Dashboard (selected), Program, Review, Documents, Compliance Summary, and Messages (4). Below the tabs, there is a message: "there is an issue with that individual, the minor has no POM compliant adult to turn to for help. All programs show two POM compliant adults assigned." Below this message are three buttons: "+ Add a New Person", "Upload Authorized Adults", and "Clear all people". There is also a search box labeled "Search People...".

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 Mark Ina
X Maduro, Anellia	Nov 17, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant Past Activity	X Not Compliant Past Activity Mark Ina
X Rodney, Tineka	Nov 17, 2025 Edit	<input type="checkbox"/> Yes	✓ Compliant Until: Nov 14, 2027	X Not Compliant Past Activity Mark Ina
X Romero, Mel	Nov 17, 2025 Edit	<input type="checkbox"/> Yes	X Not Compliant Past Activity	✓ Compliant Until: Jun 10, 2027 Mark Ina

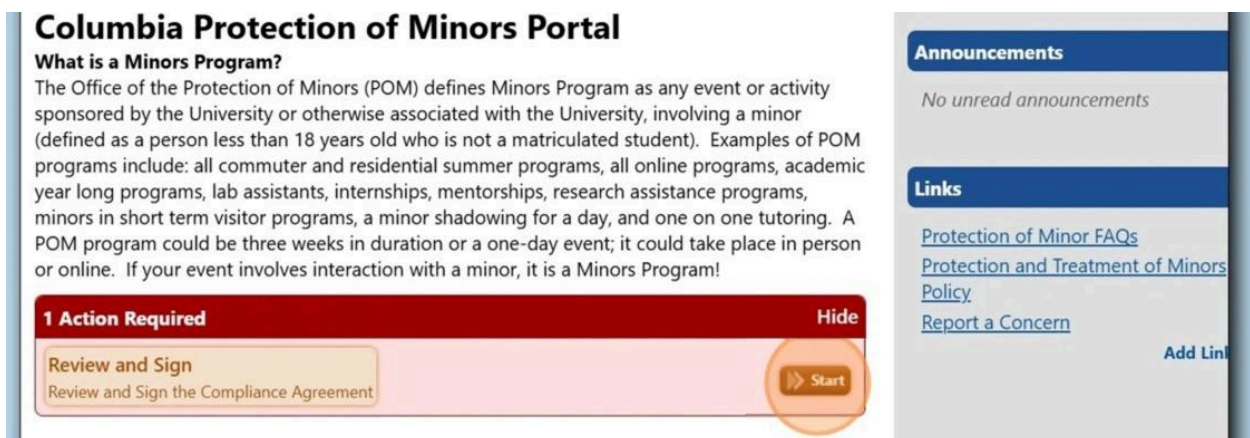
Sign the Protection of Minors Compliance Agreement

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 text about registering with the Office of the Protection of Minors (POM) at Columbia University.

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, phone number and email address of your program's Senior Leadership.

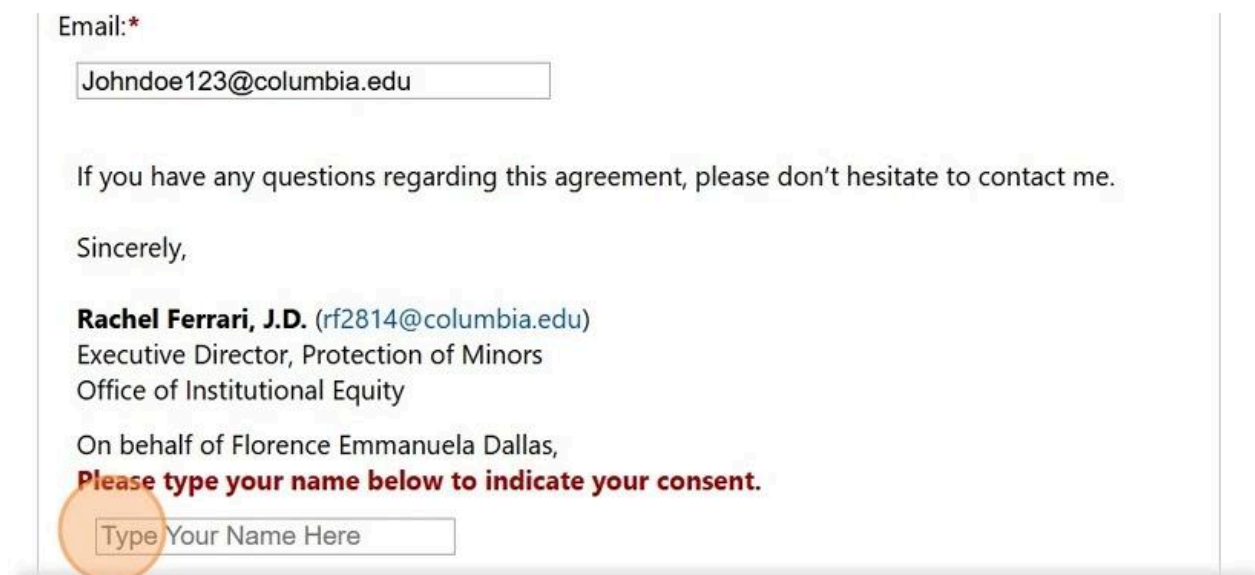
Note: The **Senior Leadership** contact is someone who the POM team will reach out to if your program fails to comply with our POM requirements. (This is usually a dean, supervisor, or head of the department). For **Non-Affiliates**, please enter the name of the Columbia Affiliate with whom you have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



The screenshot shows a web browser window with the title "Review and Sign". The browser's address bar and navigation buttons are visible at the top. The page has two tabs: "1. Other Reviews (1)" and "2. Your Review", with the second tab selected. The form contains the following fields and text:

- Name:** A text input field containing "John Doe".
- Phone:*** A text input field containing "555-555-5555".
- Email:*** A text input field containing "Johndoe123@columbia.edu".
- A paragraph of text: "If you have any questions regarding this agreement, please don't hesitate to contact me."
- The word "Sincerely,"
- A signature block: **Rachel Ferrari, J.D.** (rf2814@columbia.edu)
Executive Director. Protection of Minors

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



This screenshot shows a zoomed-in view of the form from the previous image. The "Email:*" field is highlighted with an orange circle. Below the signature block, there is a new instruction and a text input field:

- A paragraph of text: "If you have any questions regarding this agreement, please don't hesitate to contact me."
- The word "Sincerely,"
- A signature block: **Rachel Ferrari, J.D.** (rf2814@columbia.edu)
Executive Director, Protection of Minors
Office of Institutional Equity
- A line of text: "On behalf of Florence Emmanuela Dallas,"
- A bold instruction: **Please type your name below to indicate your consent.**
- A text input field containing the placeholder text "Type Your Name Here", which is highlighted with an orange circle.

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:*

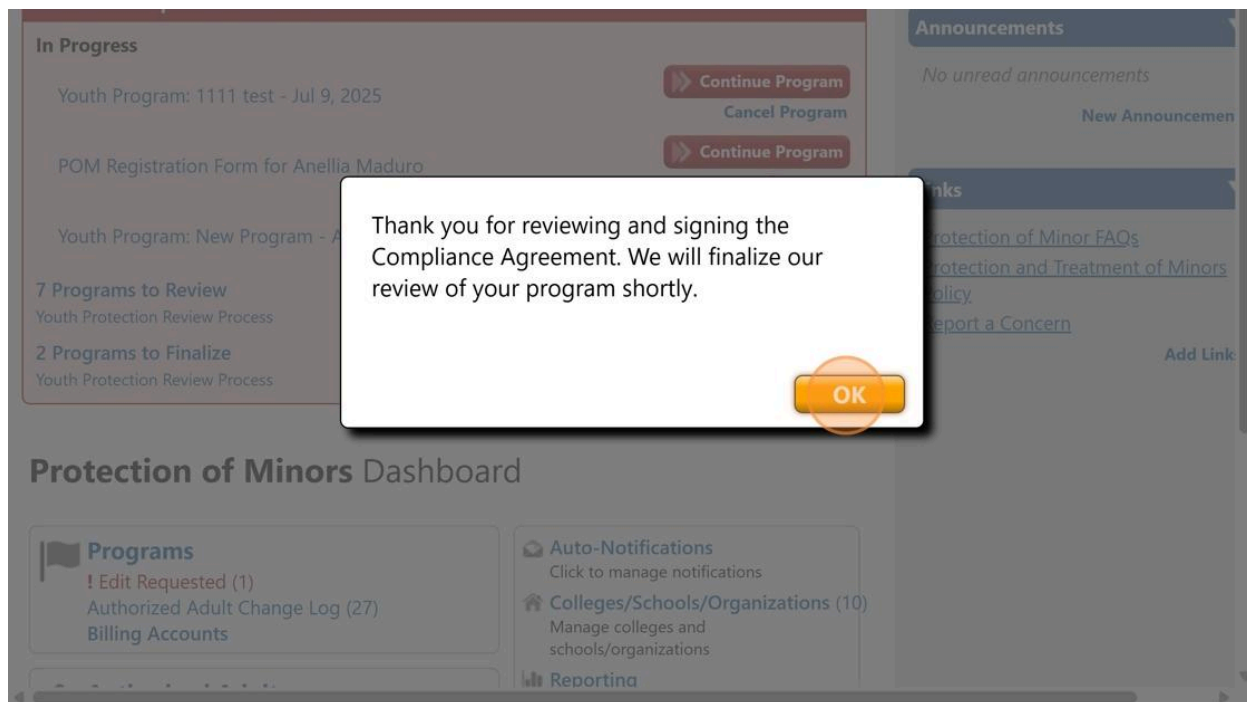
If you have any questions regarding this agreement, please don't hesitate to contact me.

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.

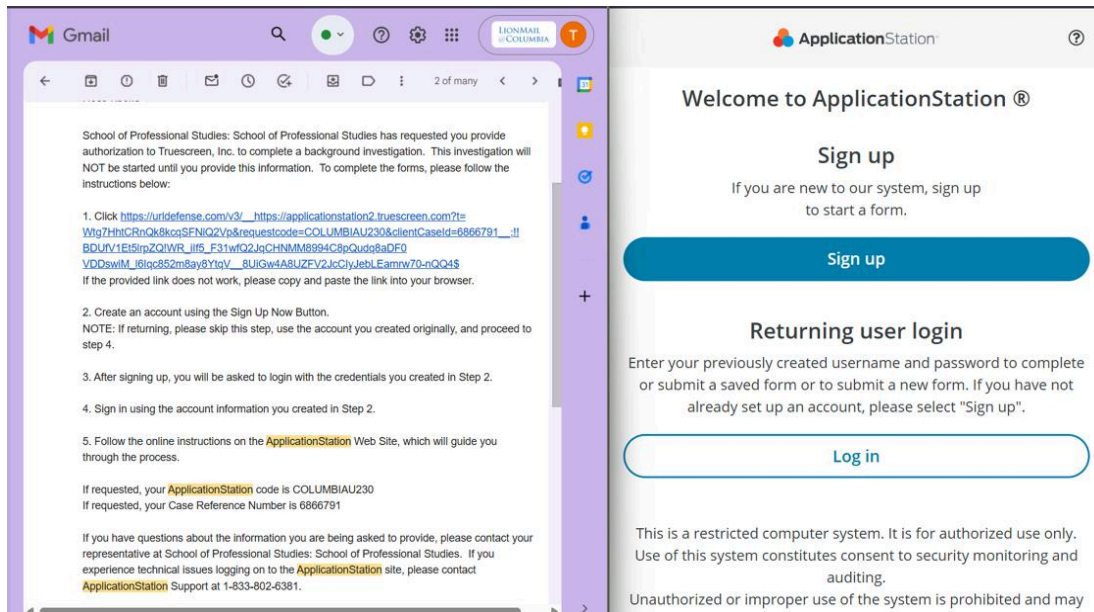
1. How the New Background Check Process Works

- 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	Details
	New Feedback Process Test Youth Program	<div style="width: 12.5%;"></div> 0/1	Details
	008Test (Job Aid) Youth Program	<div style="width: 25%;"></div> 0/2	Details
5	DOUBLE DISCOVERY CENTER Youth Program	<div style="width: 12.5%;"></div> 0/1	Details
025	RFTest Program Youth Program	<div style="width: 10%;"></div> 1/10	Details
	Anellia Test # 3 - DOE BGC Youth Program	<div style="width: 33.3%;"></div> 0/3	Details
	Mal Test		Details

3. Click "Not Compliant".

Phone Numbers

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

Phone Numbers

+1 212 853 3731 (Work)

Save and Close Next >

4. Click "Select Files to Upload".

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 ?

Show Not Applicable Data

Close

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

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 ?

▼ Show Not Applicable Data

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
✗ Maduro, Anellia	Yes	✗ Not Compliant	✓ Compliant Until: Dec 3, 2027	✗ Not Compliant
✗ Romero, Mel	Yes	✓ Compliant Until: Dec 4, 2027	✗ Not Compliant	✓ Compliant Until: Jun 10, 2027
✗ Salberg, Janet	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:

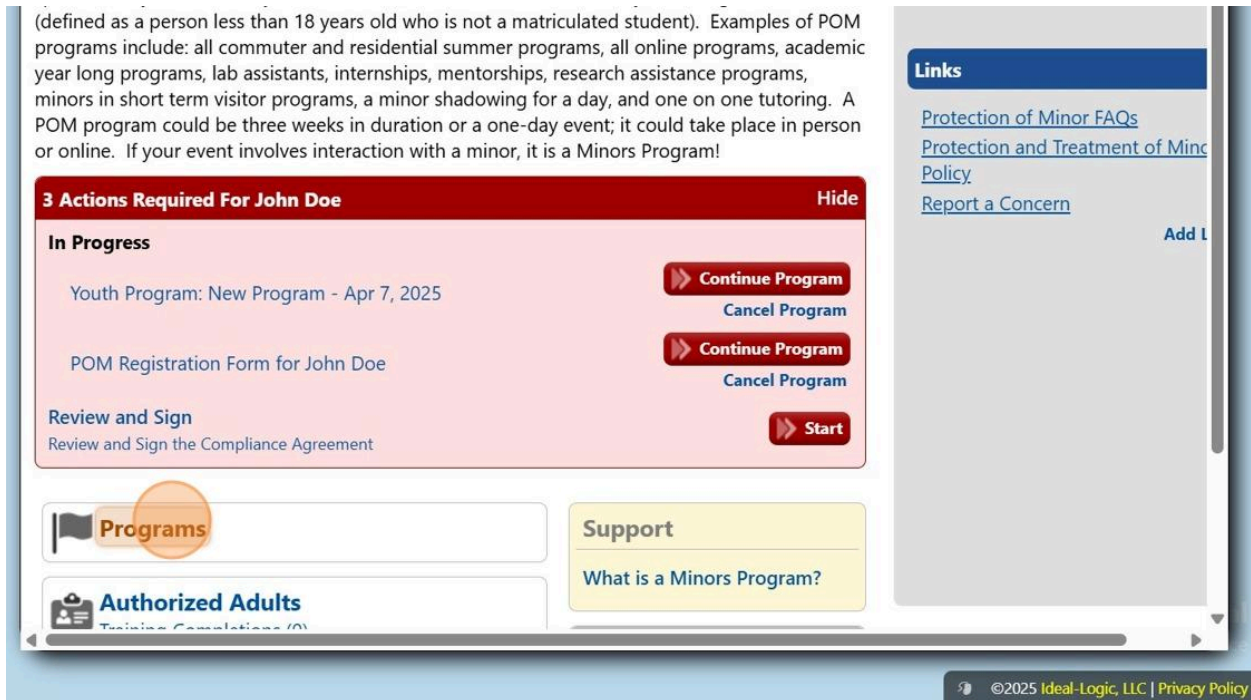
Name	Phone Numbers
Rachel Ferrari	+1 212 853 3731 (Work)

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" tile on the Homepage.



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, and 'Complete Evaluation: 0Anellia TEST 2 11.11. Program Involving Minors Wrap Up Evaluation (Protection of Minors)' with a highlighted 'Proceed' button.
- Incomplete Requirements:** Lists 'Code of Conduct' (with 'Sign Now' button) and 'Protection of Minors Training' (with 'Continue' button).

Below this, the 'Protection of Minors Dashboard' provides summary statistics:

- 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.

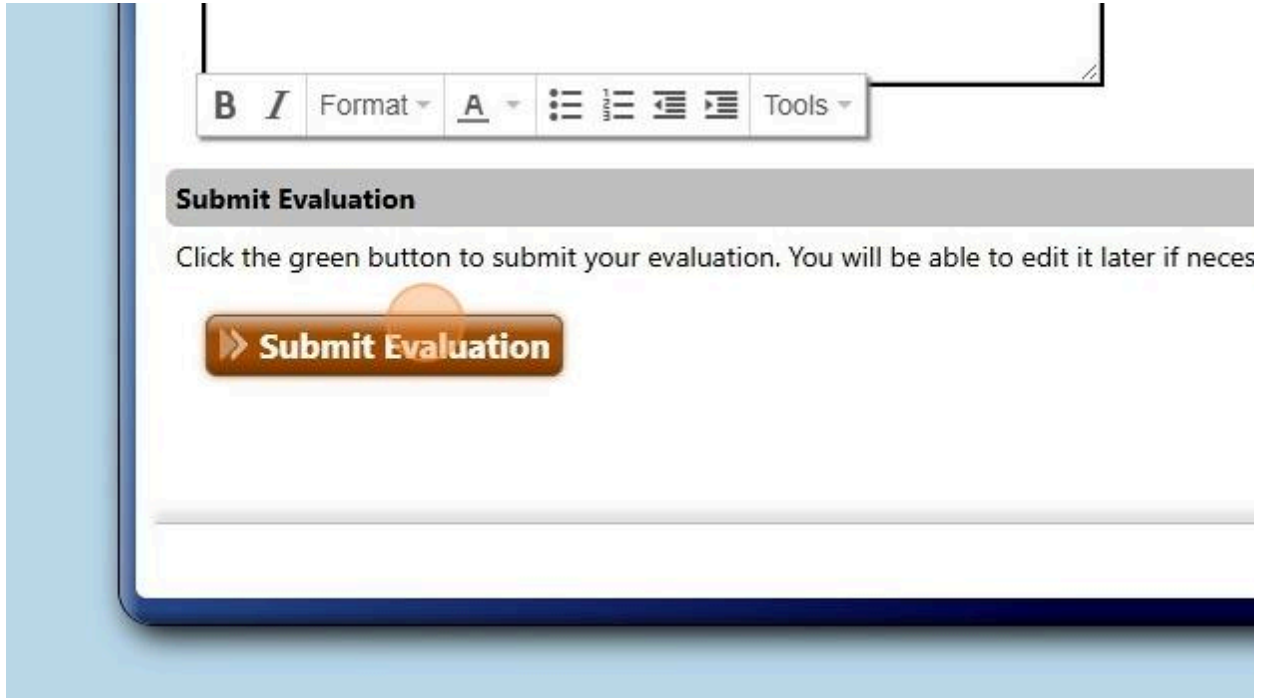
Additional Comments

Submit Evaluation

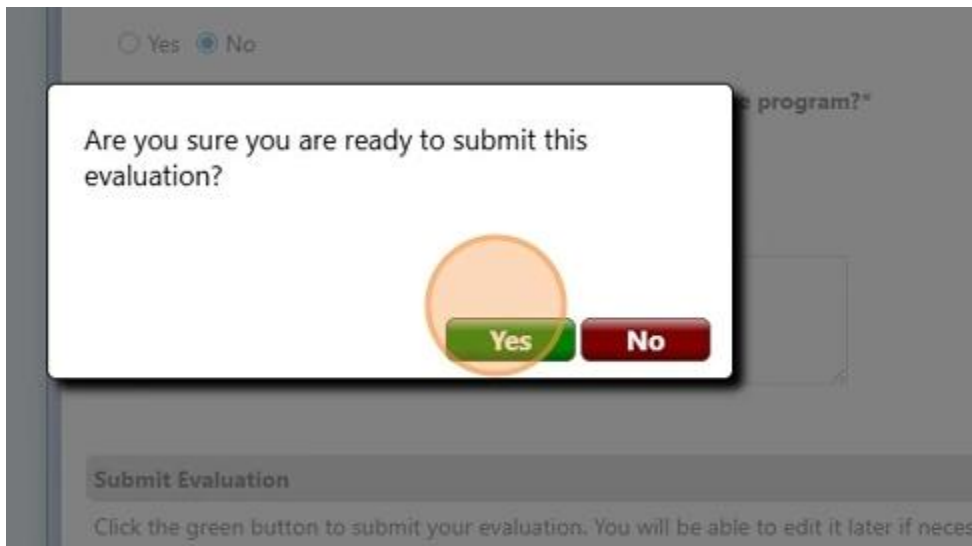
Click the green button to submit your evaluation. You will be able to edit it later if necessary.

[▶ Submit Evaluation](#)

6. Click "Submit Evaluation".



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



Instructions for Program Submitters to Share with Their Authorized Adults

As the submitter it is important to share the following POM responsibilities with all of your Authorized Adults who will be associated with your program. These requirements are a part of POM Compliance and ensure a safe environment for minors.

How to Address Your Authorized Adults? **(Please Copy and Paste Message)**

Email Subject: Important: Protection of Minors (POM) Compliance System Update and Required Actions

Hi [Name of Your Authorized Adult],

We are writing to inform you of an important update regarding Protection of Minors (POM) compliance requirements.

The Office of Protection of Minors has officially migrated its POM compliance system to **Ideal-Logic**. As a result, you should expect to receive all future POM-related communications from **Ideal-Logic** and not SabaCloud/ELM.

Required Actions to Be Fully POM Compliant:

In order to participate in this program, you must be fully compliant with POM policies. To be considered **fully POM compliant**, you must respond to the email you receive from Ideal-Logic by logging into the Ideal-Logic website and completing all required actions, which include:

- Completing the required POM training
- Reviewing and submitting background check requirements with TrueScreen (if required)
- Completing and submitting the Code of Conduct form

Information About The Background Check Process:

If a background check is required for your program:

- **TrueScreen** will send you a separate email from **ApplicationStation** (**applicationstation@truescreen.com**) with instructions on how to complete your background check process.
- Please click the link provided in the email and follow all necessary steps once you receive a message from **ApplicationStation**.

Important: Authorized Adults are **not permitted to work with or interact with minors** until all of the required steps are completed. Completing all required steps as soon as possible will help prevent delays in your ability to participate.

If you have questions or need assistance during the process, please follow the step-by-step instructions that are shown in this job aid: [Instructions for Authorized Adults](#).

Thank you for your attention to these requirements and for your continued commitment to the safety and well-being of minors.

Sincerely,
[Program Director / Office Name]