

Scoutbook.com – Training course completed information

Scoutbook is not the training tracker for the BSA any longer (and will not be updated). Please refer to <https://my.Scouting.org> for official training tracking. Scoutbook will soon remove all but YPT and Position Trained from Scoutbook and replace with links to <https://my.Scouting.org> training center and reports. There are multiple advantages to this change to one source of training information. Among these are having Training reports for all your positions, council, district and unit; having Training reports for your units; receiving Training reports that roll up; and Training reports for the different units that you manage.

Single Sign On (SSO)

Scoutbook has the new Single Sign On (SSO) feature to allow users to easily create accounts with the same properties as my.Scouting accounts. You'll use the same account credentials (username and password) for both platforms. This makes things much easier for users by streamlining the login process. For details, consult this [Frequently Asked Questions \[PDF\]](#), which includes a step-by-step guide for use of SSO. [We also have a guide for signing on to Scoutbook.](#)

We notice there are some Scoutbook users who have not setup their accounts with SSO. We request SSO completion for all accounts by March 18.

Users who have setup SSO will be able to access new and improved features on the site.

On March 18th all users who have not setup SSO will see this screen after they login.

☰ < 🏠 📅 Switch SSO Profile

Setup / Switch Single Sign-On (SSO) Profile

You must setup SSO before logging into Scoutbook.

Do you have a my.Scouting login? If so you can link your my.Scouting account to Scoutbook. Just fill out the form below. Once you link your account you can login to Scoutbook using your my.Scouting UserName and Password.

If you do not have a my.Scouting account it only takes a few minutes. Please visit my.Scouting.org.

Enter the my.Scouting credentials for the BSA number you wish to use in Scoutbook.

Scoutbook BSA Member #:

my.Scouting UserName:

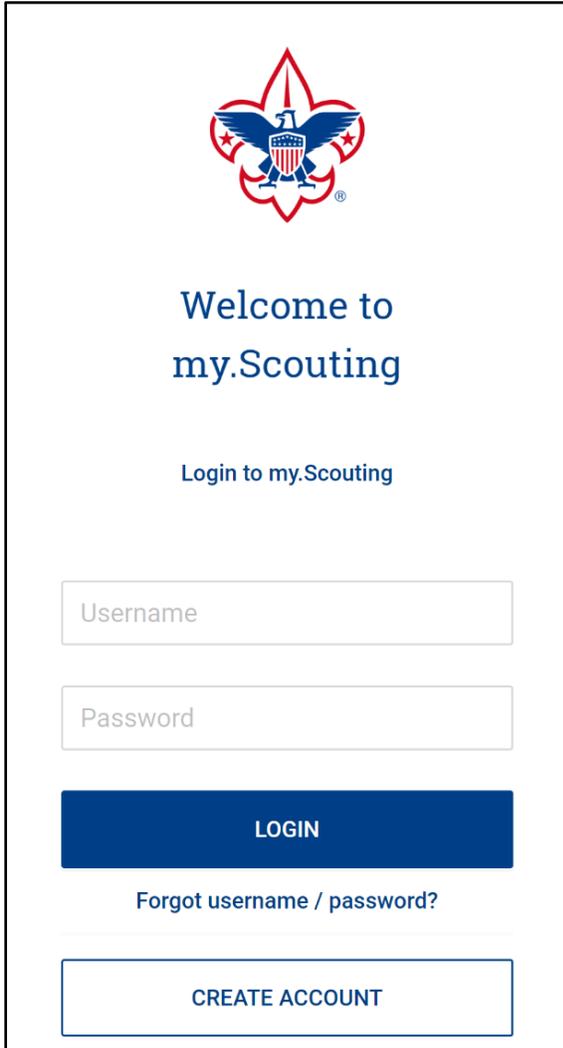
my.Scouting Password:

Submit

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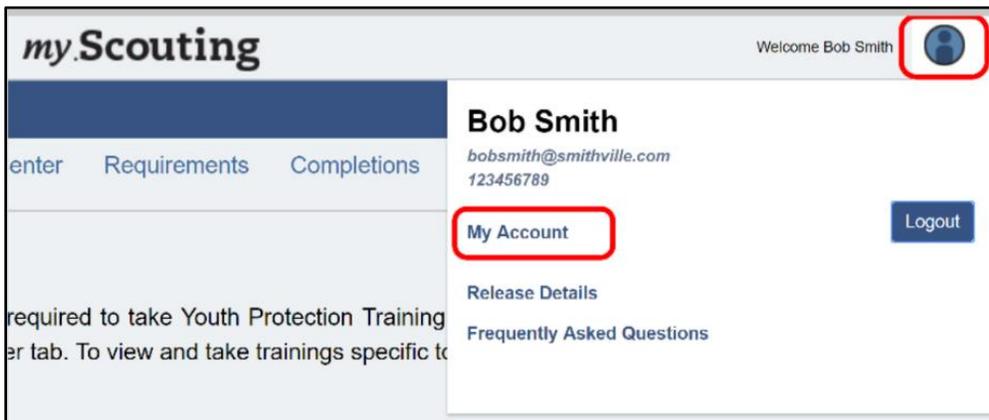
 **SCOUTBOOK**

Users who have not setup a my.Scouting account will click on the provided link to my.Scouting.org



The image shows the my.Scouting login and account creation page. At the top is the my.Scouting logo, which features a stylized eagle with wings spread, holding a shield with the American flag, all within a red fleur-de-lis shape. Below the logo, the text "Welcome to my.Scouting" is displayed in a blue font. Underneath, there is a link that says "Login to my.Scouting". The page contains two input fields: "Username" and "Password". Below these fields is a prominent blue button labeled "LOGIN". Under the "LOGIN" button is a link that says "Forgot username / password?". At the bottom of the page is a white button with a blue border labeled "CREATE ACCOUNT".

Users can either login or create a new account. After the user is setup on my.Scouting.org they can see their Username and Member ID by clicking on the My Account link.



The image shows the my.Scouting user profile page for Bob Smith. The page has a header with the my.Scouting logo on the left and "Welcome Bob Smith" on the right, next to a user profile icon. Below the header, there is a navigation menu with "enter", "Requirements", and "Completions". The main content area displays the user's name "Bob Smith", email address "bobsmith@smithville.com", and member ID "123456789". There are several links and buttons: "My Account" (highlighted with a red box), "Logout" (a blue button), "Release Details", and "Frequently Asked Questions". A partial sentence at the bottom reads "required to take Youth Protection Training" and "er tab. To view and take trainings specific to".

The Username will be used for all SSO logins and shows the Member ID that is entered through Manage Member ID on your account. The ID may be switched to any other valid ID by changing the Primary ID selection. To add another ID, go to Legacy Web Tools, Manage Member ID, use drop down to select appropriate Council, enter the ID, and click Add. To change the Primary selection, click on other ID and Save. Generally, the Primary ID is used by your primary charter.

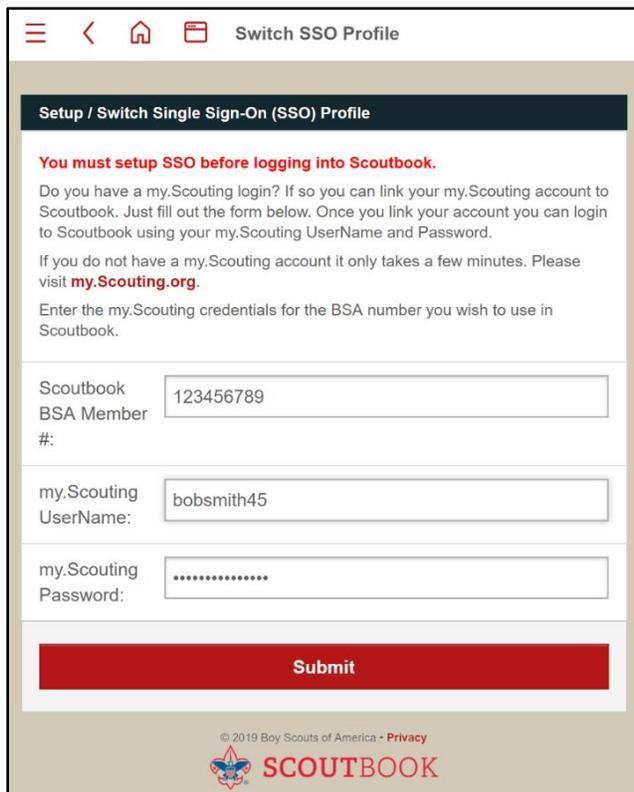


The screenshot shows the 'My Account' page with a navigation menu on the left. The 'Account Details' section is highlighted with a red box and contains the following information:

Username	bobsmith45
Full Name	Bob R Smith
Member ID	123456789

To the right of the account details is a 'Update Password' section with fields for 'Existing Password', 'New Password', and 'Retype New Password', along with a 'Clear' button.

To link your account in Scoutbook, enter your my.Scouting Username, password and Member ID into the form on Scoutbook. This links your my.Scouting.org account with Scoutbook so that you can use SSO credentials.



The screenshot shows the 'Switch SSO Profile' form in Scoutbook. The form is titled 'Setup / Switch Single Sign-On (SSO) Profile' and includes the following instructions and fields:

You must setup SSO before logging into Scoutbook.

Do you have a my.Scouting login? If so you can link your my.Scouting account to Scoutbook. Just fill out the form below. Once you link your account you can login to Scoutbook using your my.Scouting UserName and Password.

If you do not have a my.Scouting account it only takes a few minutes. Please visit my.Scouting.org.

Enter the my.Scouting credentials for the BSA number you wish to use in Scoutbook.

Scoutbook BSA Member #:

my.Scouting UserName:

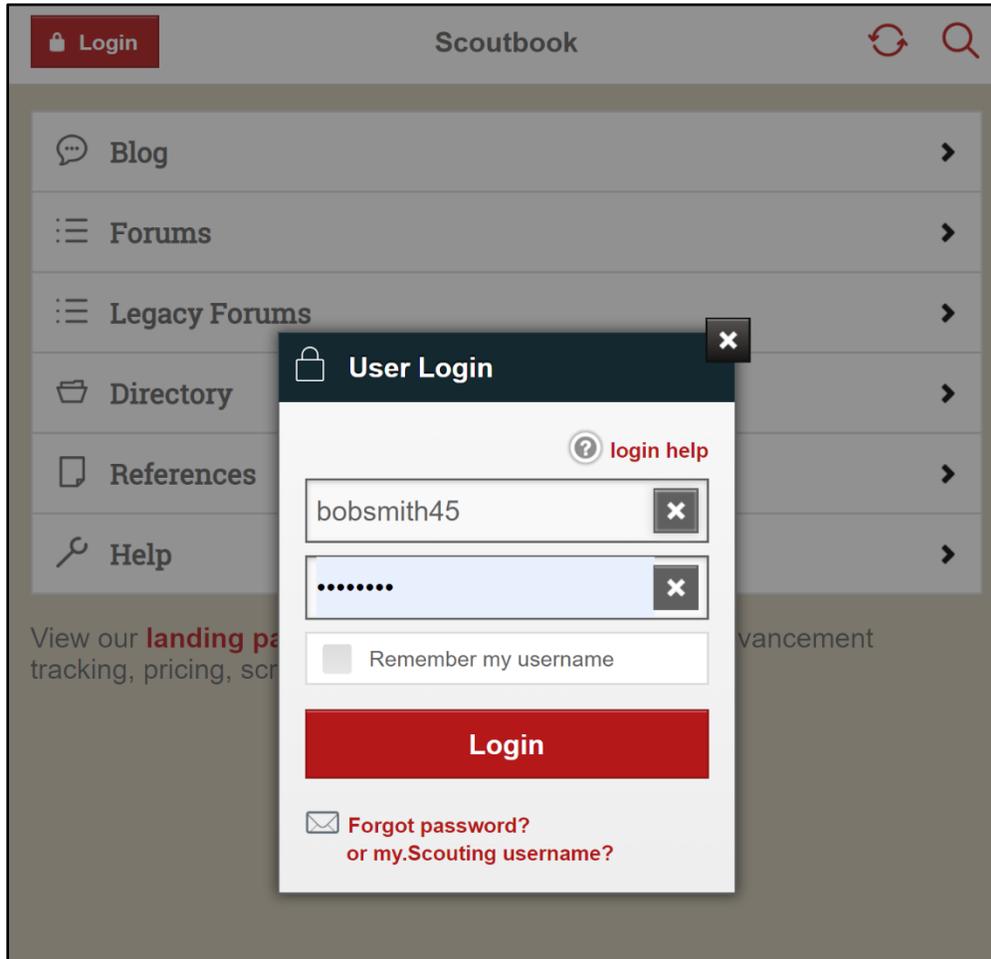
my.Scouting Password:

Submit

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 **SCOUTBOOK**

The next time you log into Scoutbook use your my.Scouting.org username and password.



For parents and youth who have never logged into my.Scouting.org and have not used the BSA online application system and whose units don't use Scoutbook.

They go to <http://my.Scouting.org> and create a new account for each of their Scouts. They will need the member ID of their Scout; they can get that from their unit leader or local council. Make sure the new account is associated with the Scout's current member ID. Once the account is created in my.Scouting, the parent should use that login and password to login to Scoutbook. There will be a separate login for each Scout.

For parents and youth who have never logged into my.Scouting.org and have not used the BSA online application system and whose units use Scoutbook.

They login as they did before; they login with their Scoutbook user ids. If they never logged in, they should ask their unit leader to associate them as a parent with their Scout and sent them an invitation from Scoutbook.

For unit volunteers and youth 13-18 with current Scoutbook accounts.

If they have never logged into my.Scouting, these volunteers will have to go to <http://my.Scouting.org> and create an account. It would be useful to them if they find out what their current BSA member ID is prior to creating an account (they will be prompted for this number if known). This can be obtained from their official roster or by calling their Council office. After creating their my.Scouting account they can then login to Scoutbook using the same my.Scouting account name and password.

If they have created an account in my.Scouting, they can login with their current Scoutbook user ids and will be led to Switch SSO Profile. If they have a my.Scouting account that is tied to the same member ID as their Scoutbook profile, they enter their my.Scouting credentials in the switch SSO profile screen and they are set. All future logins will use their my.Scouting credentials for login once this step is done.

NOTE: Parents may invite a youth < 13 to create an account in Scoutbook. Parents can also create an account for Youth < 13 via my.Scouting and use that to login to Scoutbook and track their advancements.

For unit volunteers and youth 13-18 without current Scoutbook accounts.

If they have a my.Scouting account, they login with their my.Scouting credentials. If the my.Scouting account is tied to a Member ID which will be matched with the appropriate Scoutbook unit, access is provided to that unit upon login. No new changes needed for these people - SSO is what is letting them in. Please ensure that the my.Scouting account has the ID of the current registration from the unit charter. If it is not from the current charter, users can go to my.Scouting and "Manage Member ID" and add the new member ID and make it their primary. Another option is for these users to create a new my.Scouting account that reflects their current charter member ID.

If they don't have a my.Scouting account, they would need to create one that is tied to their membership. my.Scouting account creation process discovers the BSA membership for them based on profile attribute matchup and allows them to create an account that links into their membership. Once the my.Scouting account is created, they use this to login to Scoutbook. No further actions are needed.

For more Help, please see: <http://bit.ly/scoutbooklogin>

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