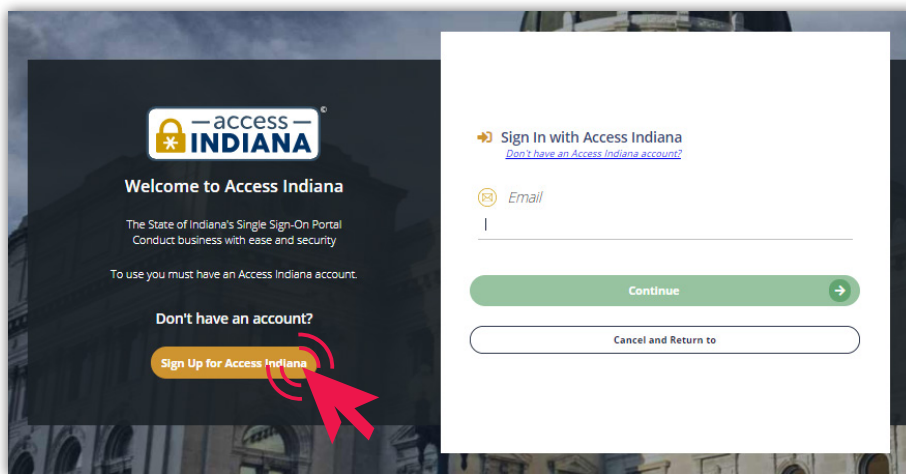


**STEP 1: CREATE AN ACCOUNT**

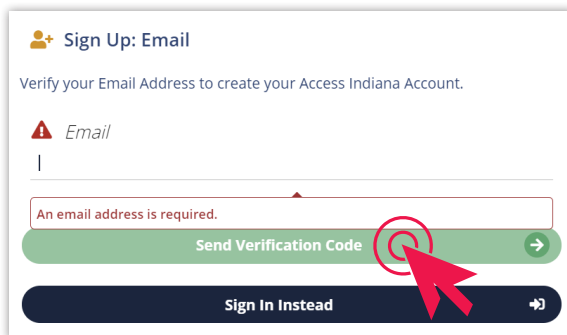
Once you determine you need access to YES in order to enter a minor's information (hire aged 17 or younger), e-mail [geninfo@iu.edu](mailto:geninfo@iu.edu). Be sure to include "YES" in the title of the e-mail, and include your **campus** and **email** address in the body of the e-mail.

You will be notified via e-mail that you have been added to YES by [geninfo@iu.edu](mailto:geninfo@iu.edu). You may also receive an e-mail from YES with a link and instructions. In case you do not receive the e-mail from YES, follow the instructions below. You will need to **create an account** for Access Indiana to be able to enter minors into YES.

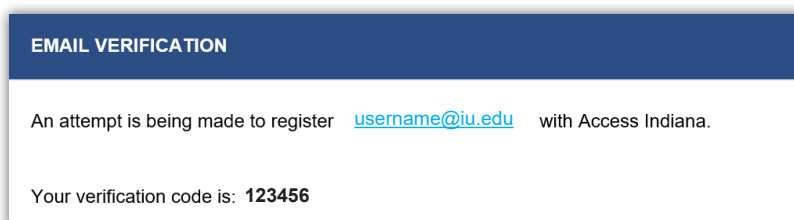
- a. Go to [access.in.gov/client/signin](https://access.in.gov/client/signin).
- b. Click the **Sign Up for Access Indiana** button.



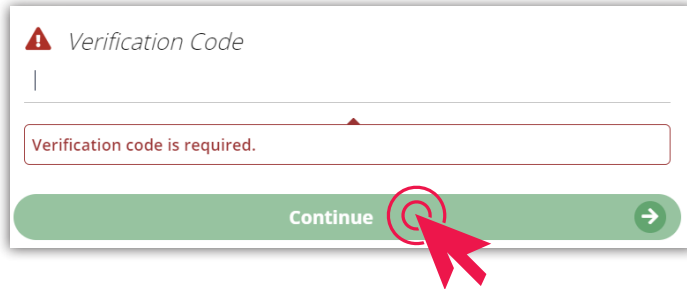
- c. Enter your email address then select **Send Verification Code**.



- d. You will receive an e-mail with a verification code.

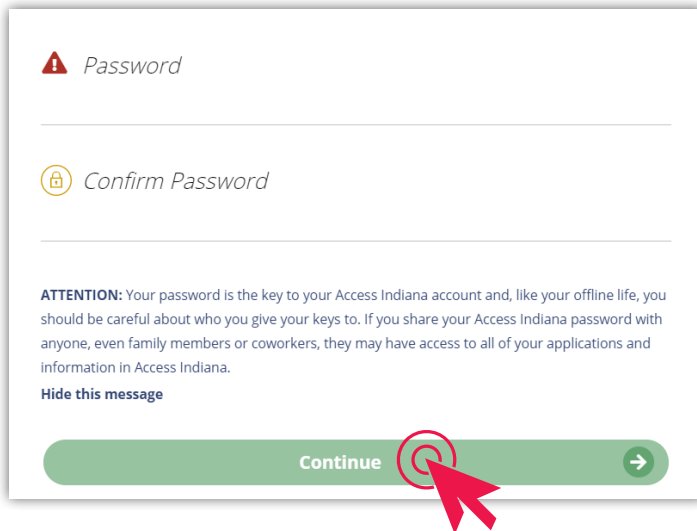


e. Enter this code and select **Continue**.



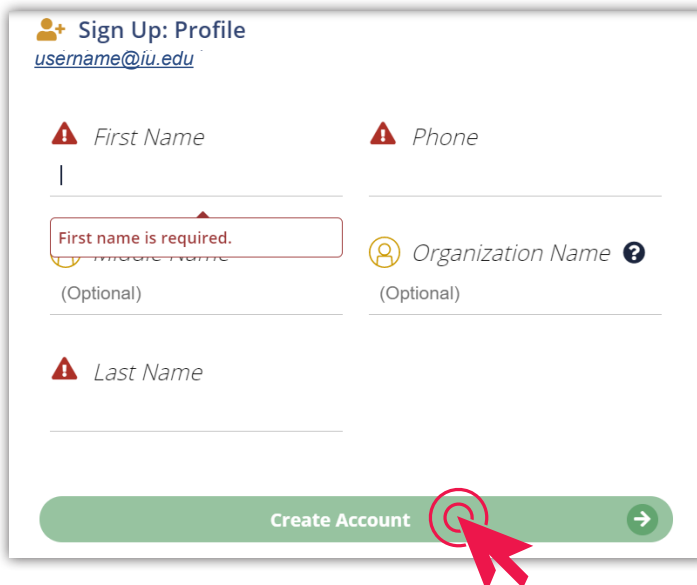
A screenshot of a mobile application screen titled "Verification Code". It features a text input field with a cursor. Below the field is a red-bordered box containing the text "Verification code is required." At the bottom, there is a green button labeled "Continue" with a right-pointing arrow icon. A red circle highlights the "Continue" button, and a red arrow points to it from the right.

f. Create a password and select **Continue**.



A screenshot of a mobile application screen titled "Password". It has two text input fields: "Password" and "Confirm Password". Below the fields is a block of text starting with "ATTENTION: Your password is the key to your Access Indiana account..." and a "Hide this message" link. At the bottom, there is a green button labeled "Continue" with a right-pointing arrow icon. A red circle highlights the "Continue" button, and a red arrow points to it from the right.

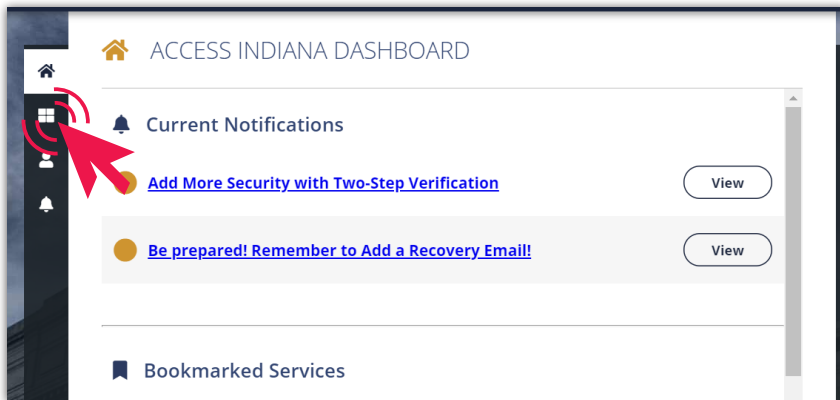
g. Enter your profile information and select **Create Account**.



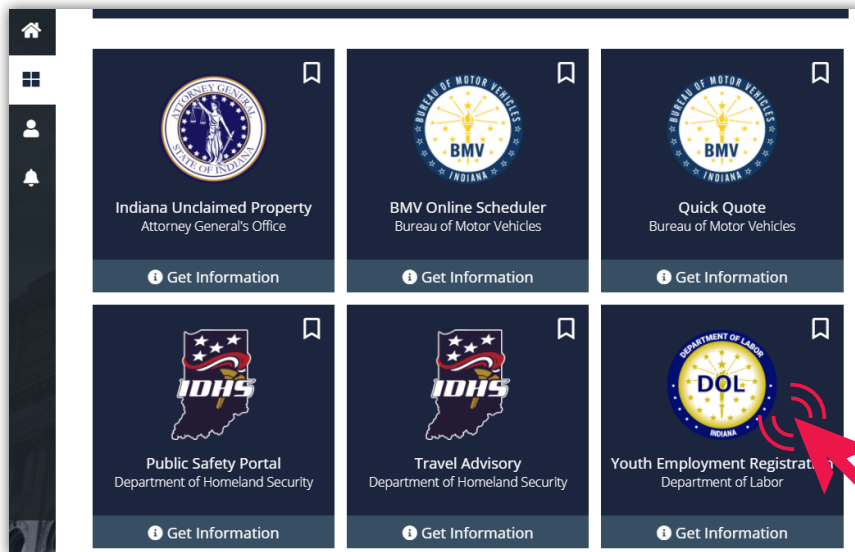
A screenshot of a mobile application screen titled "Sign Up: Profile". It shows a list of form fields: "First Name" (required), "Phone" (required), "Middle Name" (optional), "Organization Name" (optional with a help icon), and "Last Name" (required). A red-bordered box highlights the "First Name" field with the text "First name is required." At the bottom, there is a green button labeled "Create Account" with a right-pointing arrow icon. A red circle highlights the "Create Account" button, and a red arrow points to it from the right.

## STEP 2: ADD A MINOR

Once you have created your account and want to **add a minor**, click on the **four squares icon** on the left hand menu.



a. Select the **DOL icon** for Youth Employment Registration.



b. Scroll to the bottom of the page and select **Employer Registration**.

### Youth Employment Employer Registration System

The State of Indiana has created an Employer Registration system for any employer with 5 or more minors employed on a per location basis. Effective 7/1/2021 employers will no longer be required to complete the "Intent to Employ" form and schools will no longer issue work permits. An Employer's location with 5 or more minors will be responsible to maintain an accurate list of all minor employees. This registration does not have any impact on the work hour requirement. All employers will still need to comply with the "Teen Work Hour Restrictions."

The initial registration needs to be completed by the owner's representative not the individual locations. The owner representative will list each individual location and will grant access to various individuals. Once the initial registration is complete those individual managers will be able to access their locations and input all minor employee information.

Employers who need to register or update the current information, please select "Employer Registration" or "Employer Update" icon below.

The public is able to conduct a search to determine if an employer is registered with our office. Please select the "Employer Search" icon below to conduct your search.

Our office has additional information, including frequently asked questions (FAQ's), on our website at <https://www.in.gov/dol/youthemployment.htm>.

If you have further questions, please contact us by email at [youthemployment@dol.in.gov](mailto:youthemployment@dol.in.gov) or call our office at 317-232-2655.

c. Click on your campus location.

**Business Owner/ Corporate Information**

<p><b>Indiana University</b> 420 N. Walnut Street Bloomington, Indiana 47404 (812) 856-1234 askhr@iu.edu Id: I55861930</p>	<p><b>Owner</b> Scott Shimoda HR Manager</p>	<p><b>Contact</b> Scott Shimoda HR Manager sshimoda@iu.edu (812) 855-2015</p>	<p><b>Contact 2</b> John Pafias HR Manager jpafias@iu.edu (812) 855-2125</p>
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The next step in the registration process is to provide information regarding each location that employs 5 or more minors. Select the "New Location" icon to input the location information.

**Adding minor employees:** After the locations have been created, the individual managers can select a specific location and input the minor employee information.

**Locations**

**IUPUI >>**

420 University Blvd  
Indianapolis, Indiana 46202  
Marion  
(812) 856-1234  
askhr@iu.edu

**Contact**  
HR Manager Scott Shimoda  
sshimoda@iu.edu (812) 855-2015  
Minors Registered: 0

Access Granted to

- askhr@iu.edu
- asdunbar@indiana.edu

d. Select **Add New Employee**.

**IUPUI**

420 University Blvd Indianapolis 46202  
Marion  
(812) 856-1234  
askhr@iu.edu

**Contact**  
Scott Shimoda  
HR Manager  
sshimoda@iu.edu (812) 855-2015

Access Granted to

- asdunbar@indiana.edu

- If the above location information needs to be updated please select the "Edit" icon on the right.
- To register a new Employee, select the "Add a New Employee" icon on the right.

e. Enter the minor's information and select **Save**.

**Minor Employee** ×

First Name \*

Last Name \*

Date of Birth

Date Hired

Date Terminated

\* I affirm that all information entered above to be true to the best of my knowledge.

Representative Name \*


### STEP 3: ADD TERMINATION DATES

To add **termination dates** to a hire, log into YES, select the campus location and click **Search Employees**.

**IUPUI**  
 420 University Blvd Indianapolis 46202  
 Marion  
 (812) 856-1234  
 askhr@iu.edu  
**Contact**  
 Scott Shimoda  
 HR Manager  
 sshimoda@iu.edu (812) 855-2015

Access Granted to  
 • asdunbar@indiana.edu

- If the above location information needs to be updated please select the "Edit" icon on the right.
- To register a new Employee, select the "Add a New Employee" icon on the right.


Search Employees 

- a. You can search for the hire using first and last name, or look through the list of employees on your campus. Click **Edit/Terminate**.

Search Current Employees    Search Terminated Employees

Last Name:     First Name:

Date of Birth From:     Date of Birth To:     Date Hired From:     Date Hired To:


Employee Name	Age / DOB	Date Hired	Date Created	<input type="button" value="+ Add a New Employee"/>
Test Test	16 - 08/13/2004	06/30/2021	06/30/2021	<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="button" value="Edit/ Terminate"/> 

- b. This will open the employee's information box and you can add the termination date. Click **Save**.

**Minor Employee** ✕

First Name     Last Name

Date of Birth     Date Hired

Date Terminated  

I affirm that all information entered above to be true and correct to the best of my knowledge.

Representative Name

