

Help Guide: Register Minor Students Participating in Research or Clinical Activities

Minor Students Participating in Research or Clinical Activities

Students who are 16-17 years old may enter a laboratory or clinic as part of a Yale University-approved education program or individual education mentorship with a Yale faculty member. Refer to the [Minors Participating in Research or Clinical Activities policy](#) for more information.

New Registration

Log in via Yale CAS: [EHS Integrator registration](#)

To create a new registration, click on “Minor Student (16-17)” in the righthand column under “Lab Safety.”

If you are not on the Yale Network or Yale Secure Wi-Fi, you must first begin a VPN secure connection (via Cisco Any Connect). Contact the ITS Help Desk (available 24/7) at helpdesk@yale.edu or 203-432-9000 for help with VPN.

Open Registration

Once you create a new registration, it will remain in “Open” status (edit mode) until you complete all required fields and click “Submit to EHS” at the end. The registration has multiple sections/tabs as follows:

- 1) Minor Program: identify the Responsible Supervisor. The Responsible Supervisor must be either the Principal Investigator or a trained laboratory member who will be directly supervising the minor student for the duration of their remote internship.
*(Note: The Principal Investigator and Responsible Supervisor must complete a **background check** through Yale’s background check service, HireRight. HireRight will email the Principal Investigator/ Responsible Supervisor with instructions.)*
- 2) Area(s)/Lab(s): identify the building and room where the activity will take place.
- 3) Questionnaire: answer questions about the activities the minor student will be participating in. These answers will determine required trainings and required departmental approvers.
- 4) Overview: choose the anticipated start and end dates.
- 5) Procedures: provide details regarding the educational outcome, proposed activities, and supervisory plan.
- 6) Minor(s): add the minor student(s) to the registration. Multiple students can be added to the same registration if they have the same start/end dates and activities. Click on “Add Minors” to search Yale’s personnel database. If the student already has a person record, click on “Select” next to their name to add them to the registration.

If the student does not have a person record, click on “Person Not Found, Create New” to launch a Sponsored Identity request via system-to-system integration. Complete all fields and be sure to check for spelling.

- Once the Minor(s) is/are added, the **Parental Consent Form** can be uploaded. This document can also be uploaded when the registration is in “Pending” status.

- 7) **Education**: click on “Edit Education” to indicate the name of the student’s high school.
- 8) **Report**: optional. Review and print a report with all questions and answers, if desired.
- 9) **Submit to EHS**: submit registration to EHS. This tab will provide warnings if there are any fields that were left blank. Once the registration is submitted, it cannot be edited.

Pending Registration

After the registration is submitted in Integrator, it is assigned “Pending” status. The Principal Investigator, PI Contact, and Business Contact can review outstanding issues by clicking the “View” button, then clicking on the “Outstanding Compliance/Issues” tab. Email notifications are sent on a weekly basis with a summary of outstanding issues.

New Functionality: Net ID and Network Access

Once the registration is submitted, Integrator will create a **Sponsored Identity** request for your Lead Administrator/Operations Manager to approve. Sponsored Identity will send the Lead Administrator/Operations Manager an email with instructions on how to approve in Sponsored Identity.

Integrator will email the minor student their Net ID, PIN instructions, and information on how to set up DUO multi-factor authentication.

Authorized Registration

Once the registration is authorized by EHS, the minor student is permitted to enter laboratory/clinic spaces and perform activities described in the registration. If any changes are made to the locations and/or activities, submit an amended registration and notify your EHS Safety Advisor immediately.

The registration status will change from “Authorized” to “Closed” once it reaches the anticipated end date. At that time, Integrator will create a Sponsored Identity request to deactivate the minor student’s Net ID. Once the registration is closed, the minor student is no longer allowed to participate in any activities.

More Information

[Frequently Asked Questions](#)

For further assistance, contact EHS at ehsintegrator@yale.edu