



Northeast Iowa Council Youth Protection Training Tutorial Updated: 2016

Step 1: Click Here: <u>www.my.scouting.org</u>

Enter your username and password. Once you log in, skip to Step 11. If you don't have an account, don't worky because you can create one by following the Steps listed below!



Step 2: "Create Account"

To create an account, click on "Create Account" button.



Step 3: "Are you already associated with the Boy Scouts of America?"

Click Yes or No

If "No", skip to Step 6. If "Yes", it will ask for a Membership Number. If you have your Membership ID, then enter it now. It will also ask your Date of Birth. If you don't know what your Membership Number is, ask your local District Executive. If you don't know who your District Executive is, just say "No" to the question and skip to Step 6. If you do know your Membership Number, continue to Step 4.

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	Create Account	
	A search will be performed to see if you're in our system.	
Are you already a	ssociated with the Boy Scouts of America?	
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Step 4: "Match Your Account"

If your account looks correct, click the "Select" button.

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my Scouting	
Found matching Account(s). Please select one. In searching our records, we found account(s) and/or person record(s) matching data you provided (some info with asterisks to protect privacy). If one of the records below is yours, please select. It. You will then be promp username associated to this record, or prompted to create an account to associate with this record.	rmation is masked ted to retrieve the ord.
DOB Private Date Created :	Select >
If you are certain that none of the above records are you then you will need to create a new account. However, this account will NOT be field to your and training taken saing this account will not appear on your membership perfile.	membership record
None of the above Create a n	new account >
"If you need further assistance contact Nember Care at 972-580-2480 7 a.m. through 7 p.m. CT, Monday through Friday or email myscouting@ecout	ing ang.
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Step 5: "Verify Account"

To Verify your account, enter your credentials into the space provided and then click "Next". <u>Once you have clicked "Next", skip to Step 8.</u>

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		my Scouting	
		Verify Account	
		Last Name	
		Zip Code	
		Date of Birth (MMDD/YYY)	
		New Primary email (your account will be linked to this email)	
		Confirm New Primary email	
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Step 6: Enter Personal Information

If you don't have an account or Member Number or don't know your Membership Number, enter your contact credentials below.

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Step 7: Accept the Agreement Terms

Once you have entered your personal information, click the "Click to Accept Terms of Agreement" button.

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Dobuque IA 52014-0732 US	
Home • stephen.mayne@scouting.org	_ ·
stephen.mayne@scouting.org	•
Nome (562) 556-4343	•
Click to accept Terms and Condition	ons
Sa Maria Contra Contra Contra	
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Lacx	Next
	Place and address the
Contact Terms and Conditions	Agreement Terms.

Once you have clicked the "Click to Accept Terms of Agreement" button, this screen will popup. Click the "Accept" button.

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Note: Don't forget to enter the code at the bottom of the screen and then *click the "Next" button.*

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Step 8: "Create Account"

Note: User Name Requirements:

- 1. Must be a 6 to 20 characters
- 2. May be alphanumeric
- 3. Period (.) amd underscore (_) are allowed but cannot end
- 4. No other special characters are allowed
- 5. Cannot contain spaces

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Create Account		
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Back User Name Requirements:		
1. May be 6 to 20 characters 2. May be aphanumeric 2. May be aphanumeric		
with a period 4. No other special characteristics are allowed 4. Special characteristics are allowed		
5. Cannot contain spaces		
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Step 9: Enter Password and Security Questions

Once you have entered a password and the security questions, write them down so you don't forget them and click the "Next" Button.

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	C finish setting up your account, enter a uni mectra 	ats - count us us mane, passeord and answer security questions. Ausbin Partial P	
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Step 10: Confirmation Page

Congratulations! You have successfully set up a user account with my.scouting.org! Click "Continue" to view the my.scouting dashboard.

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my Scouting	
	_
Account Created	
Congatulations: Your my.Souting account has been created. An email is being sent to the address you provided with your account information. If you of not acce an email shortly, please check your junk mail, or contact Member Care Contact Center at 9/2-880-885, Monday – Friday between 7 am –7 pm CT.	
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Step 11: Click on the Youth Protection Training Logo

Click on the Youth Protection Training (YPT) Logo to be taken to the YPT Dashboard.



Step 12: Start the Youth Protection Video

On the Youth Protection Training (YPT) Tab, click on "Take Course" button.

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	YPT Training Center Requirements Completions	
My Youth Protection Training		
Select one of the Youth Protection Traini	ings below. New leaders are required to take Youth Protection Tra	aining within 30 days of registering and before
volunteer service with youth begins. To tal	ke other BSA trainings, select the Training Center tab. To view and t	take trainings specific to your position, select the
VPT Status: Never Taken		
Youth Protection Training		Take Course >
Venturing Youth Protection Training		Take Course >
Exploring Youth Protection Training		Take Course >

Step 13: Viewing the Youth Protection Training Video

The Youth Protection Training Video will open. Please follow the steps it asks and answer test questions in the video. It will take about 30 minutes to complete this training.



Step 14: Printing the Scout Executive's Youth Protection Letter

Sometimes this function doesn't work, but if it does work, look up the "Northeast Iowa Council #178". If this function doesn't work, click the "Print YPT Certificate" button.



Step 15: Printing your YPT Credentials

Enter your Full First and Last Name into the space provided and enter the Unit Number you are associated with. Once that has been done, press the "Print Certificate" button.



Step 16: Printing your YPT Certificate

Using this step, you can print your YPT Certificate and Cards. If you choose this option, you will need to ensure that this gets sent to the Scout Service Center by mailing it to the address provided below. If you are a new parent signing up for Scouting, you will need to attach this to your Adult Application for it to be processed at the Scout Service Center.

Northeast Iowa Council Scout Service Center P.O. Box 732 Dubuque, IA 52004

If you would like to submit it via email to your District Executive, follow Step 17 to save it electronically.



Step 17: Saving your YPT Electronically via PDF

To save and send your YPT Certificate electronically via email to your District Executive, click on "Change" under your printing tab. This will allow you to save your YPT Certificate to a PDF.



Click the "Save as PDF" tab under "Local Destinations".

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After choosing the "Save as PDF" option, this screen will appear and then click the "Save" button.



After clicking the "Save" button, this screen will appear. Save it to a place to where you can find it to send it out. Once saved, please email that PDF of your YPT Certificate to your local District Executive.



Step 18: Additional Training

To take additional online training via my.scouting.org, click on the "Traning Center" tab.



Step 19: Training Center Dashboard

Once the Training Center Dashboard has been opened, click on a training tab that is relivent to what you are currently doing in the program. (Example: Cubmasters, Assistant Cubmasters, and Den Leaders would click on the "Cub Scouting" tab or Scoutmasters, Assistant Scoutmasters would click on the "Boy Scouting and Varsity" tab.)

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	YP	T Training Center Requirements Completions		
	Training Courses by Program Select one of the programs below to view a list of the Player. <u>Click here</u> to download a free copy of the curre	e courses available in that category. NOTE: Some course ent version.	es require you to have the latest version of Flash	
	💠 Cub Scouting		>	
	Not Scouting and Varsity		>	
	Venturing		>	
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	😒 Other		>	
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Example of what training Cub Scout Leaders receive.

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	Scroll down to the course you would like to take	and click Take Course.		
	Cub Scouting		Back to Program Listin	2
	Youth Protection Training			
	Youth Protection Training	Y01	Completed 08/28/2016 Expires 08/28/2018 Retake Cou	rse >
	Leader Position-Specific Training			
	Cubmaster Position-Specific Training • Cubmaster - Before the First Meeting • Cubmaster - First 30 Days • Cubmaster - Position Trained		Take Cos	rse >
	Den Leader Position-Specific Training • Den Leader - Before the First Meeting • Den Leader - First 30 Days • Den Leader - Position Trained		Take Cou	rse >
	Pack Committee Position-Specific Training • Pack Committee - Before the First Meeting • Pack Committee - First 30 Days • Pack Committee - Position Trained		Take Cou	rse >
	Supplemental Training			
	This is Scouting		Take Cou	rse >
	Safe Swim Defense		Take Cou	rse >
	Safety Afloat		Take Co.	rse >
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Example of what training Boy Scouting and Varsity Scout Leaders receive.

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	Boy Scouting and Varsity	1	Back to Program Listing
	Youth Protection Training		
	Youth Protection Training	Y01 Completed 062932016 Explores 062932016	Retake Course >
	Fast Start Orientation Training		
	Fast Start: Boy Scouting		Take Course >
	Leader Position-Specific Training		
	Troop Committee Challenge		Take Course >
	Supplemental Training		
	Safe Swim Defense		Take Course >
	This is Scouting		Take Course >
	Safety Affoat		Take Course >
	Climb On Safely		Take Course >
	Trek Safely		Take Course >
	Weather Hazards		Take Course >
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Example of what training Venturing Scout Leaders receive.

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Scroll down to the course you would like to	take and click Take Course.		
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Youth Protection Training			
Youth Protection Training - Venturing Version		Take Course >	
Leader Position-Specific Training			
Venturing Crew Advisor and Associate Adviso • Crew Advisor - Before First Meeting • Crew Advisor - First 30 Days • Crew Advisor - Position Trained	x	Take Course >	
Venturing Committee Chair and Member • Crew Committee - Before First Meeting • Crew Committee - First 30 Days • Crew Committee - Position Trained		Take Course >	
Venturing Board of Review		Take Course >	
Supplemental Training			
This is Scouting		Take Course >	
Safe Swim Defense		Take Course >	
Safety Afloat		Take Course >	
Climb On Safely		Take Course >	
Trek Safely		Take Course >	
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Example of what training Sea Scout Leaders receive.

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	Sea Scouts		Back to Program Listing	
	Youth Protection Training			
	Youth Protection Training - Venturing Version		Take Course >	
	Leader Position-Specific Training			
	Sea Scout Adult Leader Basic Training		Take Course >	
	Supplemental Training			
	This is Scouting		Take Course >	
	Safe Swim Defense		Take Course >	
	Safety Affoat		Take Course >	
	Climb On Safely		Take Course >	
	Trek Safely		Take Course >	
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Example of what training "Other Traing" has to offer for; Unit Commissioners/Charterd Organization Representitive/LDS Leaders receive.

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	Youth Protection Training				
	Youth Protection Training - Exploring Version			Take Course >	
	Youth Protection Training		Y01 Completed 08/29/2016 Expires 08/29/2016	Retake Course >	
	Fast Start Orientation Training				
	Unit Commissioner Fast Start			Take Course >	
	Chartered Organization Representative Training				
	Chartered Organization Representative Fast Start			Take Course >	
	Commissioner Training				
	Commissioner Tools			Take Course >	
	LDS Commissioner Orientation			Take Course >	
	Supplemental Training				
	This is Scouting			Take Course >	
	Safe Swim Defense			Take Course >	
	Safety Afloat			Take Course >	
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Questions? Contact your local District Executive by visiting the Northeast Iowa Council's Website via scoutsiowa.org.