

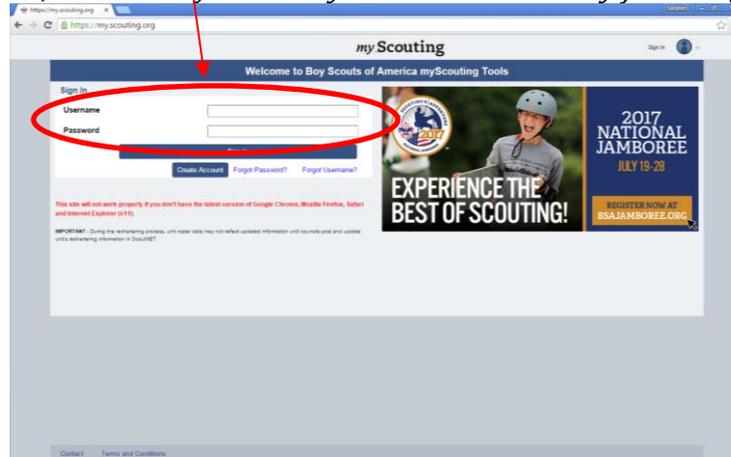


Northeast Iowa Council Youth Protection Training Tutorial Updated: 2016

Step 1: Click Here: www.my.scouting.org

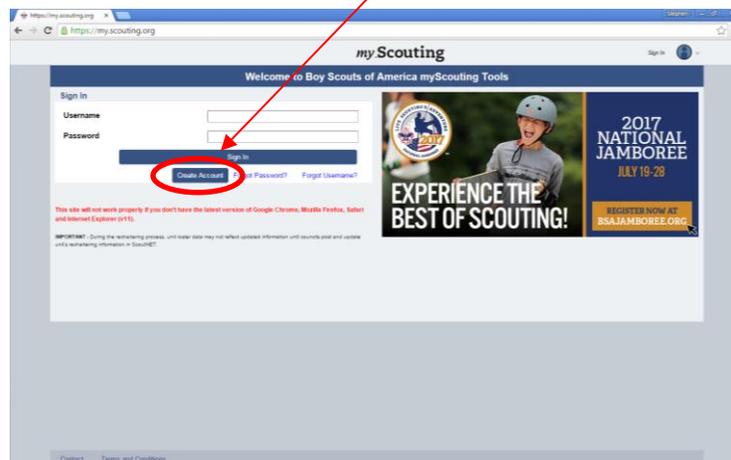
Enter your username and password. Once you log in, skip to Step 11.

If you don't have an account, don't worry 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.

The screenshot shows the 'myScouting' 'Create Account' page. The question 'Are you already associated with the Boy Scouts of America?' is highlighted with a red circle. A red arrow points from the text above to this question. The page also includes a search bar and a 'Help Manual' button.

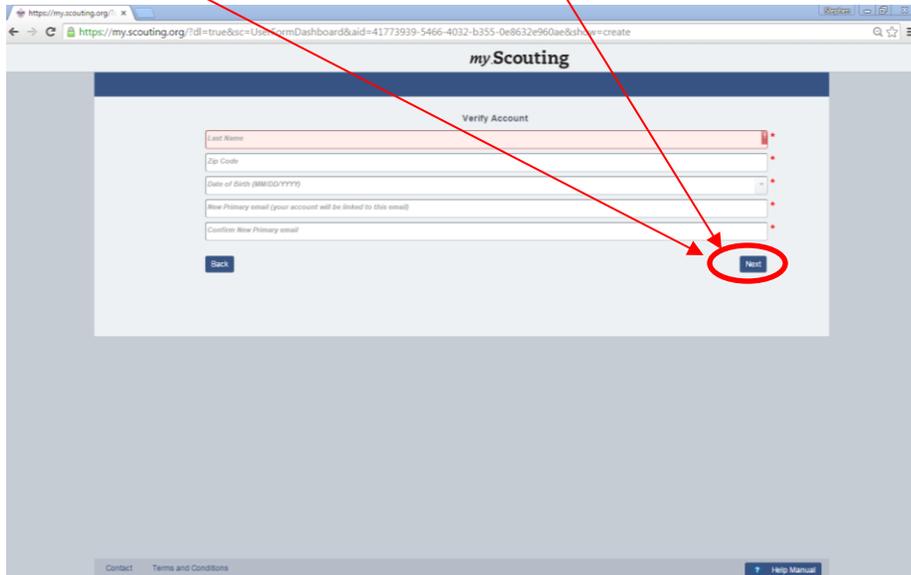
Step 4: "Match Your Account"

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

The screenshot shows the 'myScouting' 'Match Your Account' page. It displays a list of matching accounts with fields for 'DOB', 'Membership ID', 'Phone', 'Email', and 'Date Created'. The 'Select' button is circled in red, and a red arrow points to it from the text above. Below the list, there is a 'None of the above' option and a 'Create a new account' button. A footer note provides contact information for Member Care.

Step 5: "Verify Account"

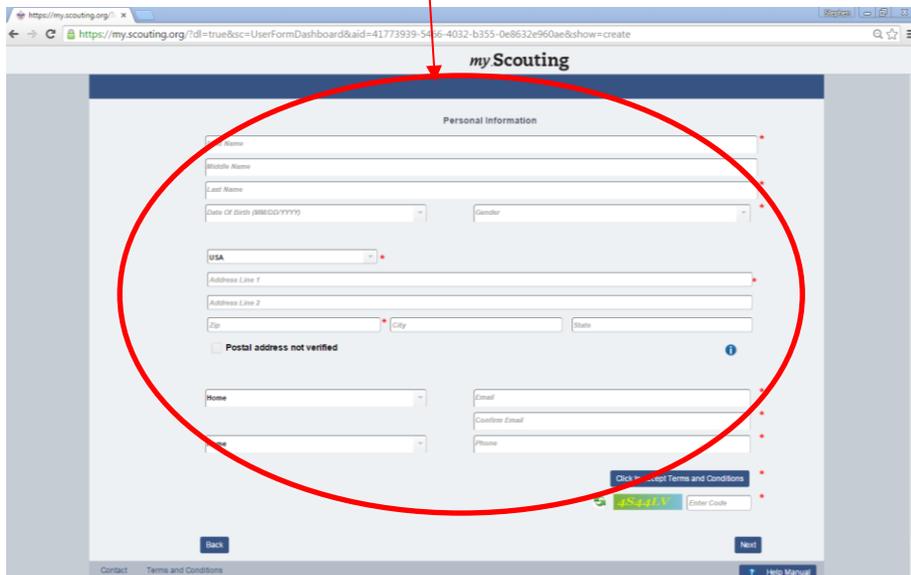
To Verify your account, enter your credentials into the space provided and then click "Next". **Once you have clicked "Next", skip to Step 8.**



The screenshot shows the 'Verify Account' page in the myScouting system. The page contains several input fields: 'Last Name', 'Zip Code', 'Date of Birth (MM/DD/YYYY)', 'New Primary email (your account will be linked to this email)', and 'Confirm New Primary email'. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right. A red circle highlights the 'Next' button, with two red arrows pointing from the text above to it. The browser address bar shows the URL: https://my.scouting.org/?dl=true&sc=UserFormDashboard&aid=41773939-5466-4032-b355-0e8632e960ae&show=create.

Step 6: Enter Personal Information

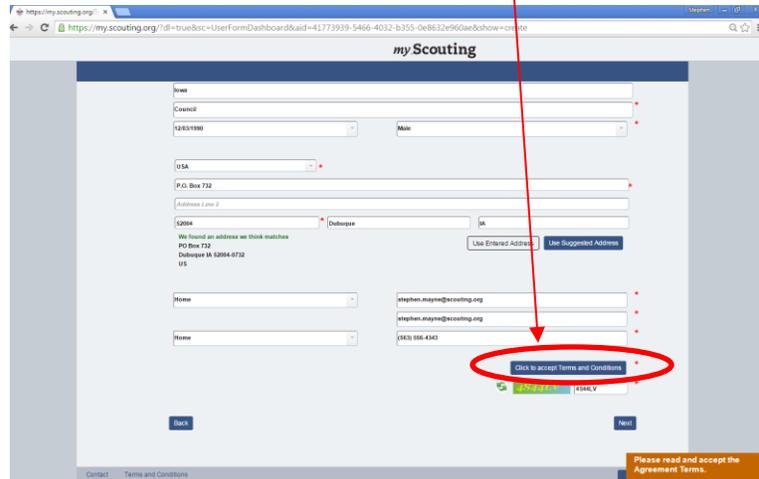
If you don't have an account or Member Number or don't know your Membership Number, enter your contact credentials below.



The screenshot shows the 'Personal Information' page in the myScouting system. The page contains several input fields: 'Name', 'Middle Name', 'Last Name', 'Date Of Birth (MM/DD/YYYY)', 'Gender', 'Country' (set to USA), 'Address Line 1', 'Address Line 2', 'Zip', 'City', 'State', 'Postal address not verified', 'Home', 'Email', 'Confirm Email', and 'Phone'. A 'Back' button is at the bottom left, and a 'Next' button is at the bottom right. A large red circle highlights the entire form area, with a red arrow pointing from the text above to the top of the circle. The browser address bar shows the URL: https://my.scouting.org/?dl=true&sc=UserFormDashboard&aid=41773939-5466-4032-b355-0e8632e960ae&show=create.

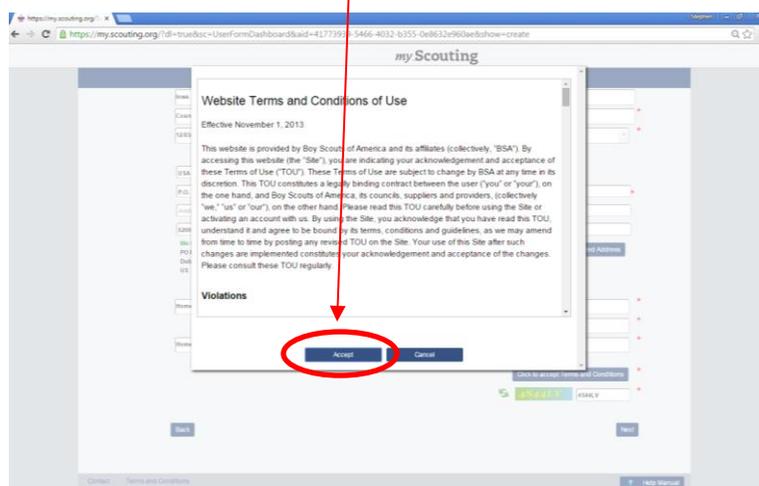
Step 7: Accept the Agreement Terms

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



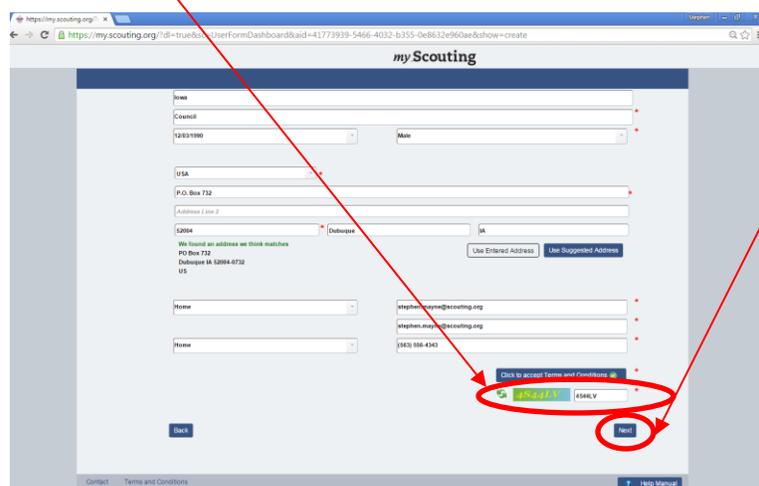
The screenshot shows the registration form on the myScouting website. The form includes fields for Name, Council (12631980), State (VA), USA, P.O. Box 732, Address Line 2, ZIP (52064), and a dropdown for Delivery. Below these fields, there is a section for Home and Phone information. A red circle highlights the "Click to accept Terms and Conditions" button at the bottom right of the form. A red arrow points from the text above to this button. At the bottom right, there is a small orange box with the text "Please read and accept the Agreement Terms."

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



The screenshot shows a modal dialog box titled "Website Terms and Conditions of Use" with the text "Effective November 1, 2013". The dialog contains a paragraph of legal text and a "Violations" section. At the bottom of the dialog, there are two buttons: "Accept" and "Cancel". The "Accept" button is circled in red, and a red arrow points from the text above to it. The background registration form is visible but dimmed.

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



The screenshot shows the registration form again, but now with a code field at the bottom. The code field contains the value "1546LV" and is circled in red. A red arrow points from the text above to this field. To the right of the code field is a "Next" button, also circled in red. A red arrow points from the text above to this button. The "Click to accept Terms and Conditions" button is also circled in red. At the bottom right, there is a "Help Manual" link.

Step 8: "Create Account"

Note: User Name Requirements:

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

myScouting

Create Account

To finish setting up your account, enter a unique username, password and answer security questions.

User Name

Back

Check Availability

User Name Requirements:

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

Contact Terms and Conditions Help Manual

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**.*

myScouting

Create Account

To finish setting up your account, enter a unique username, password and answer security questions.

neict78

Available

Password strength: Good

Password Requirements:

1. Must be at least 8 characters but no longer than 12 characters.
2. Must meet three of the following: a. Must contain at least one uppercase letter (A to Z). b. Must contain at least one lowercase letter (a to z). c. Must contain at least one numeric character (0 to 9). d. Must contain at least one non-alphanumeric character: ~!@#%&* _-+=|{}[]:"'<>?;

What was the color and manufacturer of your first car?
Black Ford

What was your first job?
District Executive

District Executive

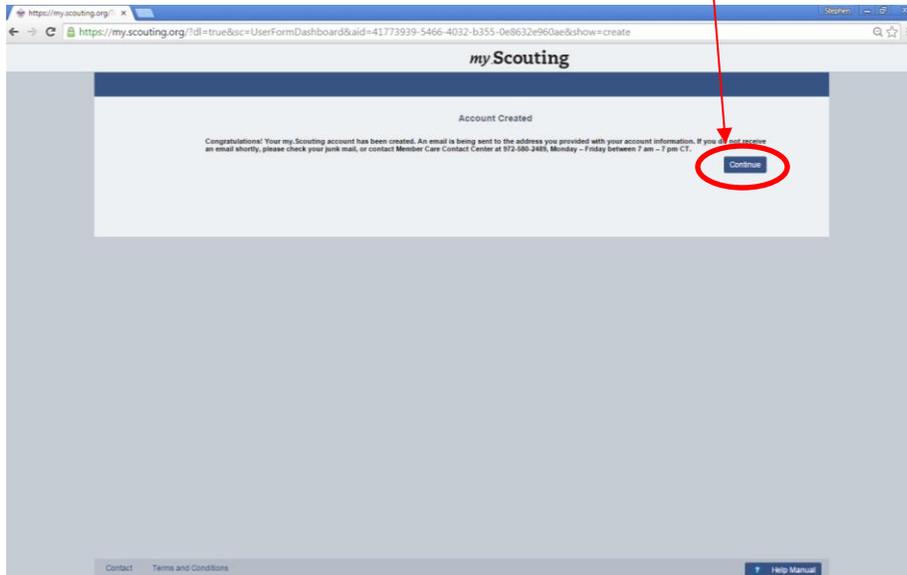
Back

Next

Contact Terms and Conditions Help Manual

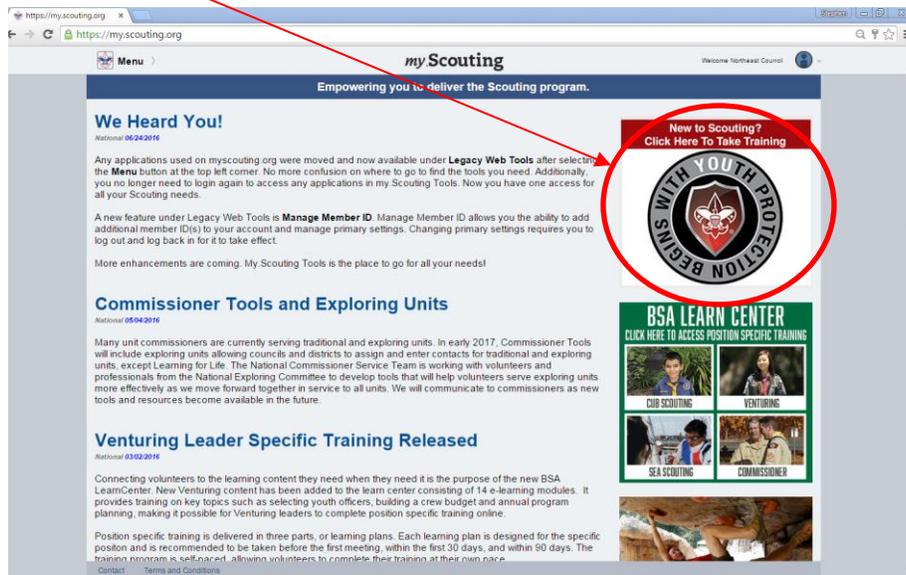
Step 10: Confirmation Page

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



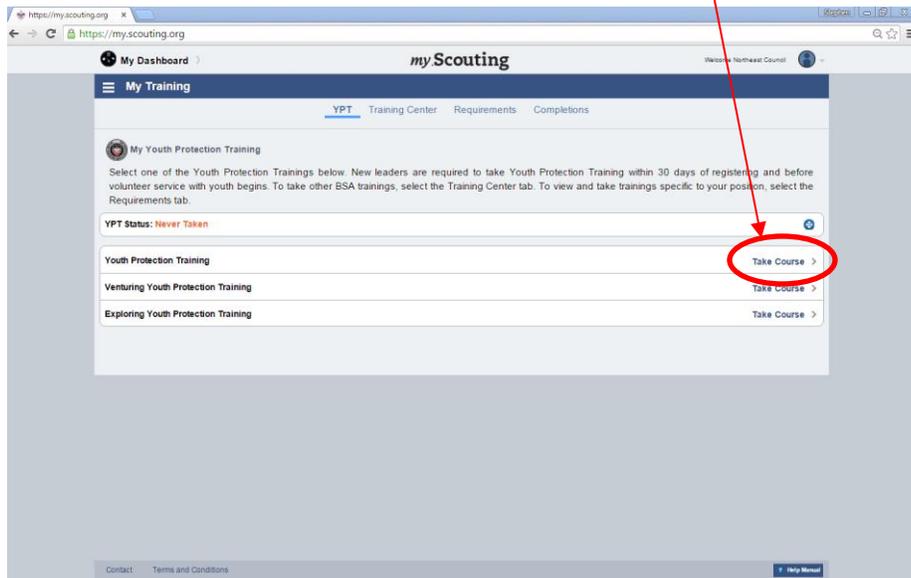
Step 11: Click on the Youth Protection Training Logo

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.*



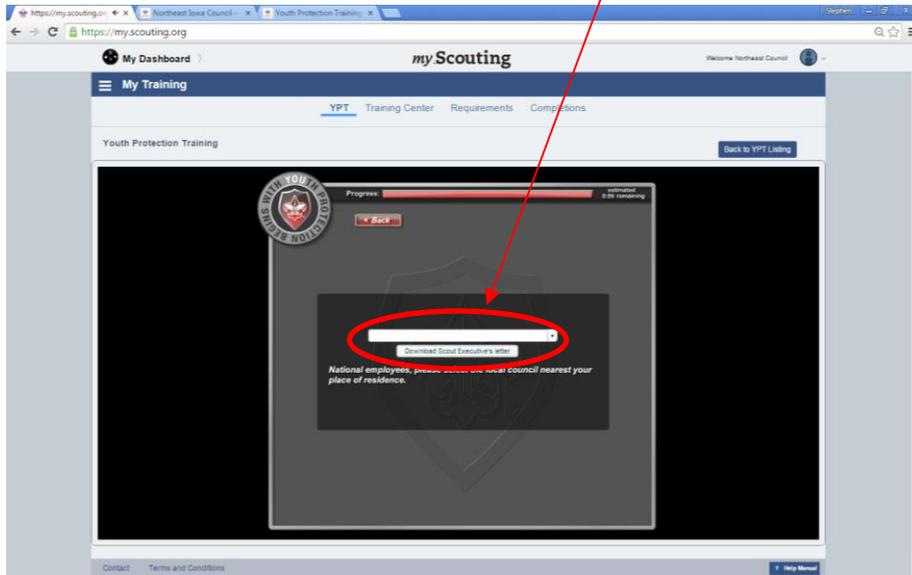
Step 13: Viewing the Youth Protection Training Video

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.



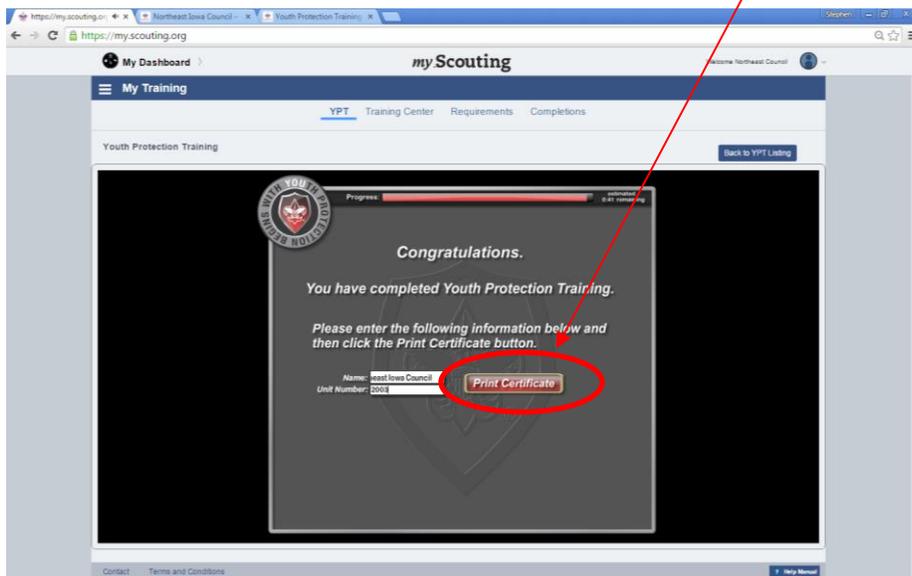
Step 14: Printing the Scout Executive's Youth Protection Letter

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.*

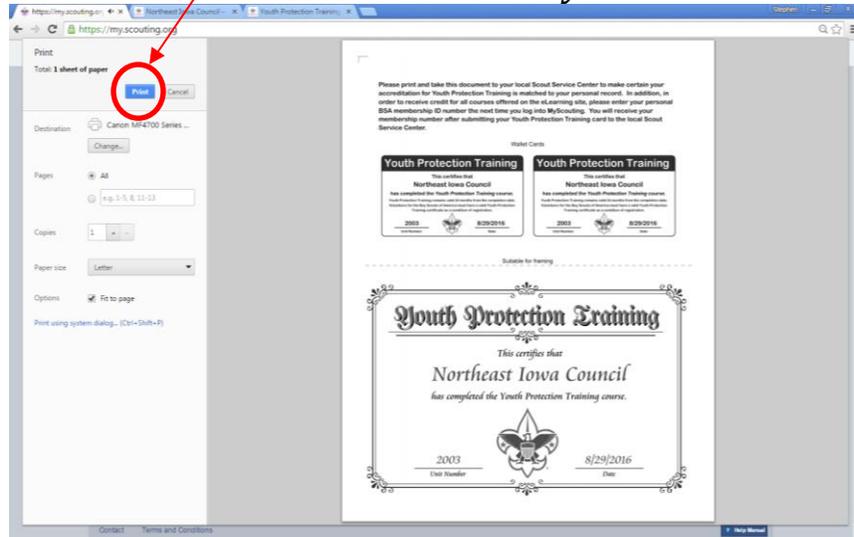


Step 16: Printing your YPT Certificate

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.

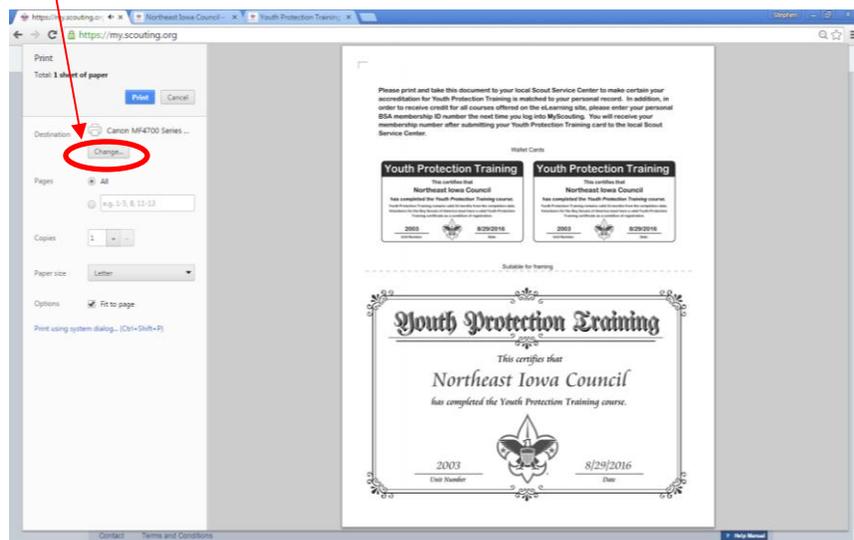
Northeast Iowa Council
Scout Service Center
P.O. Box 732
Dubuque, IA 52004

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

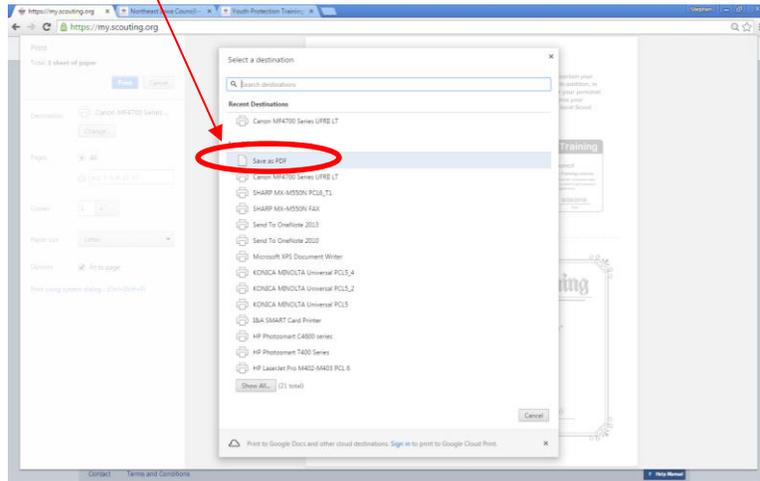


Step 17: Saving your YPT Electronically via PDF

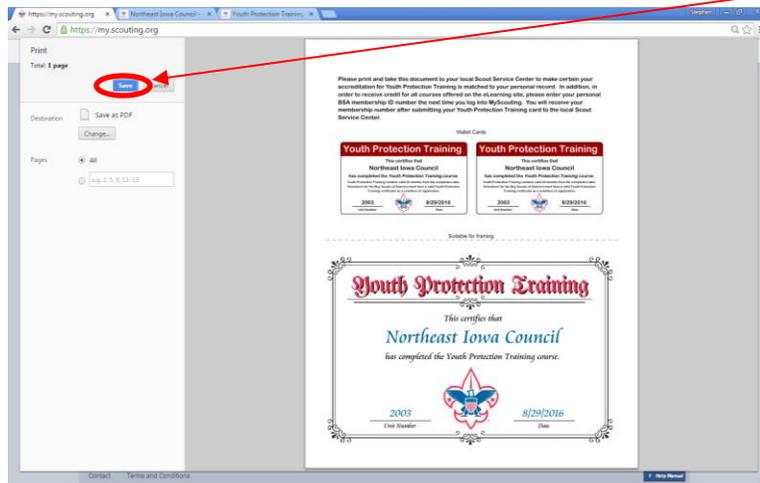
To save and send your YPT Certificate electronically via email to your District Executive, click on "Change" under your printing tab. This will allow you to save your YPT Certificate to a PDF.



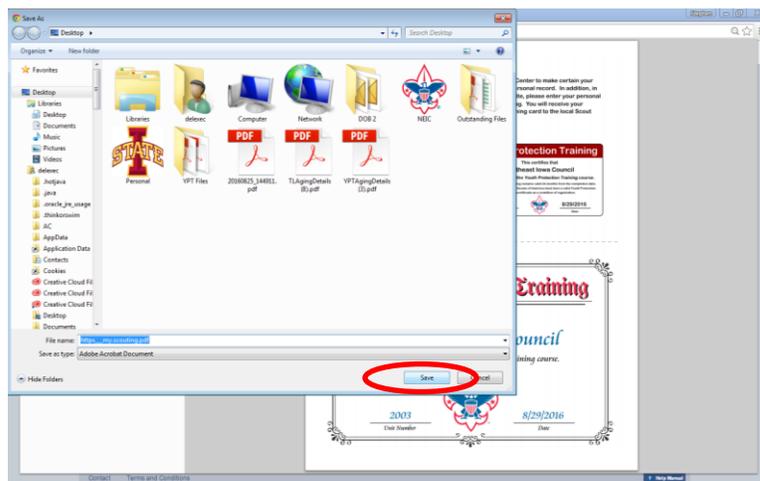
Click the "Save as PDF" tab under "Local Destinations".



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

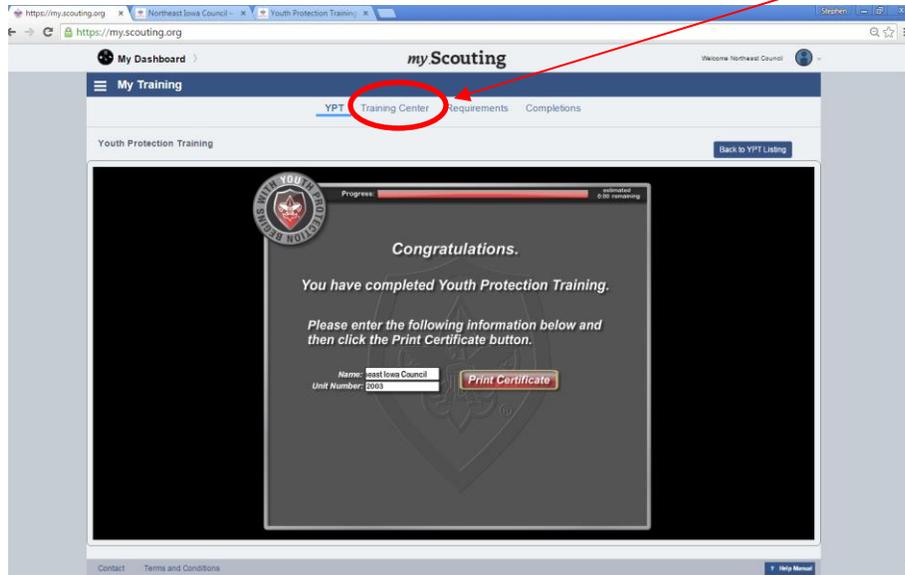


After clicking the "Save" button, this screen will appear. Save it to a place to where you can find it to send it out. Once saved, please email that PDF of your YPT Certificate to your local District Executive.



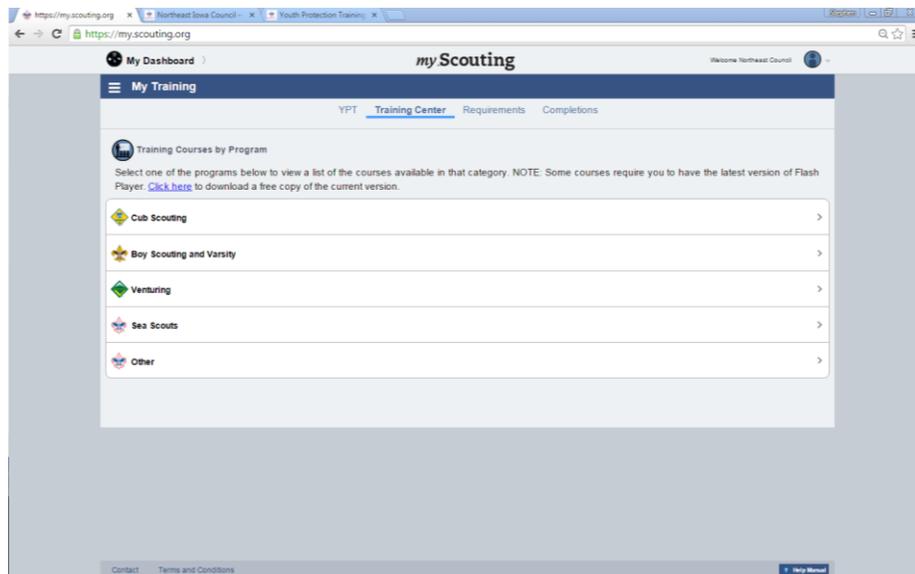
Step 18: Additional Training

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



Step 19: Training Center Dashboard

Once the Training Center Dashboard has been opened, click on a training tab that is relevant 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.)



Example of what training Cub Scout Leaders receive.

The screenshot shows the 'myScouting' Training Center interface for a Cub Scout leader. The page is titled 'My Training' and includes tabs for 'YPT', 'Training Center', 'Requirements', and 'Completions'. A message at the top says 'Scroll down to the course you would like to take and click Take Course.' Below this, there are several sections of training courses:

- Cub Scouting**: Includes a 'Back to Program Listing' button.
- Youth Protection Training**: Shows 'YPT' status, 'Completed 08/29/2016', 'Expires 08/29/2018', and a 'Retake Course >' button.
- Leader Position-Specific Training**:
 - Cubmaster Position-Specific Training**: Includes 'Cubmaster - Before the First Meeting', 'Cubmaster - First 30 Days', and 'Cubmaster - Position Trained'. A 'Take Course >' button is present.
 - Den Leader Position-Specific Training**: Includes 'Den Leader - Before the First Meeting', 'Den Leader - First 30 Days', and 'Den Leader - Position Trained'. A 'Take Course >' button is present.
 - Pack Committee Position-Specific Training**: Includes 'Pack Committee - Before the First Meeting', 'Pack Committee - First 30 Days', and 'Pack Committee - Position Trained'. A 'Take Course >' button is present.
- Supplemental Training**:
 - This is Scouting**: 'Take Course >' button.
 - Safe Swim Defense**: 'Take Course >' button.
 - Safety Afloat**: 'Take Course >' button.

At the bottom, there are links for 'Contact', 'Terms and Conditions', and a 'Help Manual' button.

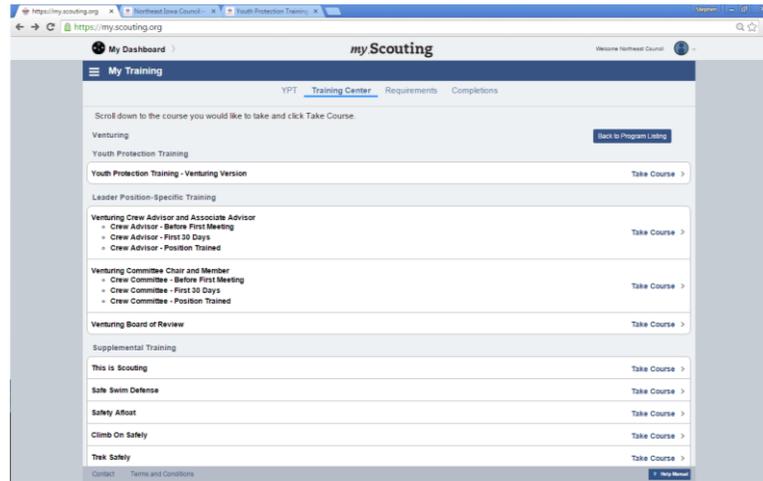
Example of what training Boy Scouting and Varsity Scout Leaders receive.

The screenshot shows the 'myScouting' Training Center interface for a Boy Scouting or Varsity Scout leader. The page is titled 'My Training' and includes tabs for 'YPT', 'Training Center', 'Requirements', and 'Completions'. A message at the top says 'Scroll down to the course you would like to take and click Take Course.' Below this, there are several sections of training courses:

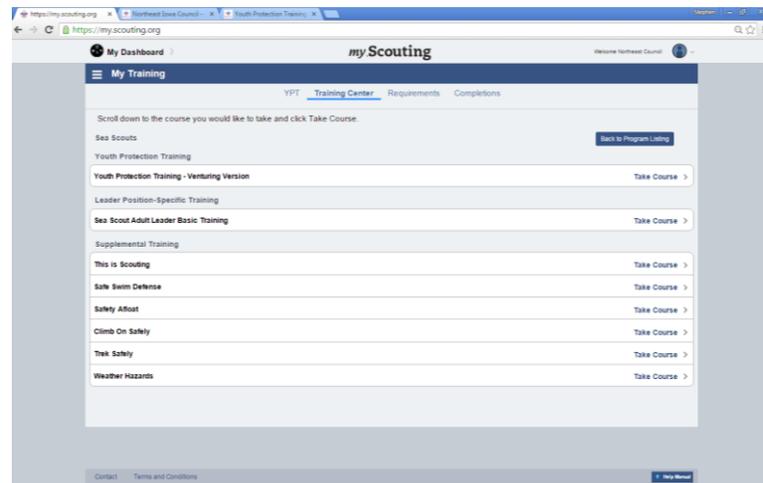
- Boy Scouting and Varsity**: Includes a 'Back to Program Listing' button.
- Youth Protection Training**: Shows 'YPT' status, 'Completed 08/29/2016', 'Expires 08/29/2018', and a 'Retake Course >' button.
- Fast Start Orientation Training**: 'Take Course >' button.
- Fast Start Boy Scouting**: 'Take Course >' button.
- Leader Position-Specific Training**:
 - Troop Committee Challenge**: 'Take Course >' button.
- Supplemental Training**:
 - Safe Swim Defense**: 'Take Course >' button.
 - This is Scouting**: 'Take Course >' button.
 - Safety Afloat**: 'Take Course >' button.
 - Climb On Safely**: 'Take Course >' button.
 - Trek Safety**: 'Take Course >' button.
 - Weather Hazards**: 'Take Course >' button.

At the bottom, there are links for 'Contact', 'Terms and Conditions', and a 'Help Manual' button.

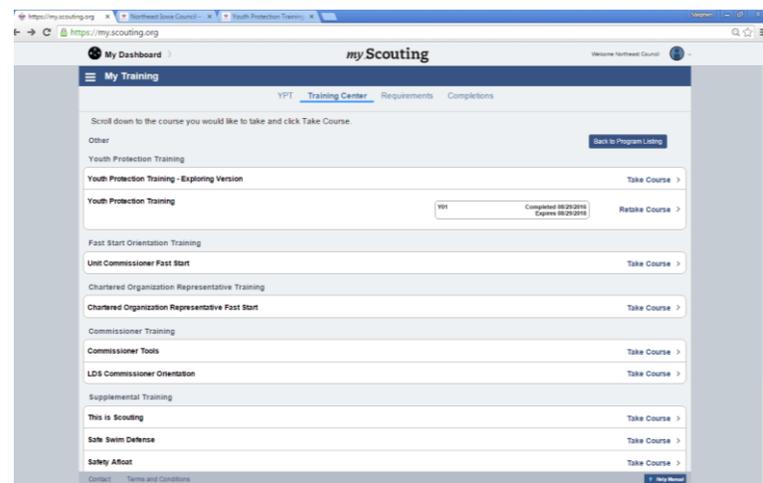
Example of what training Venturing Scout Leaders receive.



Example of what training Sea Scout Leaders receive.



Example of what training "Other Training" has to offer for; Unit Commissioners/Chartered Organization Representative/LDS Leaders receive.



Questions? Contact your local District Executive by visiting the Northeast Iowa Council's Website via scoutsiowa.org.