Setting up your on-line training account and saving your certificate to a file (revised 9/14/2016)

BSA Training is now part of their new site https://my.scouting.org/. Unfortunately, their Legacy site at myscouting.scouting.org no longer carries the training links. This document will help you navigate their new site, which is not as user-friendly.

Youth Protection Training (YPT), Troop Committee Challenge, Hazardous Weather, Trek Safely, Safe Swim Defense and several other required programs are available online, so you can do them from home. Their website still has some bugs, so we should be careful to keep our own records for backup.

NOTE

My.Scouting.org is only compatible with IE11 and the latest versions of Google Chrome, Firefox & Safari browsers. It will not work from a tablet or smart phone.

Before you start…

STEP 1. I strongly suggest printing your completed training certificates to a **pdf file** upon completion, since you may not be able to go back and reprint your certificate once you exit the program. The National database also loses records and this way we can keep the pdf files and email them to District or Council as needed. Make certain you have a program to print to pdf before starting!

If you don't have Acrobat PDF Writer (or other pdf writer program) as one of your **printer choices** (look in **Start>Settings>Printers and Faxes>**), you can download a free pdf maker program (CutepdfWriter) from their website http://www.cutepdf.com/products/cutepdf/writer.asp. I have tested this and it works great. Depending on your system version, the installation may also ask you to download a ps2pdf converter (postscript to pdf), which it can do automatically if you are connected to the Internet. After installation, choose the CutePDF Writer icon from your printer list and set it as your default printer to make anything a pdf file.

STEP 2. *Your username and password is the same as it was for the old myscouting site.*

If you do not already have a user account, Pick a username for yourself that is easy to remember or use the first part of your email address (ex: johnsmith338), then make up a password. The password you create must be in the following format:

Must be **8-12** characters in length
Must include at least 1 numeric character (0-9)
Must include at least 1 alpha character (A-Z)
Can contain both upper case and lower case characters
Can contain the following special characters (`, !, @, #, $, %, ^, *).(ex: *My2scouts! or $couter1994*).

Write down your username and password and keep in a safe place, as their website is not very responsive to forgotten usernames or passwords.

If you have a BSA membership card, keep it handy when you are ready to start a new account. (if you can't find your card, email me, or your ID# and council # is usually printed on your Scouting Magazine mailing label just above your name.) (ex: #0000**123456789**#218) Our Pine Tree Council # is **218**.

STEP 3. Allow yourself some time to run the course. (YPT takes about 25 minutes) Although the site says you can log off and come back to it, that feature still has bugs. The new website can be rather slow, so get comfortable.

STEP 4. Go to https://my.scouting.org/ and Sign In (or Create Account)
-From the home page, click on the round Youth Protection logo on the right
-Click on the header tab 'YPT' (or on the 'Training Center' tab for other required training)
-Click 'Retake Course' next to the Youth Protection Training (or other training you are renewing)

STEP 5. At the end of the selected course, there will be a button labeled "Print your Certificate". Before you click this, make sure your default printer is set to your PDF Writer. When you print, it will ask you where to file it and what to name it. Rename it with your name/initials, course name, & date (ex: LAndrews-YPT_091516.pdf, LAndrews-WeatherHazards_091616.pdf, etc), then click the drop-down menu and save the file to your Desktop or My Documents. Email the file to me webmaster@troop338maine.org as an attachment and I'll get it to Council.

If you have a problem with the website, click the **Contact** link on the bottom left of the page to reach the helpdesk.

Thank you for volunteering to help deliver the Scouting program to our Scouts!