Youth Programs Inventory
Instructions for Use

Link to the Youth Programs Inventory Page

https://app3.ohr.psu.edu/mr_inventory

⬇

Log On

Enter your PSU Access Account ID & Password

⬇

Add, Duplicate or Delete a Youth Program

From this screen, you can keep your listing of youth programs current

⬇

Submit

Click on the submit button to save the program in inventory

1. **Logging on to the Youth Programs Inventory Page**
   Link to the following URL: https://app3.ohr.psu.edu/mr_inventory and log in using your PSU Access User ID and Password.

PENNSTATE

WebAccess

❓ Help

Please enter your Access Account ID or Friends of Penn State ID (e.g. xyz5000).

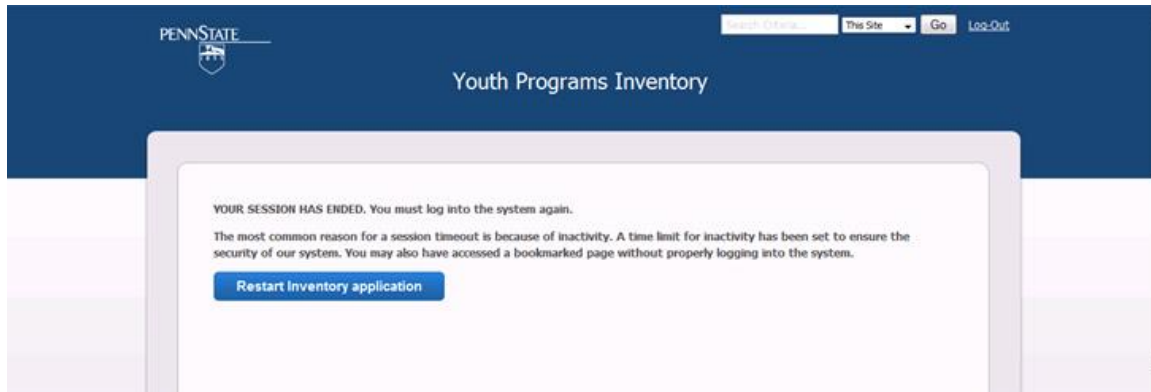User ID [   ]

Password [   ]

[Log In]

Change Access Account Password   Change FPS Account Password

2. **Time Out Limit for Inactivity**

To ensure the security of the system, a timeout for inactivity has been built into the system. The screen below will appear if there has been inactivity or if the site is accessed from a bookmarked page without properly logging into the system. In this event, click on the "Restart the Inventory Application"

3. **Adding, Duplicating or Deleting Programs**

Once logged into the Inventory, a page will appear that contains a list of any programs from your department that are currently contained in the system. From this page, you can keep your list of programs current. *You may only be able to access those programs you have entered.*

Access →

Action	Campus	Sponsoring Department	Program	Pgm Begin	Pgm End	Contact Name	Contact Info
Delete	UP	Office of the President	Youth Programs Test Entry	9/1/2013	9/7/2013	Regis Becker	RWB32@psu.edu 814 865-8785
Duplicate	UP	Office of the President	Spring Honors Preview	3/31/2012	3/31/2012	Mitch Kirsch	msk11@psu.edu 814 863-4535
Duplicate	UP	Office of the President	Scholars' Day	9/24/2012	9/24/2012	Mitch Kirsch	msk11@psu.edu 814 863-4535
Duplicate	UP	Office of the President	Summer Honors Close-up	6/18/2012	6/18/2012	Mitch Kirsch	msk11@psu.edu 814 863-4535
Duplicate	UP	Office of the President	Scholars' Offer session/sleepover	4/1/2012	4/2/2012	Mitch Kirsch	msk11@psu.edu 814 863-4535

Non-Access →

Action	Campus	Sponsoring Department	Program	Pgm Begin	Pgm End	Contact Name	Contact Info
You can only edit/delete programs that you added or are in your HR rep rights area.	UP	Office of the President	Youth Programs Test Entry	9/1/2013	9/7/2013	Regis Becker	RWB32@psu.edu 814 865-8785
You can only edit/delete programs that you added or are in your HR rep rights area.	UP	Office of the President	Spring Honors Preview	3/31/2012	3/31/2012	Mitch Kirsch	msk11@psu.edu 814 863-4535
You can only edit/delete programs that you added or are in your HR rep rights area.	UP	Office of the President	Scholars' Day	9/24/2012	9/24/2012	Mitch Kirsch	msk11@psu.edu 814 863-4535
You can only edit/delete programs that you added or are in your HR rep rights area.	UP	Office of the President	Summer Honors Close-up	6/18/2012	6/18/2012	Mitch Kirsch	msk11@psu.edu 814 863-4535
You can only edit/delete programs that you added or are in your HR rep rights area.	UP	Office of the President	Scholars' Offer session/sleepover	4/1/2012	4/2/2012	Mitch Kirsch	msk11@psu.edu 814 863-4535

If a program is cancelled, you can delete the program *prior to* the start date. Please assist in keeping the inventory up-to-date by removing any programs that are cancelled. A program can't be deleted *after* the start date.

Clicking on the "Add a New Program" button will bring up a blank form. Proceed by choosing the appropriate campus and sponsoring department and entering the requested program information. Only add programs that are not currently in the system to avoid duplication of programs.

If the program has occurred in the past and it will repeat in the future, choose the "Duplicate" button. The screen will prepopulate with the previous program information. From here, you can edit the field to include the current information.