

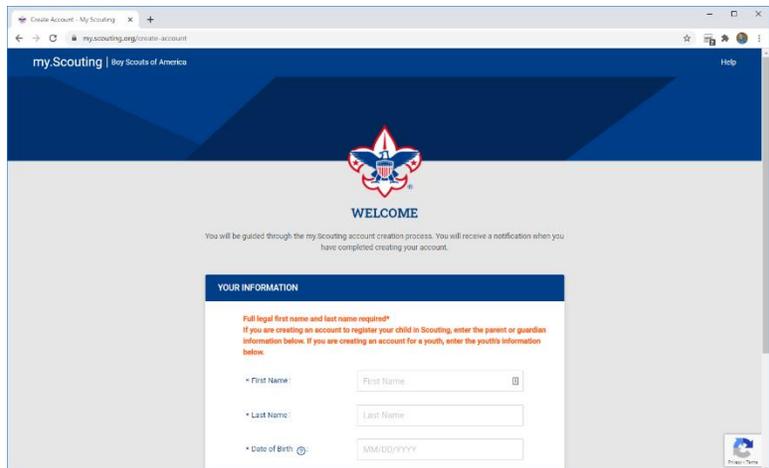
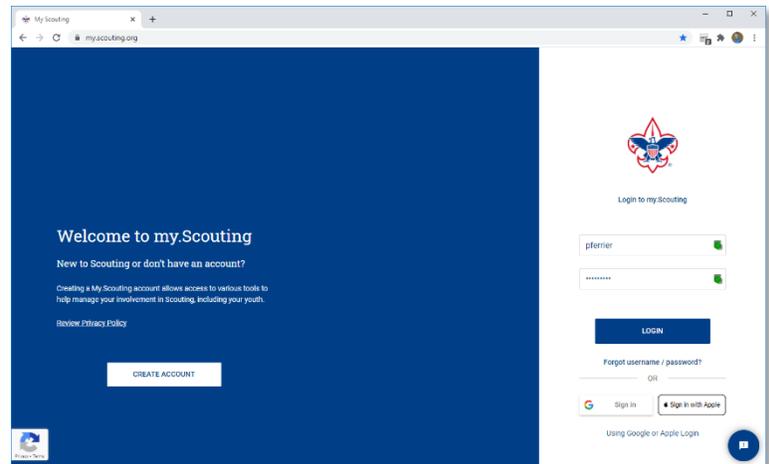
MY.Scouting.org TRAINING INSTRUCTIONS

Training put out developed by the Boy Scouts of America is accessed via the BSA's training website which is part of my.scouting.org. Please use the instructions below to access the pages needed to complete training and retrieve the appropriate certificates. On the BSA training website there many other training modules for those that may be interested in learning more.

Some other training modules (like Harassment Prevention) are offered through another website called Skillsoft. Please see the Skillsoft training instructions documents for details on how to access those trainings.

Accessing the BSA Training Website

1. Enter training.scouting.org into an internet browser. From there you will be redirected to login to my.scouting.org.
2. Log in or create an account on my.scouting.org
 - a. In creating an account you will be asked for your name, date of birth and zip code.
 - b. If you have a previous account you've lost access to, the system will aid you in recovering it.
 - c. If you know you already have an account, but cannot remember your username or password click the "Forgot username/password?" link to go through the process of retrieving those details.
 - d. If you have exhausted these steps still cannot access your account, contact the Member Care Contact Center at 972-580-2489 between 7 am – 7 pm CT, Monday - Friday
3. You will then be redirected back to training.scouting.org.

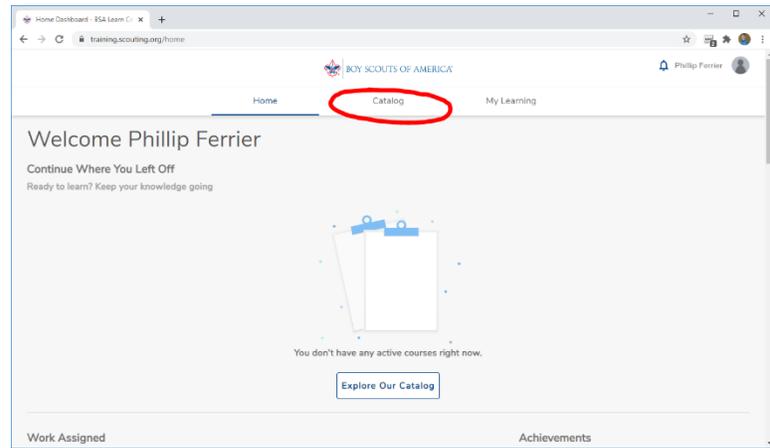


Completing Required Training

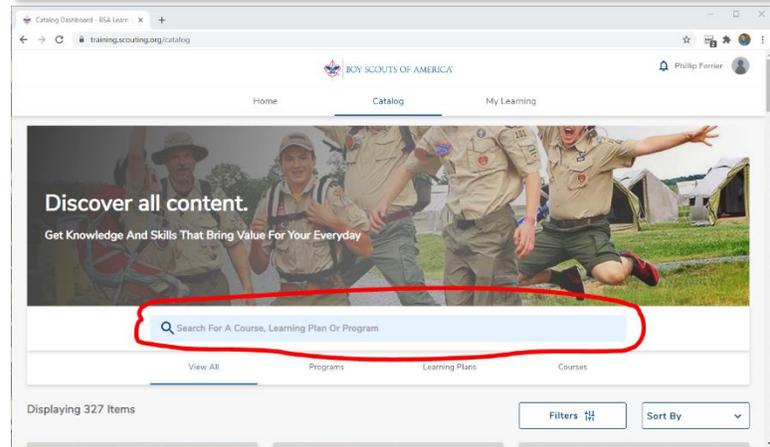
Youth Protection

Skip to step 6 if training has been completed and is still current through employment.

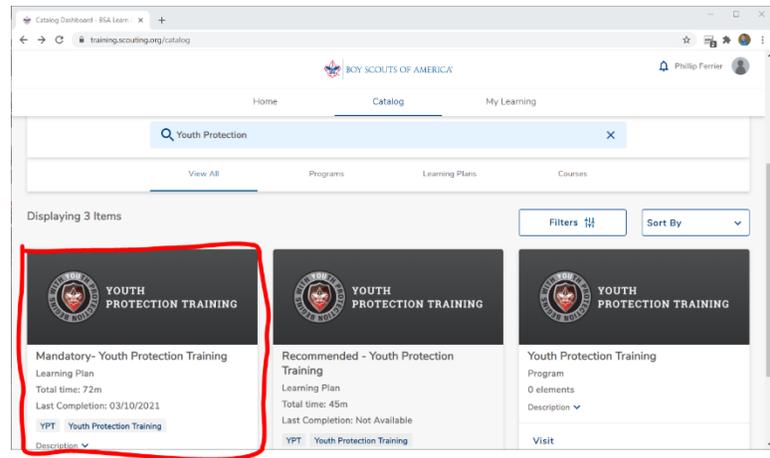
1. Follow the directions above to access the BSA Training website (training.scouting.org) and navigate to the “catalog” page.



2. Enter “Youth Protection” into the course catalog search bar (or follow prompts if you receive notifications that your training has expired). A Spanish language version is available called “Capacitación De Protección Juvenil”.



3. Choose the “Mandatory – Youth Protection Training” learning plan by clicking on it.

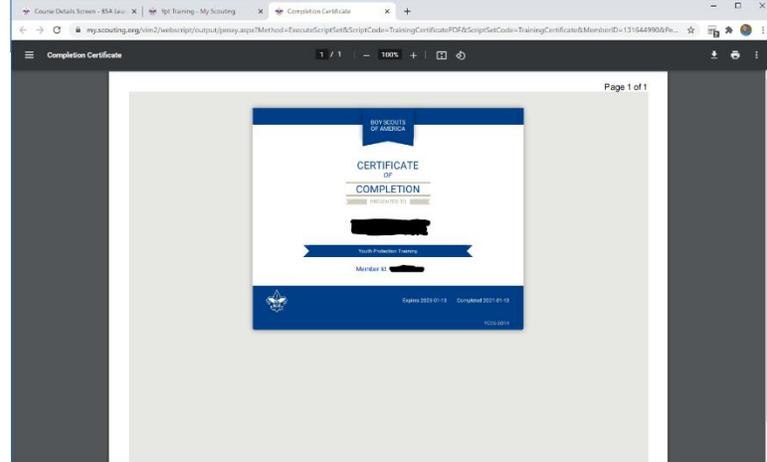
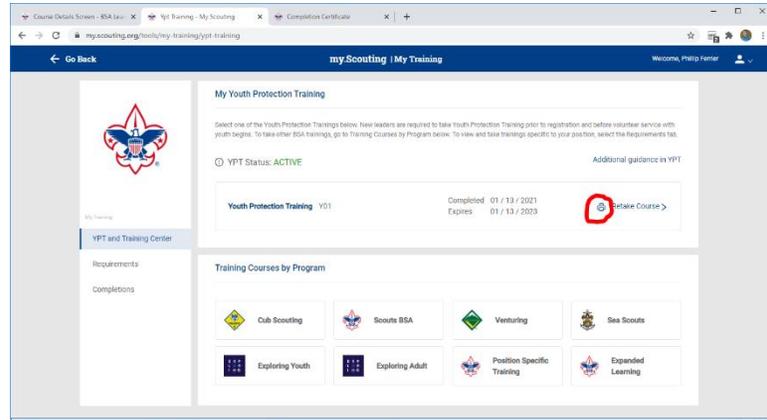
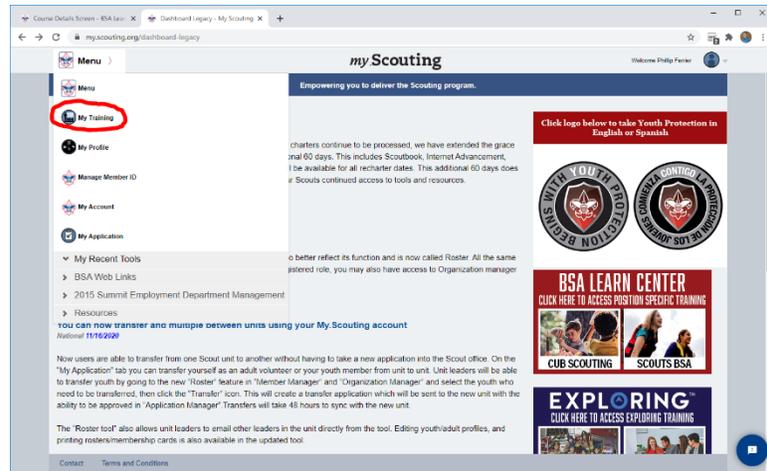
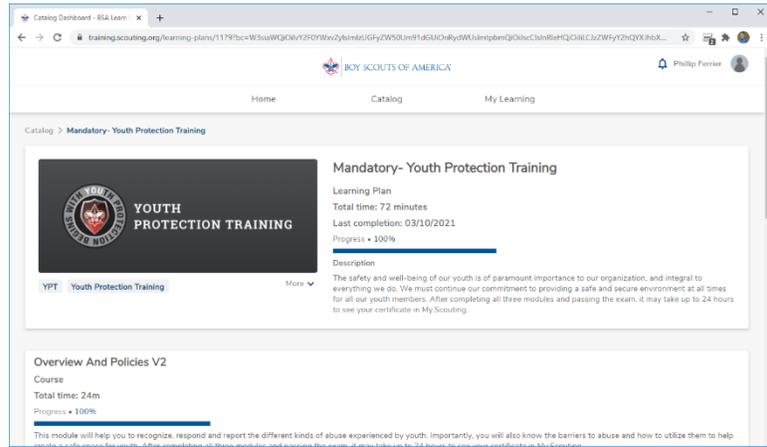


4. Choose “Enroll” or “Retake” and “Start” by clicking on the subsequent blue buttons to start the course.

5. Complete all required modules, videos, quizzes, and tests until verification of completion is displayed.

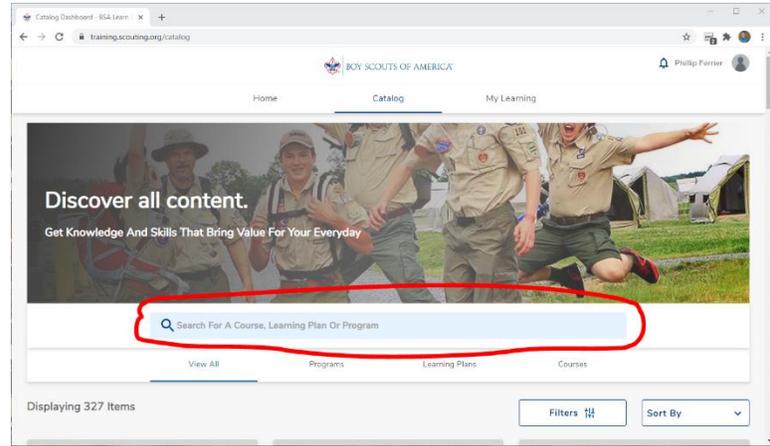
6. Return to My.Scouting.org and click “My Training” in the top left menu (next to the BSA logo)

7. Click the printer icon to download your training certificate.

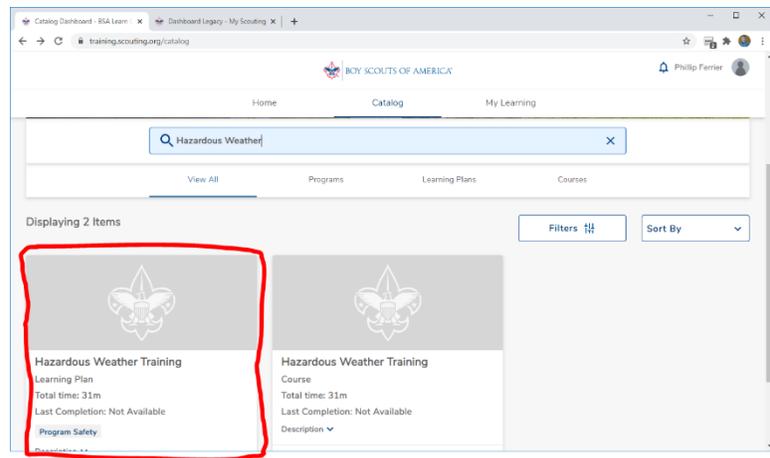


Other Trainings (Hazardous Weather, Aims & Methods, Merit Badge Counselor, Program Safety, etc)

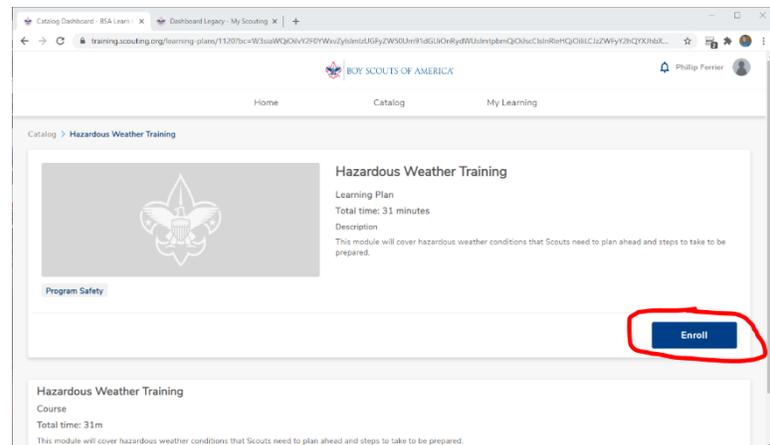
1. Follow the directions above to access the BSA Training website (training.scouting.org) and navigate to the “catalog” page.



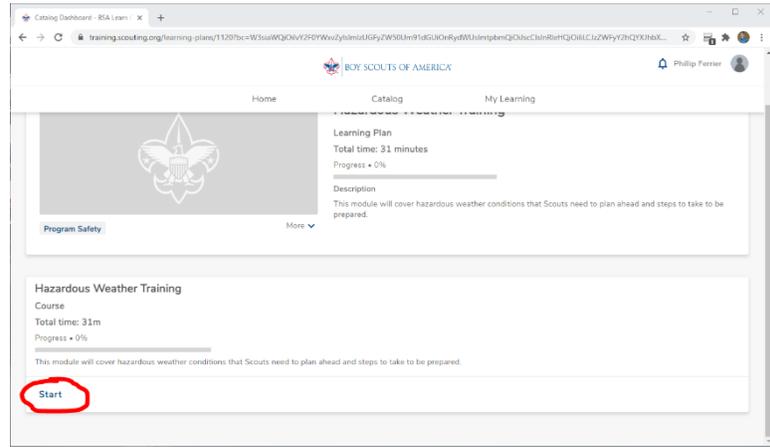
2. Enter the name of the course into the course catalog search bar. Ex – “Hazardous Weather”



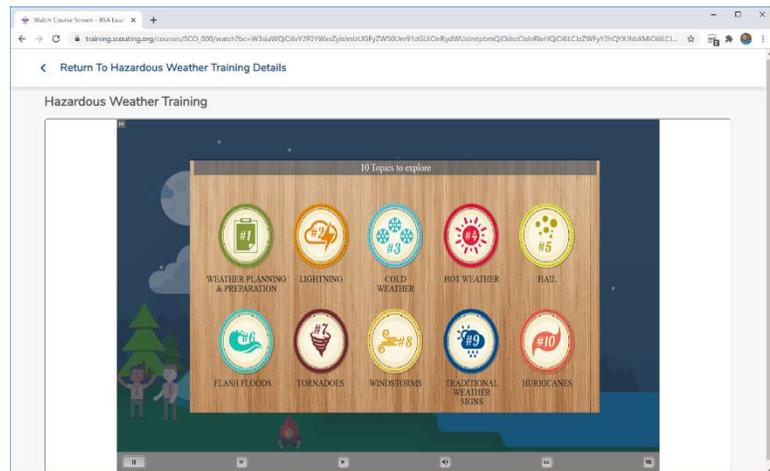
3. Choose the learning plan or specific course by clicking on it.
4. Choose “Enroll” or “Retake” by clicking on the button to add it to your profile (so you can easily revisit to complete it later if necessary)



5. Click the "Start" button to begin the course.

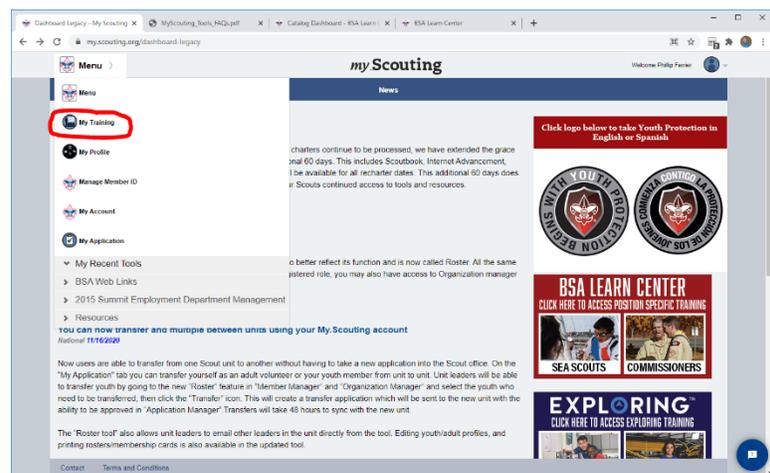


6. Follow prompts and complete all required modules to download your certificate or training record from my.scouting.org.

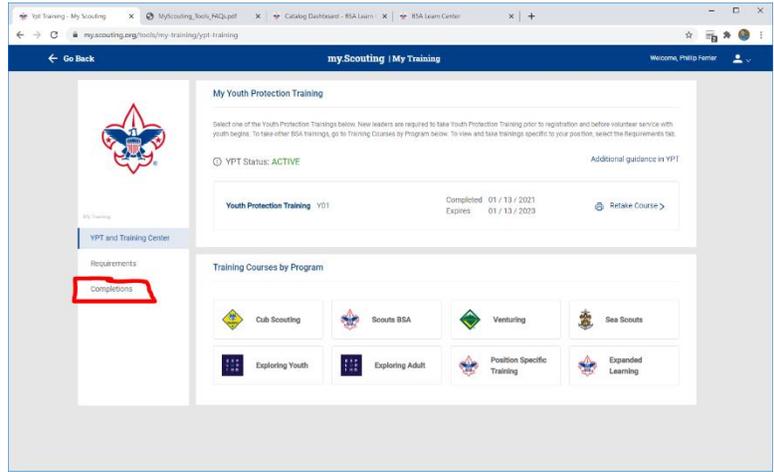


Accessing Completed Training Certificates

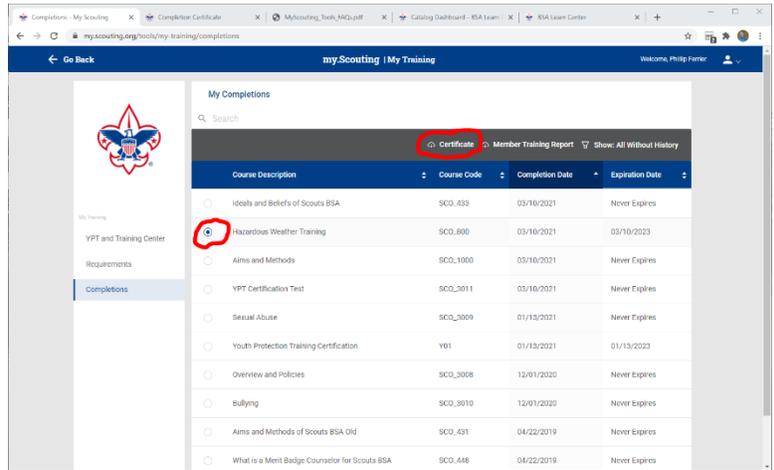
1. Access the BSA training site and complete the required trainings by following the instructions listed above.
2. Enter my.scouting.org in a web browser.
3. Choose "My Training" from the top left menu



4. Navigate to the “Completions” page.



5. Click the radio button next to the training certificate you would like to download, followed by the “Certificate” button which will appear.



6. A .pdf file of the training certificate will then be generated which can be downloaded and saved or printed.

7. Repeat this process for any other certificates required.

