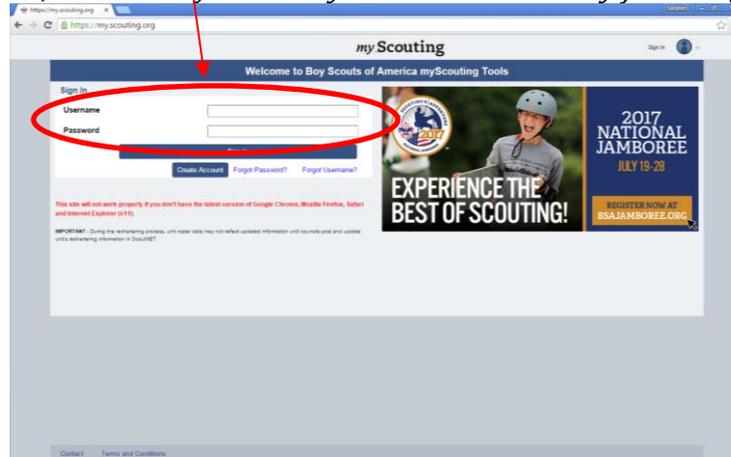# BOY SCOUTS OF AMERICA®
NORTHEAST IOWA COUNCIL

**Northeast Iowa Council
Youth Protection Training Tutorial
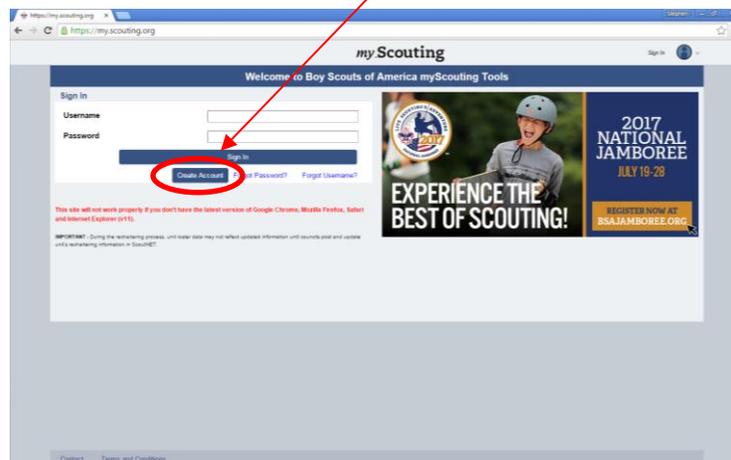Updated: 2016**

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.

Step 4: "Match Your Account"

If your account looks correct, click the "Select" button.
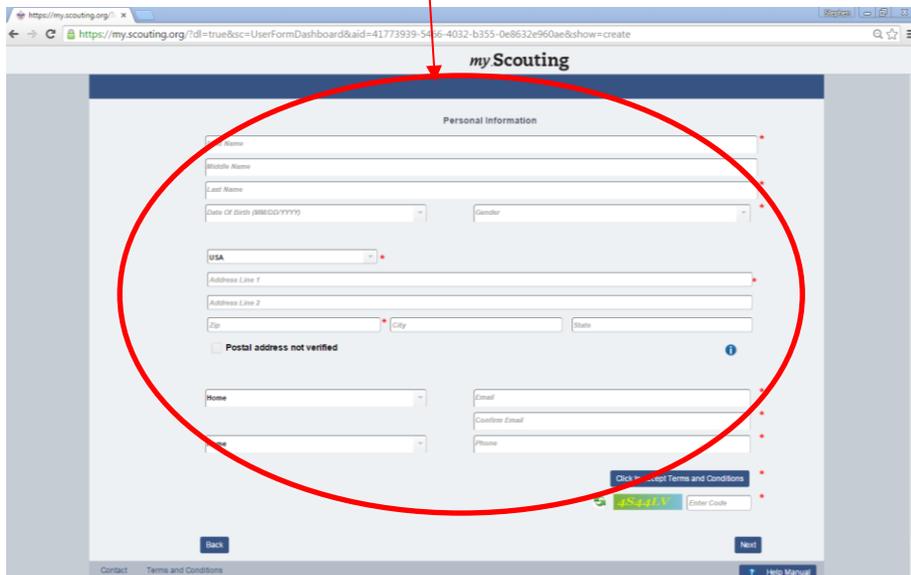
Step 5: "Verify Account"

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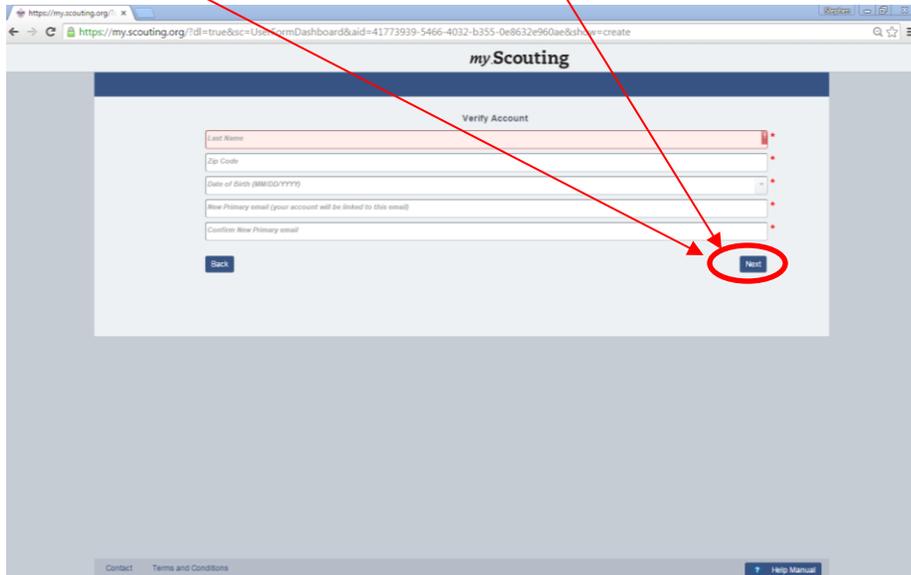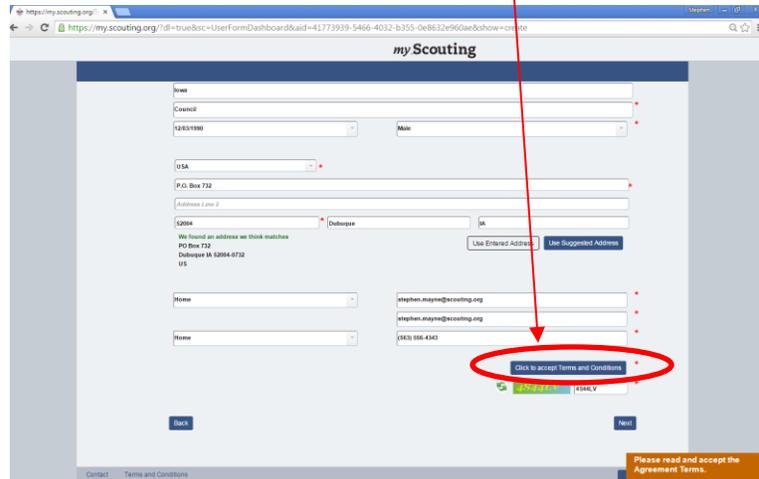

Step 6: Enter Personal Information

If you don't have an account or Member Number or don't know your Membership Number, *enter your contact credentials below.*
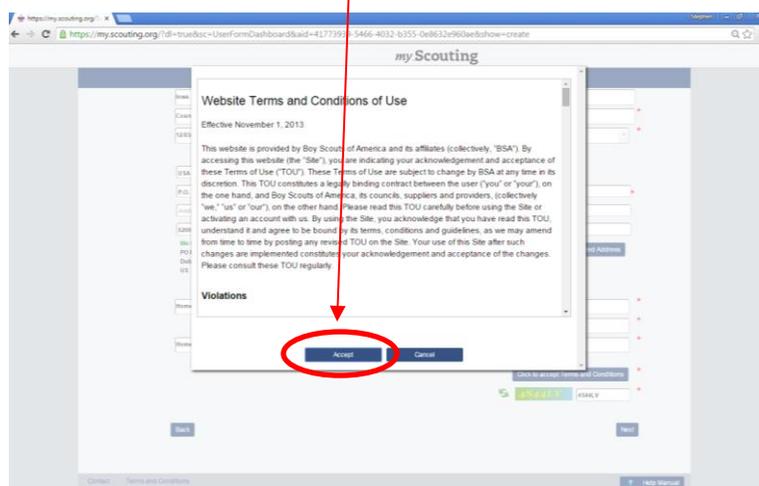
Step 7: Accept the Agreement Terms

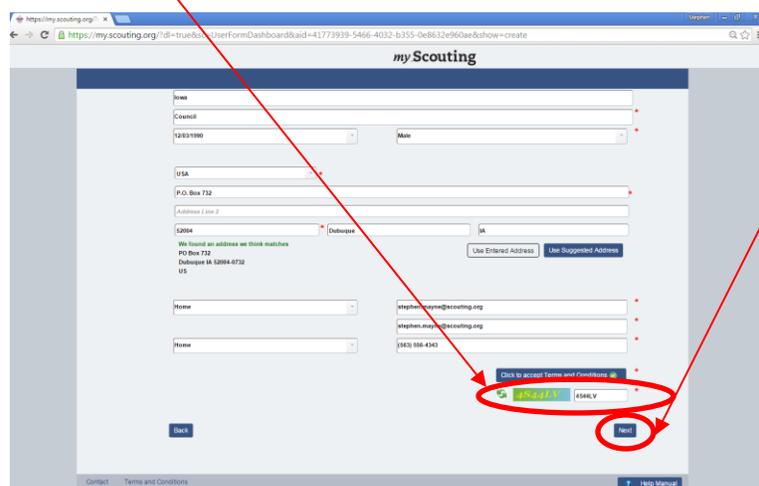*Once you have entered your personal information,* *click the "Click to Accept Terms of Agreement" button.*

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

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

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*

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.*
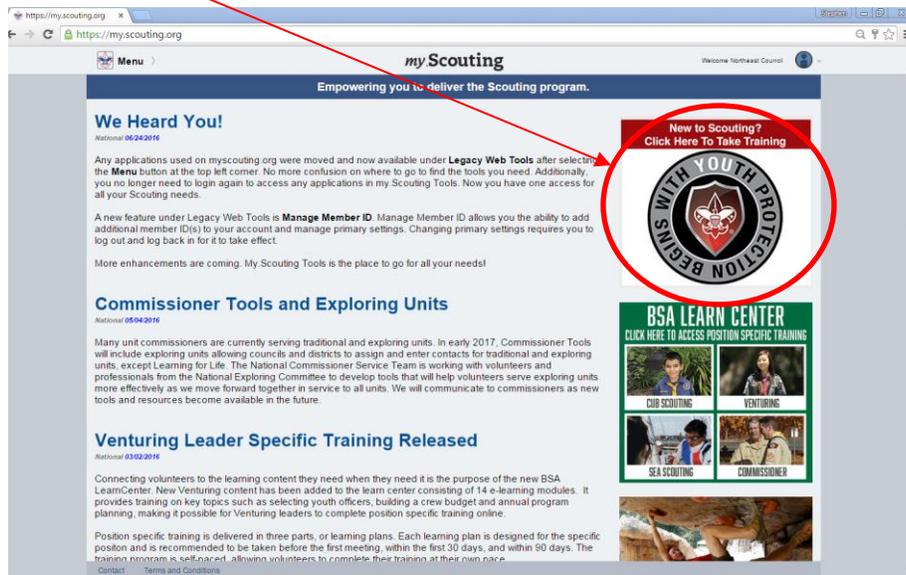
Step 10: Confirmation Page

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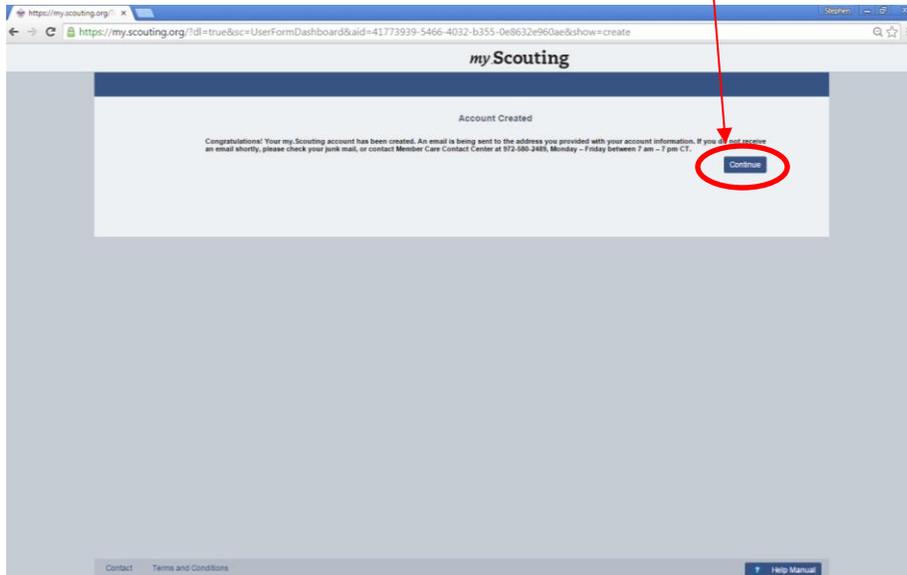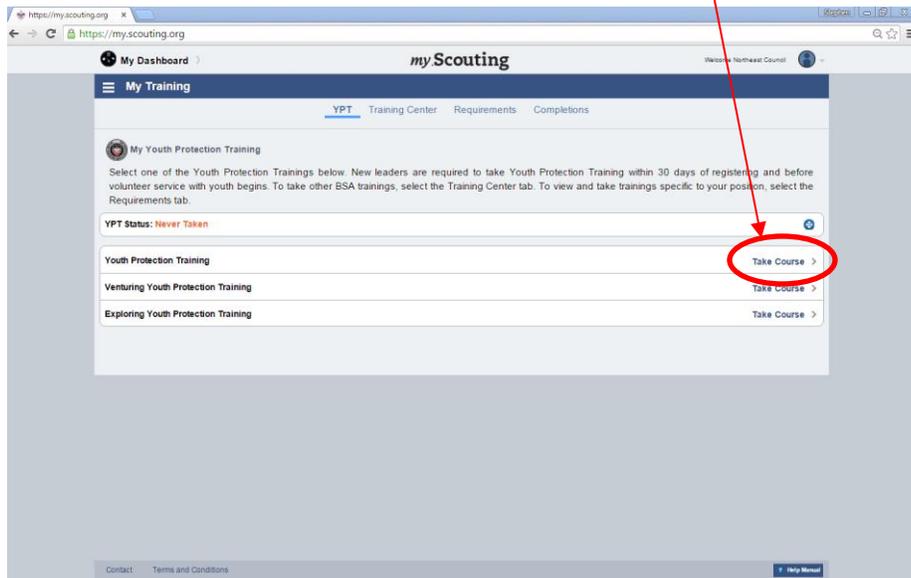

Step 11: Click on the Youth Protection Training Logo

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 Certficate" button.
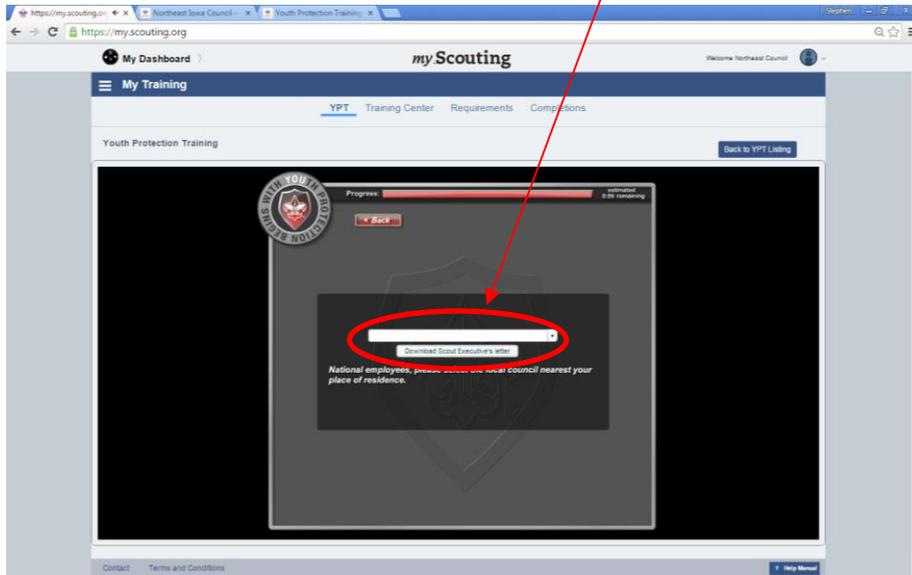
Step 15: Printing your YPT Credentials

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.
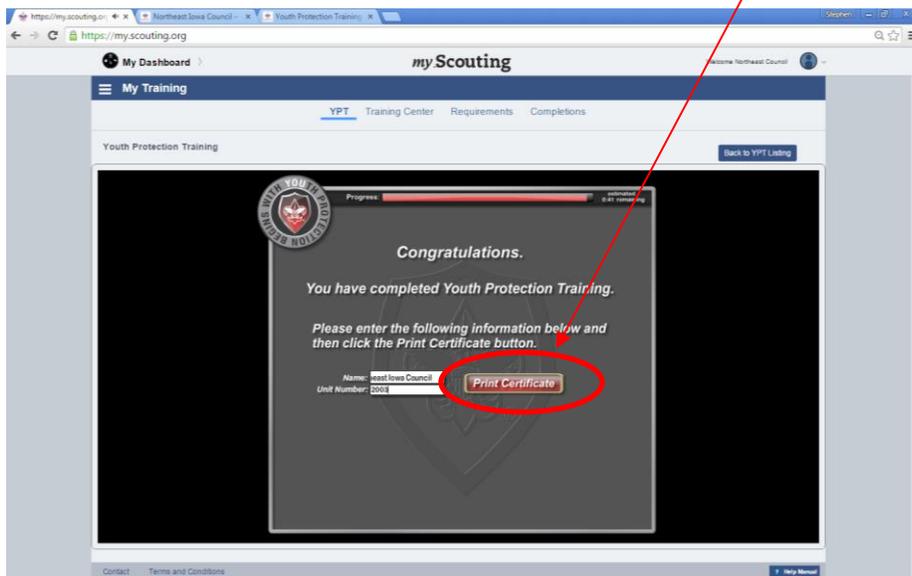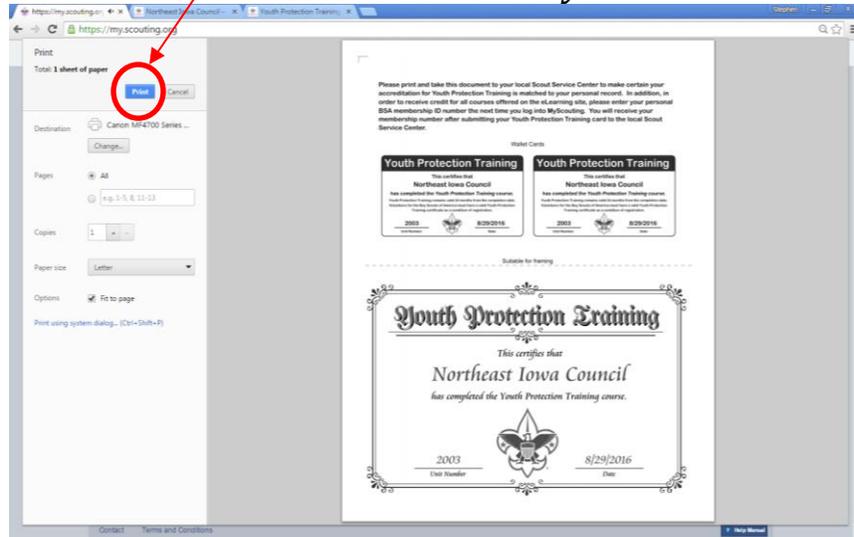
Step 16: Printing your YPT Certificate

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.
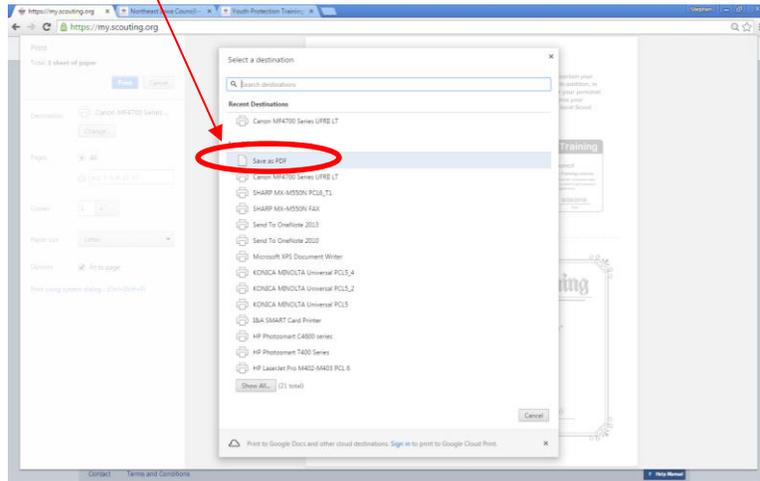

# Step 17: Saving your YPT Electronically via PDF

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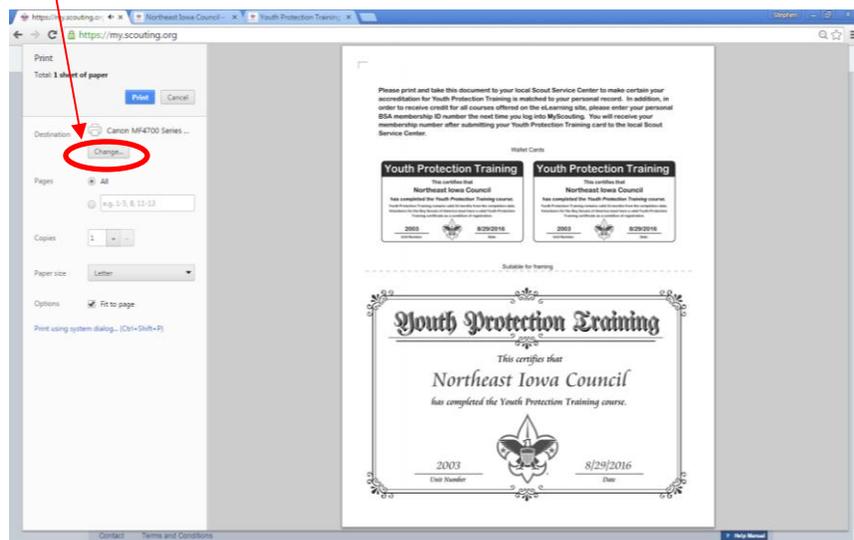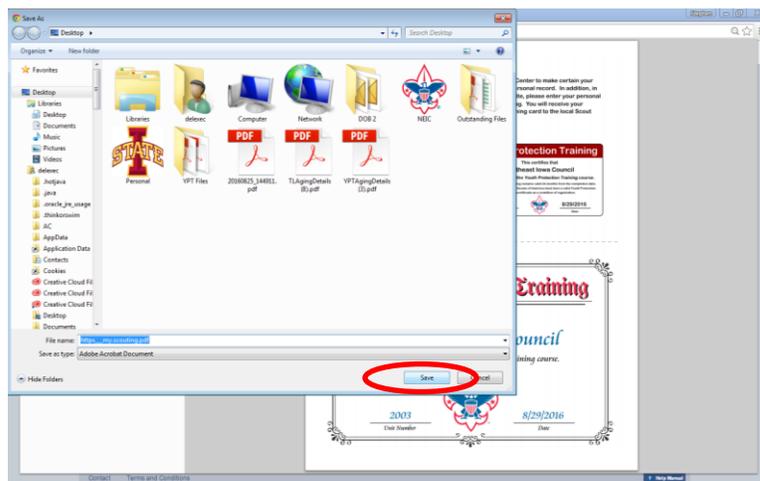
Click the "Save as PDF" tab under "Local Destinations".

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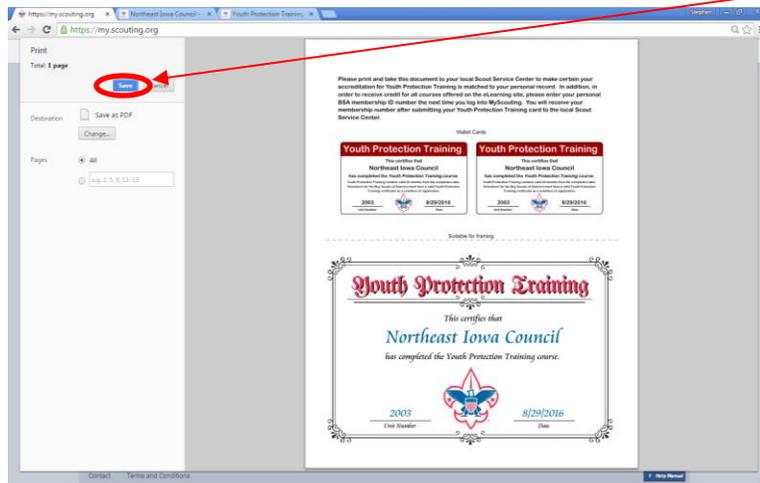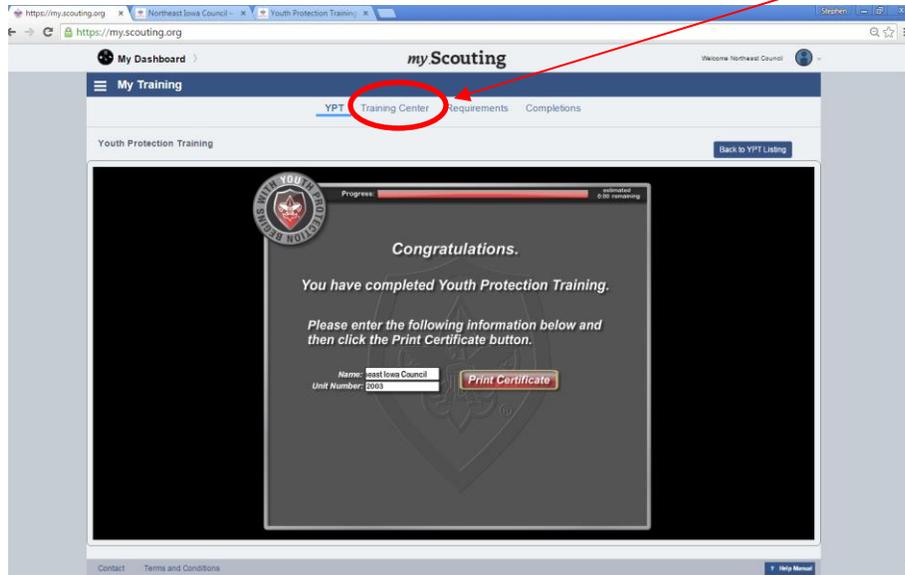

After clicking the "Save" button, this screen will appear. Save it to a place to where you can find it to send it out. Once saved, please email that PDF of your YPT Certificate to your local District Executive.

Step 18: Additional Training

To take additional online training via my.scouting.org, click on the "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.)
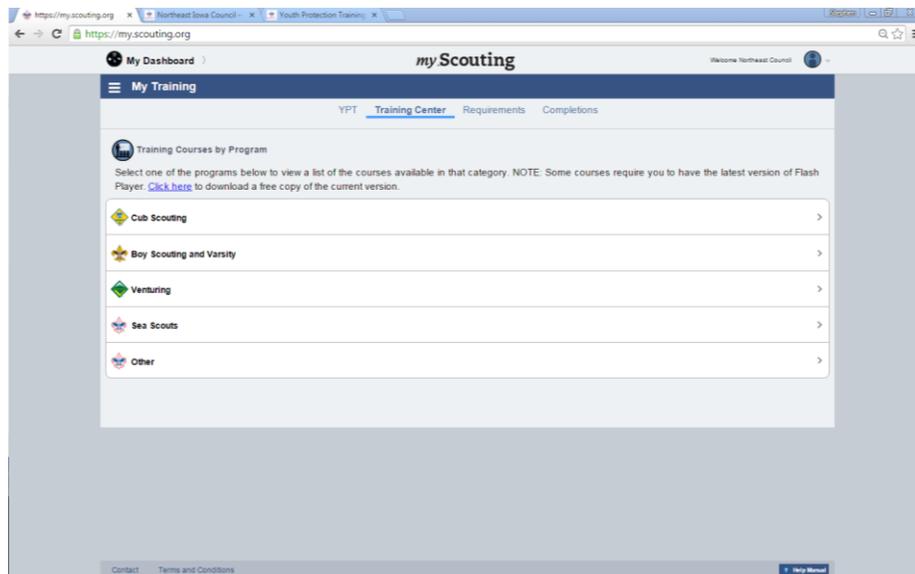
Example of what training Cub Scout Leaders receive.

Example of what training Boy Scouting and Varsity Scout Leaders receive.
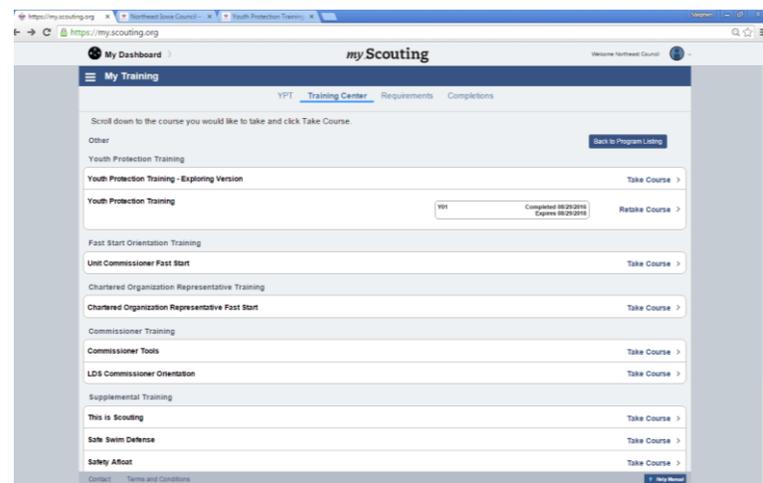
Example of what training Venturing Scout Leaders receive.
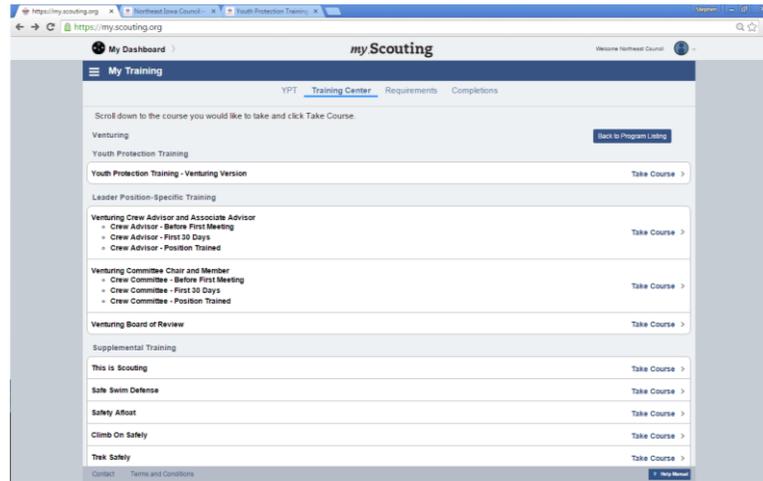
Example of what training Sea Scout Leaders receive.
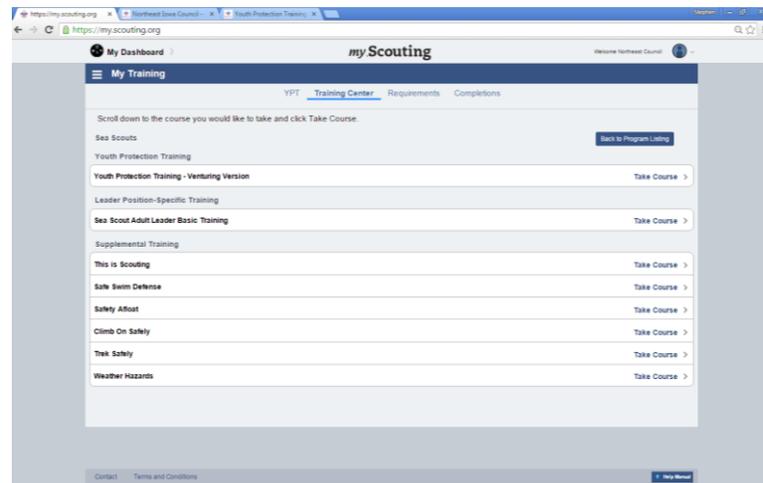
Example of what training "Other Traning" has to offer for; Unit Commissioners/Charterd Organization Representitive/LDS Leaders receive.

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