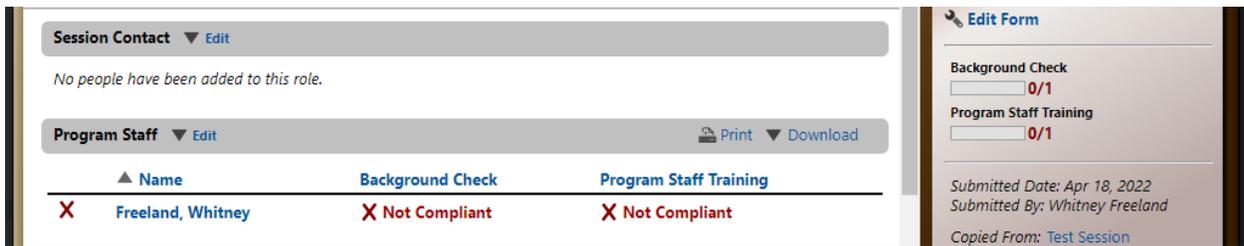


Add Program Staff information to track compliance with Background Checks and Training. To add Program Staff:

1. Follow above steps 1 and 2 to access the session details. Select the “Dashboard” tab.

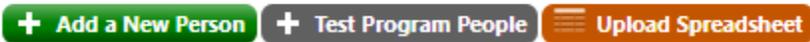


2. Next to the Program Staff category, click “Edit”

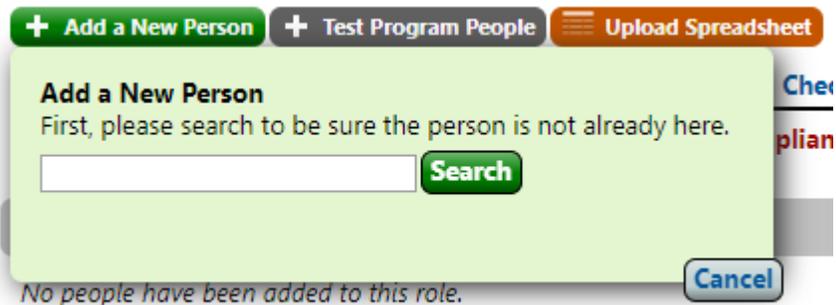


3. Choose one of the three methods to add Program Staff to the session

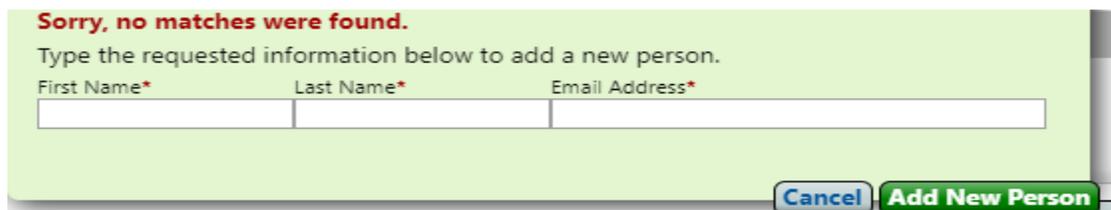
Please add/select all Program Staff who will be interacting with minors at this session.



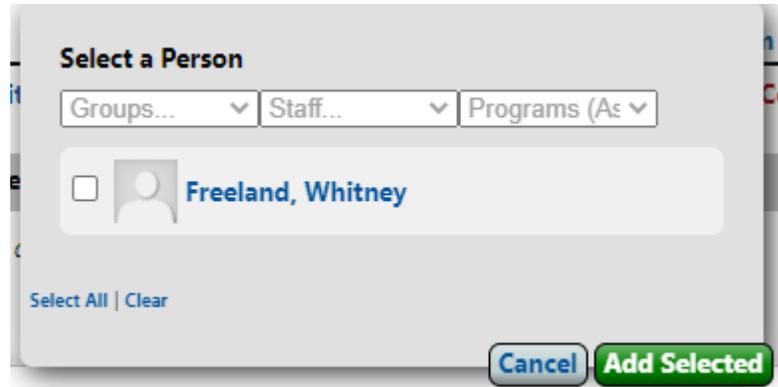
- a. Add a New Person – Add an individual who has not previously been associated with this Program. *This option is best if adding fewer than five people.*
 - i. After clicking “Add a New Person,” the system will ask you to search for the person you are trying to add to determine whether they have an account in the system.



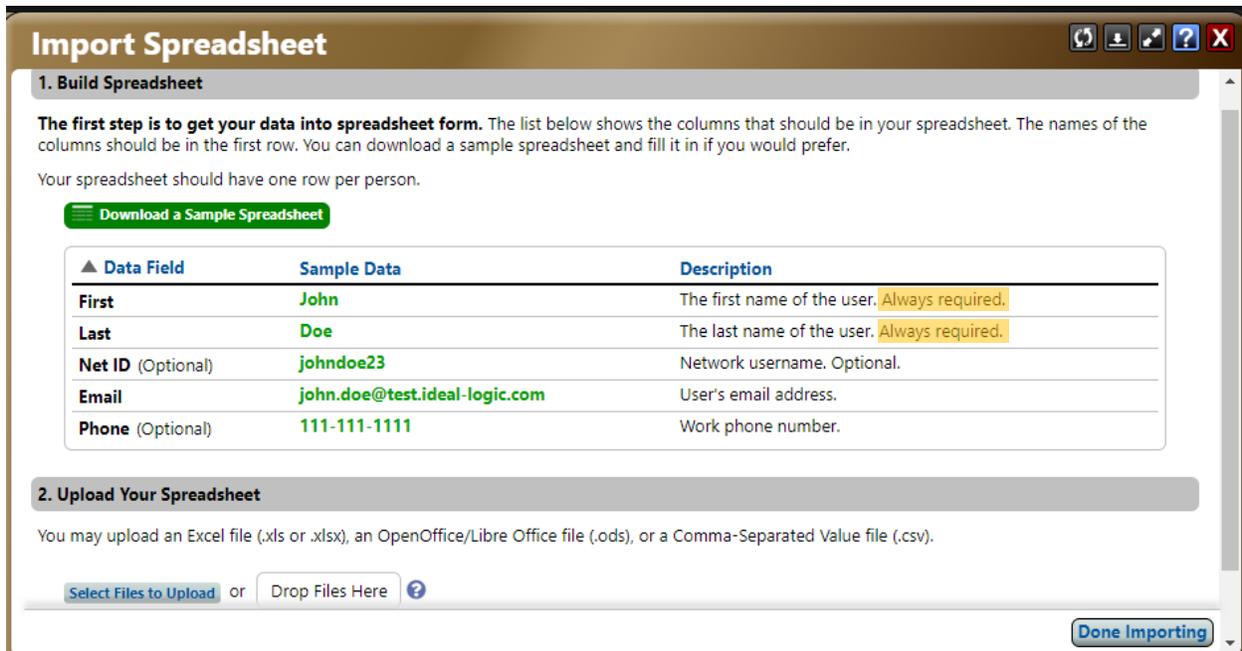
- ii. If not found, you will be able to add an individual using their first name, last name, and email address.



- b. Test Program People – Add an individual or multiple individuals already associated with the Program (regardless of session)
 - i. After clicking Test Program People, the system will display a selectable list of people associated with any previous sessions of the program.



- ii. Select anyone who should be associated with the present session.
- c. Upload Spreadsheet – Use an Excel sheet to upload information for all members of Program Staff
 - i. After clicking “Upload Spreadsheet,” the following box will appear:



Note the required fields (First Name, Last Name, Email Address) and ensure your spreadsheet has this information. Make sure your column headers match the instructions provided. The system will not import columns that do not have one of the five headers listed in instructions.

- ii. Read the instruction on the site, and when you are ready, you can select “Start Import.” Grayed out columns (not pictured) will not import.

- iii. When finished, select “Done Importing.”

Staff Background Checks

Record Background Check determinations for Program Staff

1. On the Home Screen, select the Background Check link in the Program Staff box.

2. Click “Record Outcome” in the Actions column on the right side of the screen.

Date	Status	First	Last	Email	Program	Types	Actions
Pending							
4/18/2022	Pending	Whitney	Freeland	wfreelan@purdue.edu	Test Program	Background Check	Record Outcome
4/18/2022	Pending	Erica	Downey	edowney@purdue.edu	Test Program	Background Check	Record Outcome

3. In the box that opens, enter the date of the Registry Check and record the outcome.

Staff Training

Ensure all members of Program Staff have completed training.

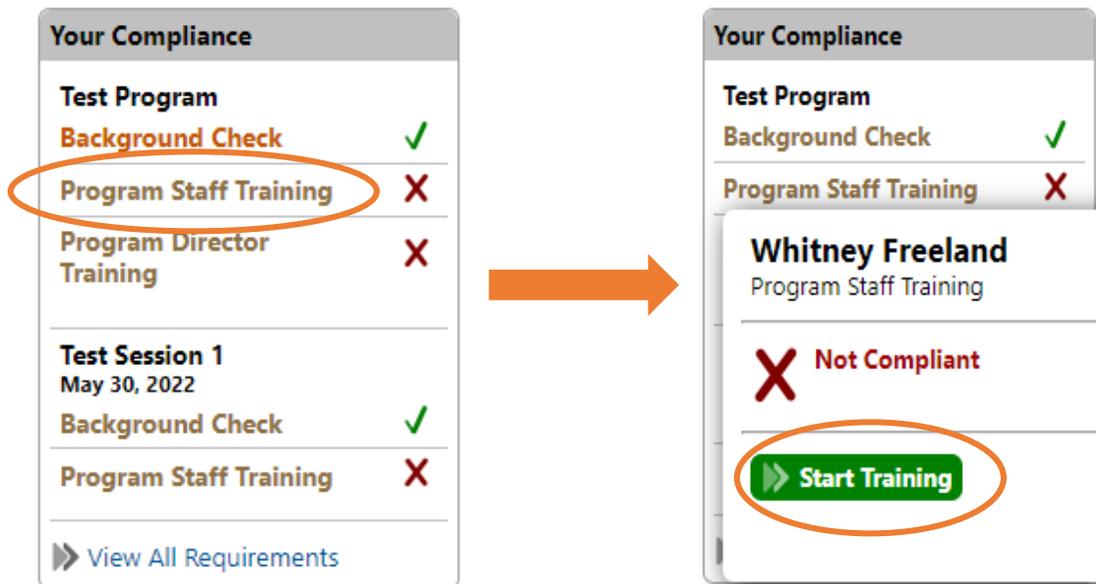
All training records have been imported into the Ideal-Logic system from WebCert and Success Factors. If the system shows an “X” next to a required training, that means the training has not been completed by the user in the past two years. Individual will need to complete the training within Ideal-Logic.

1. Once an individual has been added to a training as a member of Program Staff, the system will determine compliance with the requirements associated with the session and the individual’s role.

Background Check	X
Program Staff Training	✓
Program Director Training	X

The red “X” means not compliant. The green check means compliant with respect to the session.

2. Training is only accessible once an individual is assigned to a program or session. Once attached to a session, a menu will appear on the home screen. Click any training listed to access a “Start Training” button.



3. Once training is completed, system will apply training completion date to individual’s profile and sessions will be marked as compliant with respect to the training requirement as long as the training was completed at least two years prior to the start date of the session.
4. Note: Staff members not yet assigned to a session can preemptively access the training via a link on the [Training page](#) of the VPEC website. The training is valid for 24 months.

