VANDERBILT UNIVERSITY PROTECTION OF MINORS: HOW TO CHECK PERSONNEL COMPLIANCE IN THE POM WEB APPLICATION, A GUIDE FOR RSO COACHES AND ADVISORS

This guide was created to assist Registered Student Organization (RSO) Coaches in how to navigate and find their student orgs and check for compliance in the POM Web Application. The RSO programs in the POM Application are integrated with Anchor Link and rosters are updated daily.

The POM Web Application is the university source for all programs for minors registered in accordance to the compliance standards set in the POM Policy.

More POM information can be found at this link

Coaches are PRIMARY CONTACTS*

This means the Coach will receive compliance notices and general information about events and personnel which is auto-generated from the Web Application and sent from time to time from the POM Director

☐ Name of RSO _____
☐ Level of POM Approval _____
☐ POM Annual Training compliance complete for all members

Level of POM Approval (Level 1 or 2)

☐ Level 1: **All** members complete Annual POM training. Event approval by DOS requires the Third Party Compliance Agreement attached to Registered Event in Anchor Link
☐ Level 2: **All** members complete Annual POM training and a background clearance (at 4 year intervals). Event approval by DOS requires all Participation Agreements (signed by parents) attached to Registered Event in Anchor Link.

POM Training Instructions

Personal Compliance Check Link

Verification of POM Compliance
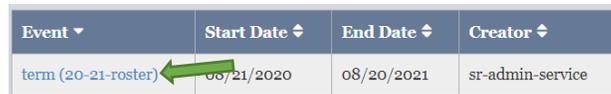
1. Go to the POM Web APP Link or on the VU RIM homepage under the "Protection of Minors" tab at top of page. Bookmark the link.
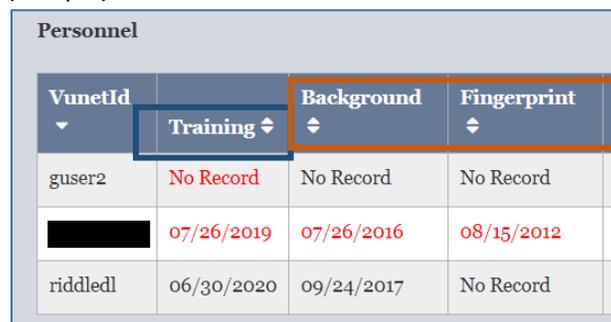2. **Log in and you'll be on the "Worklist."**

3. Select the "Primary Contact" tab
4. Select the name of the RSO you want to check
5. On the program page, titled "Edit Program," on the right there will be an "Events" Box

6. RSO Events are all named "term (20-21-roster)"

Event ▼	Start Date ⇕	End Date ⇕	Creator ⇕
term (20-21-roster)	08/21/2020	08/20/2021	sr-admin-service

7. Select the Event and View Personnel List (sample)

VunetId ▼	Training ⇕	Background ⇕	Fingerprint ⇕
guser2	No Record	No Record	No Record
▉▉▉▉	07/26/2019	07/26/2016	08/15/2012
riddledl	06/30/2020	09/24/2017	No Record

☐ Compliance terms:
  Level 1 – all have training since July 1, 2020
  Level 2 – all have training since July 1, 2020 AND a background OR fingerprint in the last four years. (Other tips and tutorials available)