MSU Youth Safety Portal
HELP GUIDE for Program Leaders

1. Log in: Go to [https://apps.ideal-logic.com/msuyouthsafety](https://apps.ideal-logic.com/msuyouthsafety)
2. Click on MSU Login

3. This will bring you to the MSU single sign-in prompt

4. To register your Youth Program, you will first need to fill out and submit an "Inventory" form for your program. On the main Dashboard, click on ‘Register a Youth Program’
Welcome to MSU Youth Program!

5. You will be prompted to select the Youth Program’s sponsoring organization. You can select from the listed Organizations that have already been entered and or click on ‘+New Program’.

6. If you select a program that has already filled out the Inventory form, you will (depending on your access) be able to view more details and/or continue filling out the form. If you click on ‘+New Program’ you will be asked to enter the name of the program and this will launch the Inventory form for you to fill out.
7. Once your inventory form has been completed, when you log in to your Dashboard, you will now have access to the "Submit a Session Registration" link.

8. When you click this link, you will be able to start your Session Registration form.