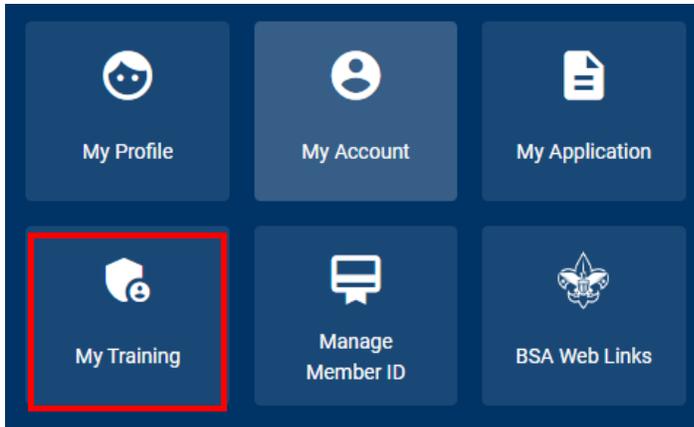


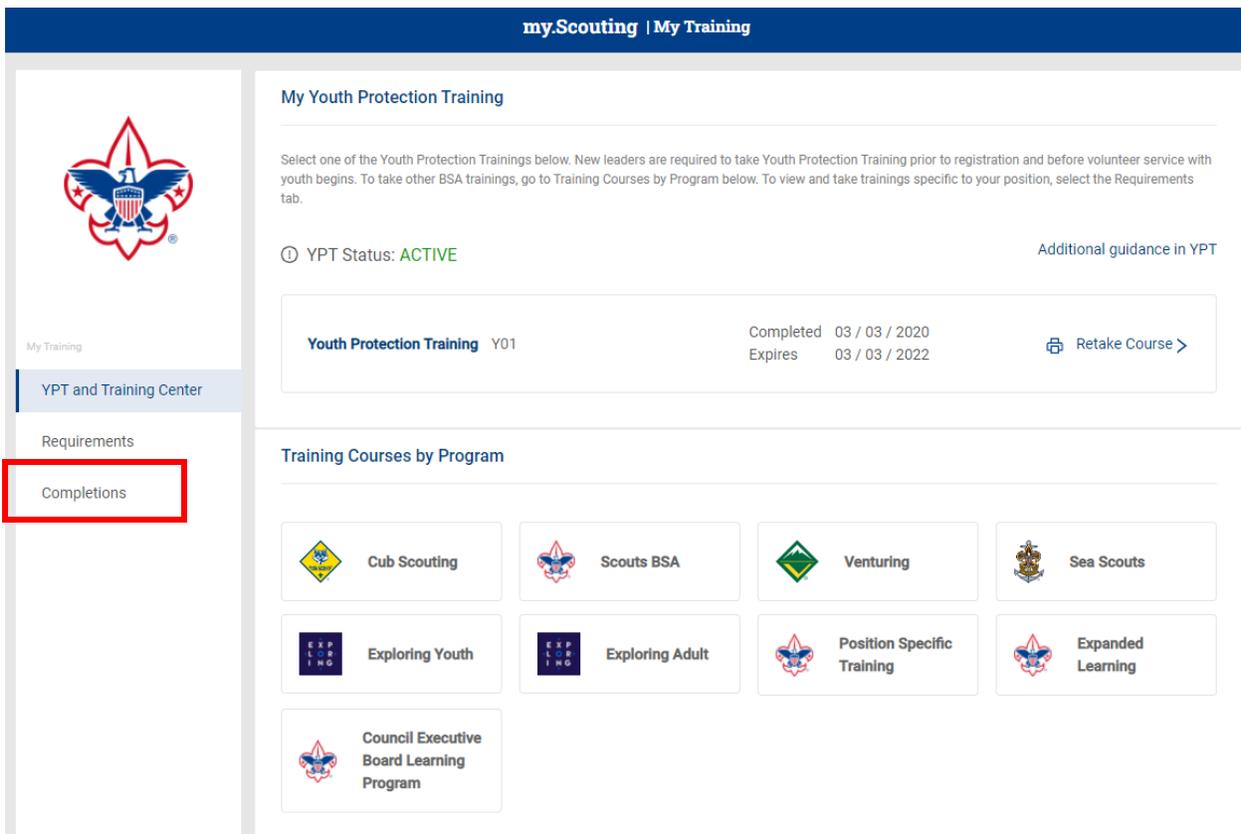
## How to...

### *Print a Training Certificate in my.scouting.org*

1. Login to <https://my.scouting.org>. If you have trouble logging into your existing account, contact the Council Registrar for assistance.
2. Click the My Training button on the homepage.



3. On the My Training Page, click Completions

A screenshot of the my.scouting.org My Training page. The page has a dark blue header with the text 'my.Scouting | My Training'. On the left is a sidebar with the BSA logo and a menu with three items: 'YPT and Training Center', 'Requirements', and 'Completions' (highlighted with a red border). The main content area is titled 'My Youth Protection Training' and includes a paragraph of instructions, a status indicator 'YPT Status: ACTIVE', and a table for training completions. The table has one row for 'Youth Protection Training Y01' with columns for 'Completed' (03 / 03 / 2020), 'Expires' (03 / 03 / 2022), and a 'Retake Course' link. Below this is a section titled 'Training Courses by Program' with a grid of buttons for various programs: Cub Scouting, Scouts BSA, Venturing, Sea Scouts, Exploring Youth, Exploring Adult, Position Specific Training, Expanded Learning, and Council Executive Board Learning Program.

4. On the My Completions Page, mark the bubble next to the training. That will display a Certificate link at the top.

The screenshot shows the 'my.Scouting | My Training' interface. On the left is a sidebar with the Boy Scouts of America logo and navigation options: 'My Training', 'YPT and Training Center', 'Requirements', and 'Completions' (highlighted with a red box). The main area is titled 'My Completions' and features a search bar and a navigation bar with 'Viewing: Completions', 'Certificate' (highlighted with a red box), 'Member Training Report', and 'Show: All Without History'. Below is a table with columns: Course Description, Course Code, Completion Date, and Expiration Date. The table lists four items, with 'Youth Protection Training Certification' (Course Code: Y01, Completion Date: 03/03/2020, Expiration Date: 03/03/2022) selected, indicated by a red circle and a red box around the row.

Course Description	Course Code	Completion Date	Expiration Date
<input type="radio"/> Sexual Abuse	SCO_3009	03/03/2020	
<input type="radio"/> Bullying	SCO_3010	03/03/2020	
<input type="radio"/> YPT Certification Test	SCO_3011	03/03/2020	
<input checked="" type="radio"/> Youth Protection Training Certification	Y01	03/03/2020	03/03/2022

5. Click the Certificate link. A new tab opens with your certificate displaying the course name, your name, and member ID number. You have the option to print or download the certificate.

