

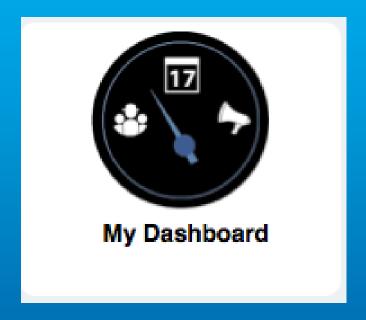
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my.Scouting Tools





my. Scouting Tools is best experienced using the latest version of Google Chrome or Mozilla Firefox. Also works with the latest version of Safari, and Internet Explorer (v11).

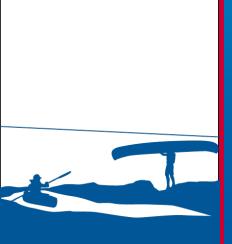


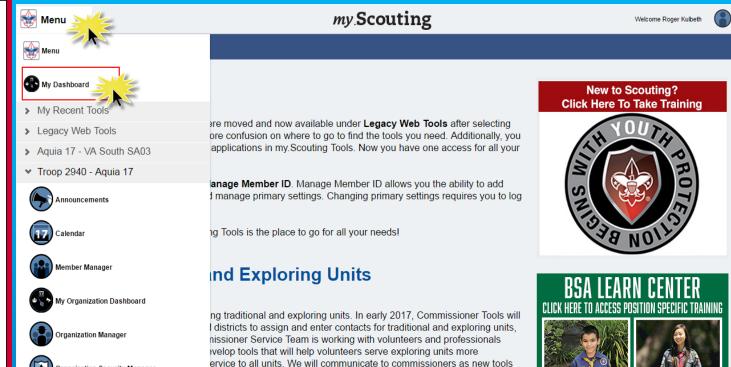
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cific Training Released

My Dashboard provides the ability to take Youth Protection (YPT) and other BSA trainings, view and print completed training certificate(s), view and update your personal profile information, and update your account password and security questions.

Upon login, select Home at the top, then My Dashboard from the drop-down list.

Organization Security Manager

Training Manager

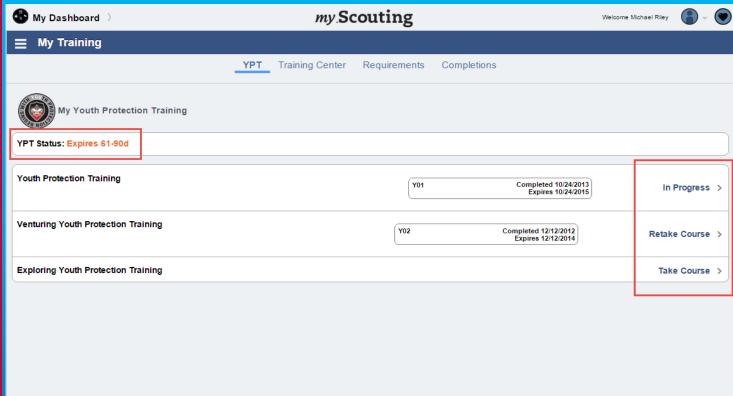


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Upon selecting My Dashboard, the system defaults to the My Training page. Here it shows your YPT status and provides the ability to take YPT training. You can complete a course that's in progress, retake a course you previously completed, or simply take the course. Click on a course to begin.





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Once you select a course, a video appears within the window. Follow the instructions in the video to begin.

NOTE: <u>Some</u> courses can mark and remember where you left off. Other courses will restart the video.





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Upon completion of a training course, you'll be provided the ability to print a training certificate.

Select "Back to YPT Listing" at the top right to return to the YPT training list.



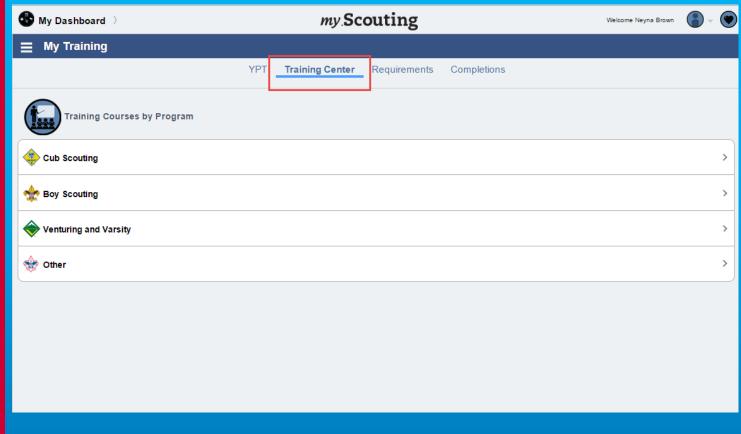


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Selecting the Training Center tab displays the Scouting programs. Each program contains the training courses applicable to the specific program. Those under 'Other' contain courses related to Health and Safety and district level training.

To view the list of courses and/or take training, select a program.



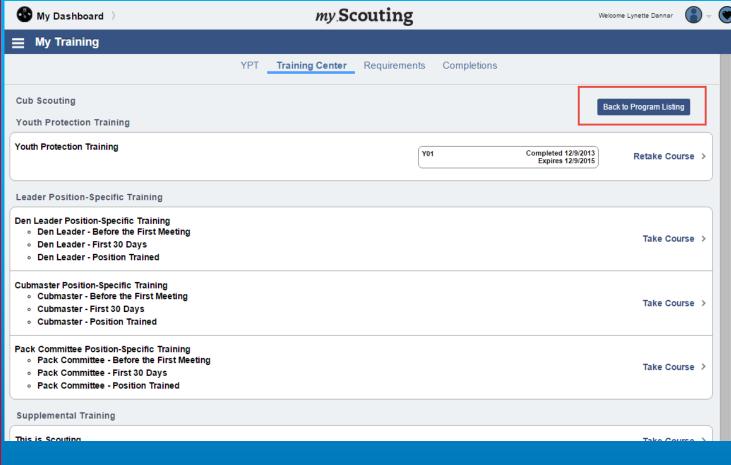


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A list of training courses applicable to the selected program displays. Some completed courses have an Expires date, and others that are taken only once say Never Expires. Click on the course title to take the course. To return to the program list, select "Back to Program Listing" in the upper right corner.





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BECOME A TRAINED LEADER

Common sense tells us training is important, and research shows the importance of trained leaders. A trained leader is knowledgable and more confident in the role being performed. Trained leaders exhibit a knowledge and confidence that is picked up by the people around them. Trained leaders impact the quality of programs, leader tenure, youth tenure, safety, and a whole lot more. A trained leader is better prepared to make the Scouting program—serving our youth—all that it can be!

New to the BSA Learn Center? Click here to view a short video on how it works.

The learning content for Cub Scouting, Venturing, Sea Scouts and Commissioner are updated to support new program changes. Training for these programs are available in the BSA Learn Center. When selecting a leader position-specific training on my. Scouting Tools, you will be redirected to the training site. The following videos are available with instructions on how to use the BSA Learn Center.

- My Learning Plan
- Add Training to My Learning
- Course Catalog and Search

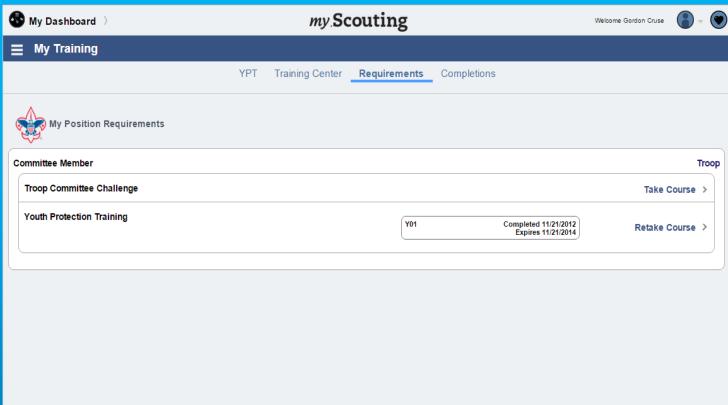


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The Requirements tab displays the training courses that are required to be completed to become position-trained in the position(s) you are registered. Courses that are not offered online will show 'Classroom Training'. Please consult your council's website for scheduled classroom trainings.

Simply click on the course to take or retake the training.



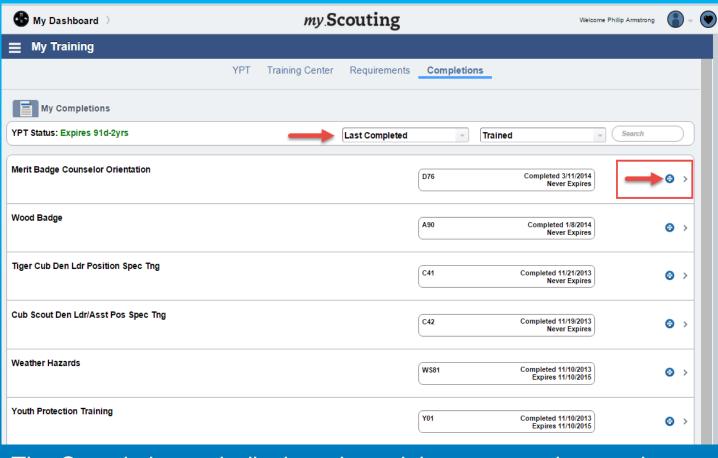


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The Completions tab displays the training courses that you have completed. You have the ability to change the view parameters by clicking the down arrow in the Last Completed and Trained fields, as well as search for a specific training course. You can also print a certificate for each completed course by clicking the blue print icon at the end of the field.



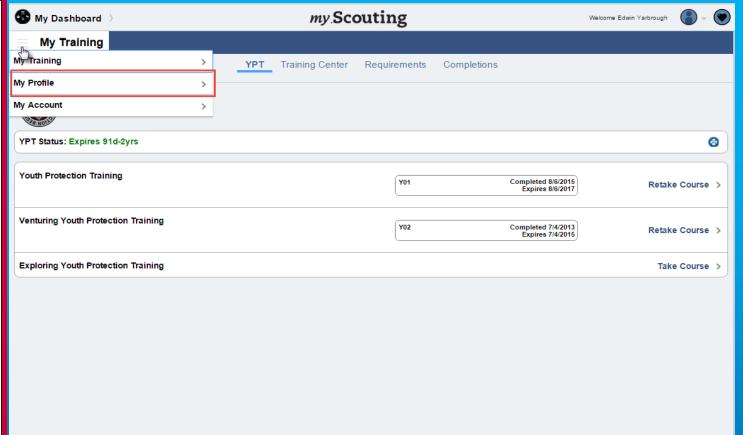


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To view your profile details, select the pancake symbol in the upper left corner, then My Profile from the drop down list.



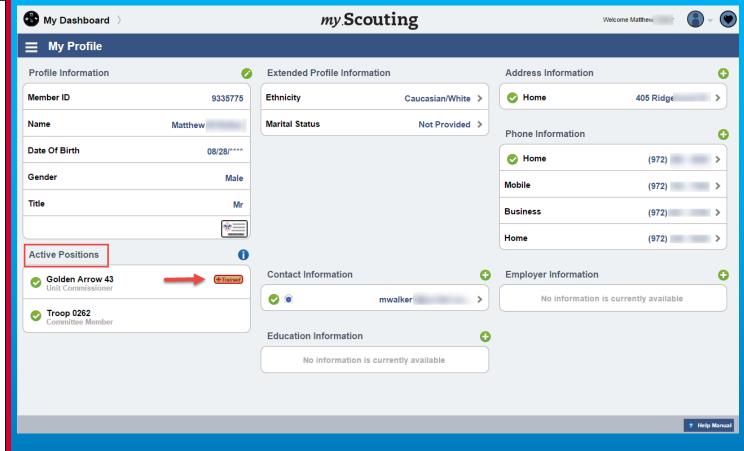


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Your profile details are displayed in separate editable sections. The Active Positions section displays current active positions registered in Scouting. A "Trained" icon appears next to position(s) to indicate position-trained. A green checkmark to the left of the title indicates the primary paid registered position.



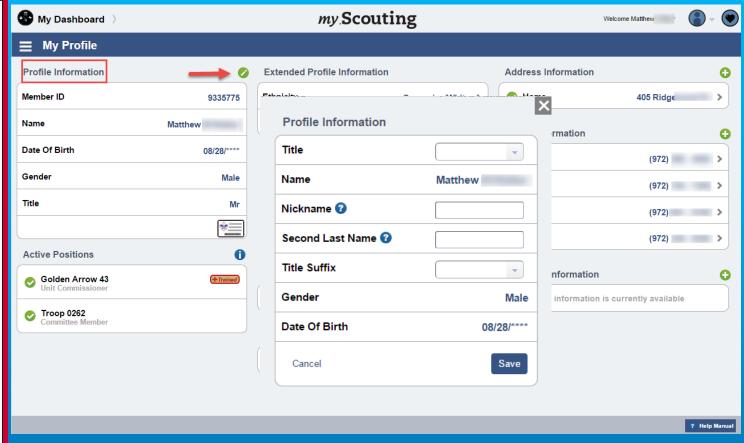


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To edit Profile Information, select the green edit icon to the right. A window appears to edit certain fields. Here, you may select a Title, enter a Nickname, a Second Last Name, or select a Title Suffix. Click on Save to save the changes or Cancel.

NOTE: Your name, gender and date of birth cannot be edited due to criminal background regulations. Any spelling mistakes and other errors must be fixed by your council.



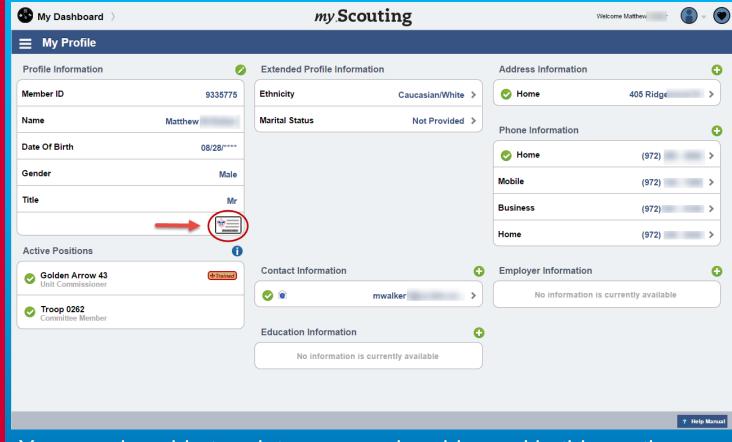


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You are also able to print your membership card in this section. To do so, select the membership card icon in the lower bottom of the Profile Information section. A PDF document of your membership card will then download to your computer that you may save or print. If you have more than one position, you will be given the option to select which position to print.



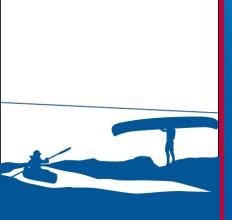


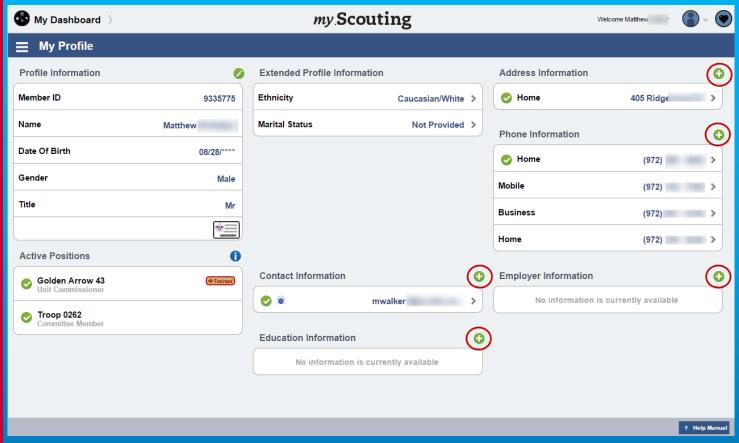
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To add additional profile information, select the + symbol in that section. A window appears that allows you to enter and set to primary additional address, phone, and contact information, as well as adding employer and education information.

NOTE: At least one email is required, and at least one address and phone number must be primary. If you are a parent and have a youth registered in the unit, please notify your Key 3 to update youth's address information.

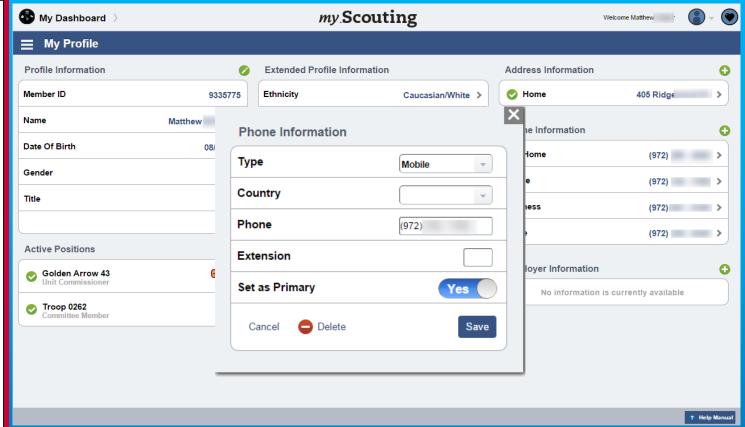


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To update current information displayed in your profile, click in the field with the forward arrow at the end. In this example, the mobile phone field was selected under the Phone Information section. A window appears where you may update the information, and set as primary. Once changes have been made, select Save.

NOTE: You will initially be required to select the Country when viewing/updating phone information before saving.



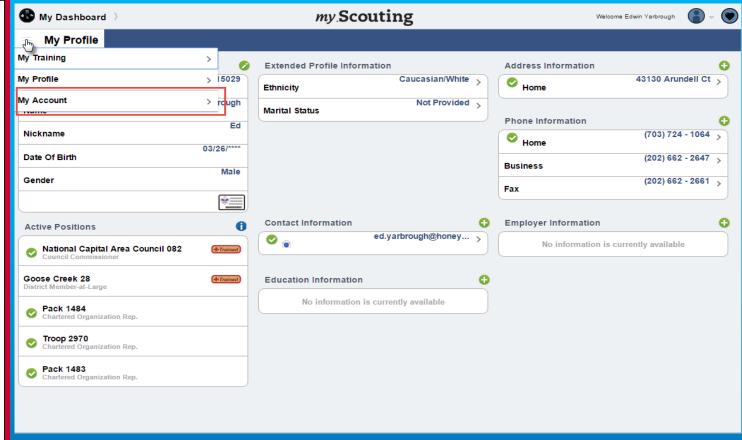


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To update account password and security questions, click the pancake symbol in the upper left corner, then select My Account from the drop down list.



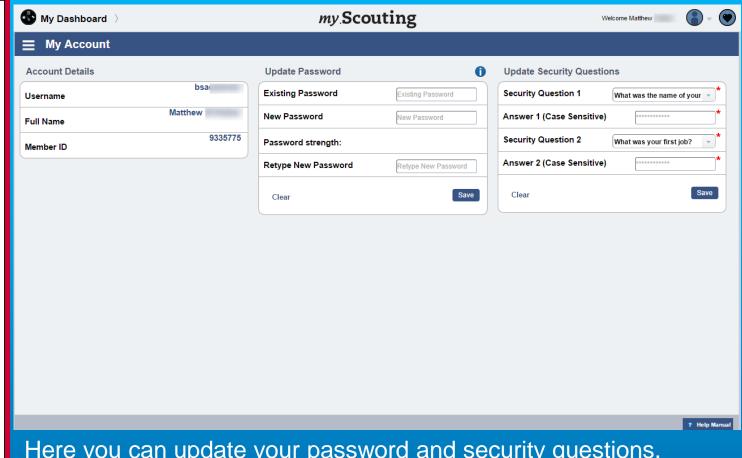


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Here you can update your password and security questions. Selecting the 'i' button displays the password requirements. <u>You must answer both security questions.</u> When changes are made, remember to select Save.

IMPORTANT: Changes made in my.scouting.org will also be reflected on the legacy myscouting.org site.



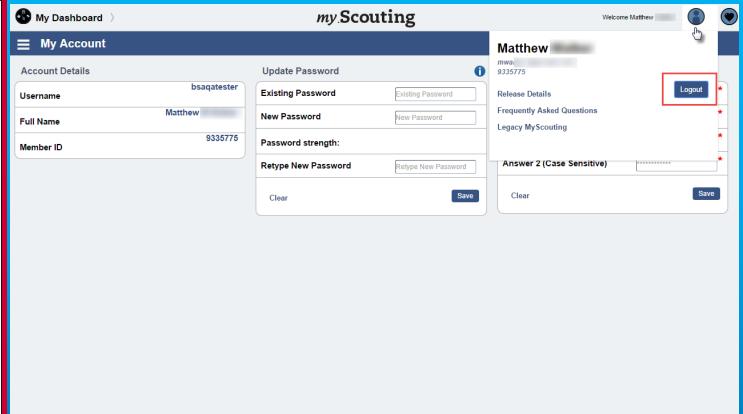


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To log out of my. Scouting, click on the icon located at the top right corner and select Logout. There are also links to the Release Details, FAQs and a link to the Legacy myScouting website.



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For questions or concerns regarding the My Dashboard Tool, please contact the Member Care Contact Center at: myscouting@scouting.org.

