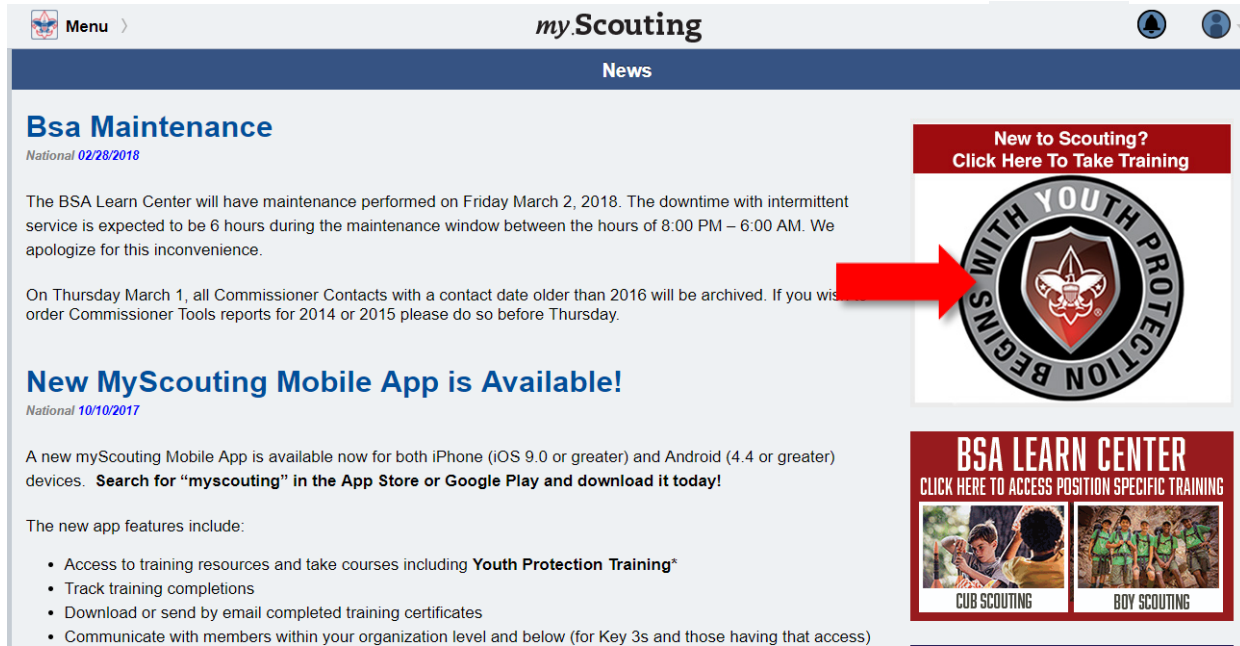


HOW TO GUIDE FOR TAKING YOUTH PROTECTION TRAINING

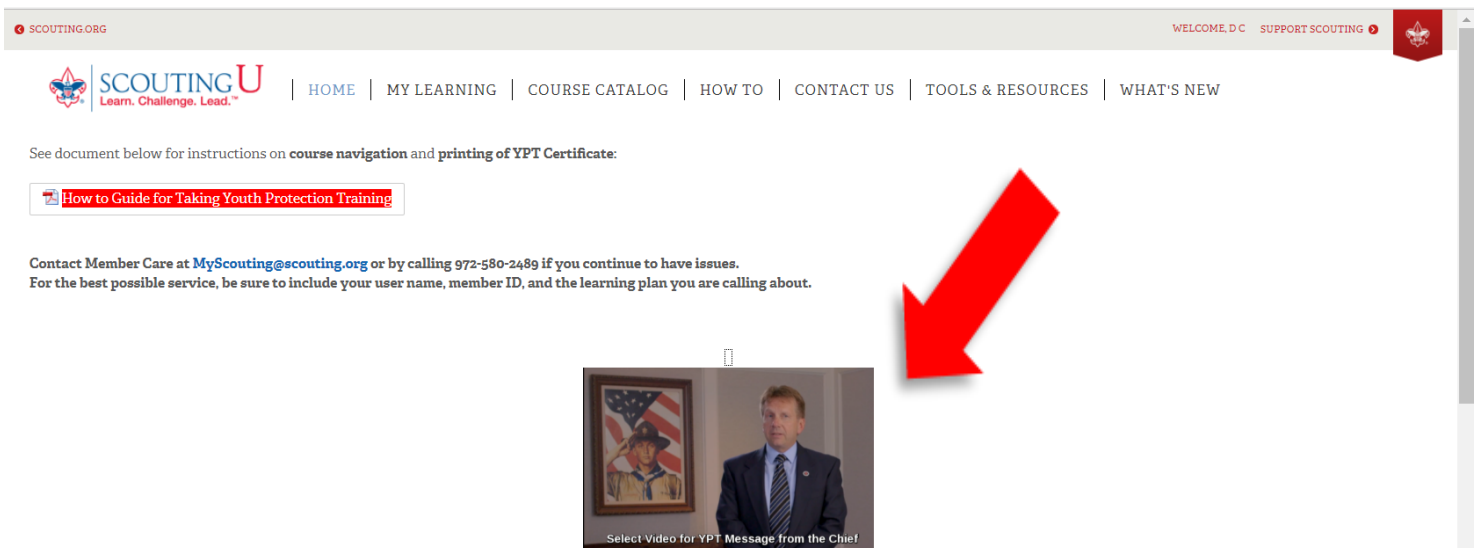
(Recommended Browsers are Google Chrome for the PC or Safari for the MAC).

1. Go to <http://my.scouting.org>
2. Enter your login name and password.
3. On the opening page of my.scouting.org, click on the Youth Protection logo.



The screenshot shows the my.Scouting website interface. The top navigation bar includes a "Menu" button and the "my.Scouting" logo. Below the navigation bar, there is a "News" section with two articles: "Bsa Maintenance" dated 02/28/2018 and "New MyScouting Mobile App is Available!" dated 10/10/2017. On the right side of the page, there is a "New to Scouting? Click Here To Take Training" button and a circular logo that reads "WITH YOUTH PROTECTION BEGINS". A red arrow points to this logo. Below the logo, there is a "BSA LEARN CENTER" section with a button that says "CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING" and two images labeled "CUB SCOUTING" and "BOY SCOUTING".

4. On the Youth Protection page of the BSA Learn Center first view the welcome video from Chief Scout Executive Michael Surbaugh by clicking on the video. It will open and play in another window.



The screenshot shows the BSA Learn Center website. The top navigation bar includes the "SCOUTING.ORG" logo and links for "WELCOME, D.C." and "SUPPORT SCOUTING". Below the navigation bar, there is a "HOME" button and a list of links: "MY LEARNING", "COURSE CATALOG", "HOW TO", "CONTACT US", "TOOLS & RESOURCES", and "WHAT'S NEW". A red arrow points to a document titled "How to Guide for Taking Youth Protection Training". Below the document, there is a video player showing a man in a suit, identified as Chief Scout Executive Michael Surbaugh. The video player has a caption that reads "Select Video for YPT Message from the Chief".

5. Add the Youth Protection Training - MANDATORY by clicking on the **+ Add Plan** button.

Youth Protection - Yoi

2 PLANS

0 ASSIGNED

0 INCOMPLETE

0 PAST DUE

0 DUE SOON

0 COMPLETE

DUE DATE (RECENT TO OLD)

FILTERS (#)

Youth Protection Training - MANDATORY

TYPE Standard Learning Plan

DUE DATE N/A

COMPLETED DATE N/A

+ Add Plan

Youth Protection Training - RECOMMENDED

TYPE Standard Learning Plan

DUE DATE N/A

COMPLETED DATE N/A

+ Add Plan

6. Once your plan has been added you will receive the notice below. Click on the title of the learning plan which opens the course listings.

Youth Protection - Yoi

2 PLANS

0 ASSIGNED

0 INCOMPLETE

0 PAST DUE

0 DUE SOON

0 COMPLETE

DUE DATE (RECENT TO OLD)

FILTERS (#)

You have successfully added yourself to the **Youth Protection Training - MANDATORY**. Learning Plan. There may be a delay before you see updated completion information.

Youth Protection Training - MANDAT...

NEW

TYPE Standard Learning Plan

DUE DATE N/A

COMPLETED DATE N/A

0% COMPLETED

Youth Protection Training - RECOMMENDED

TYPE Standard Learning Plan

DUE DATE N/A

COMPLETED DATE N/A

+ Add Plan

7. Select the **LAUNCH COURSE** button to begin training.

Youth Protection - Yoi

← BACK

Youth Protection Training - MANDATORY

4 ITEMS

0% COMPLETED

0 ITEMS PAST DUE

0 ATTACHMENTS

SEQUENCE NUMBER

FILTERS (#)

Youth Protection - Yoi > Youth Protection Training - MANDATORY

1 Overview and Policies

DUE DATE N/A

STATUS Not Attempted

OPTIONAL No

TYPE Course

LAUNCH COURSE

2 Sexual Abuse

DUE DATE N/A

STATUS Not Attempted

OPTIONAL No

TYPE Course

LAUNCH COURSE

3 Bullying

DUE DATE N/A

STATUS Not Attempted

OPTIONAL No

TYPE Course

LAUNCH COURSE

4 YPT Certification Test

DUE DATE N/A

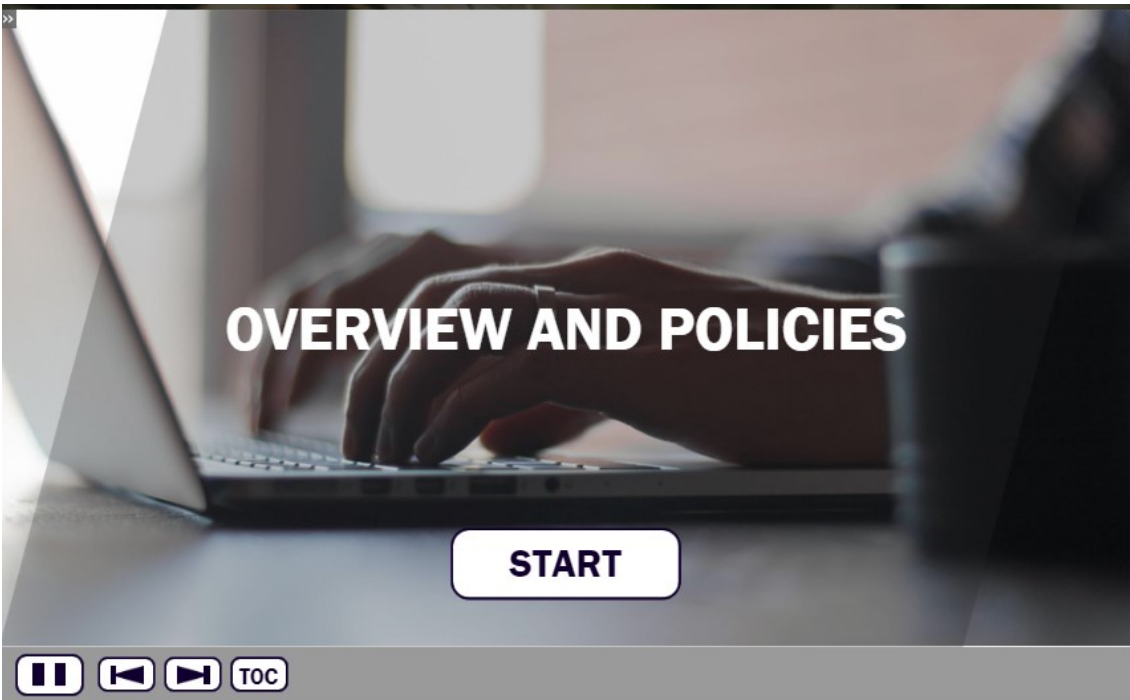
STATUS Not Attempted

OPTIONAL No

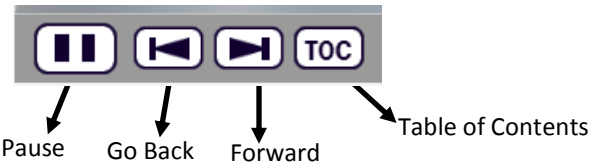
TYPE Course

LAUNCH COURSE

8. Select the Start button to begin the module.

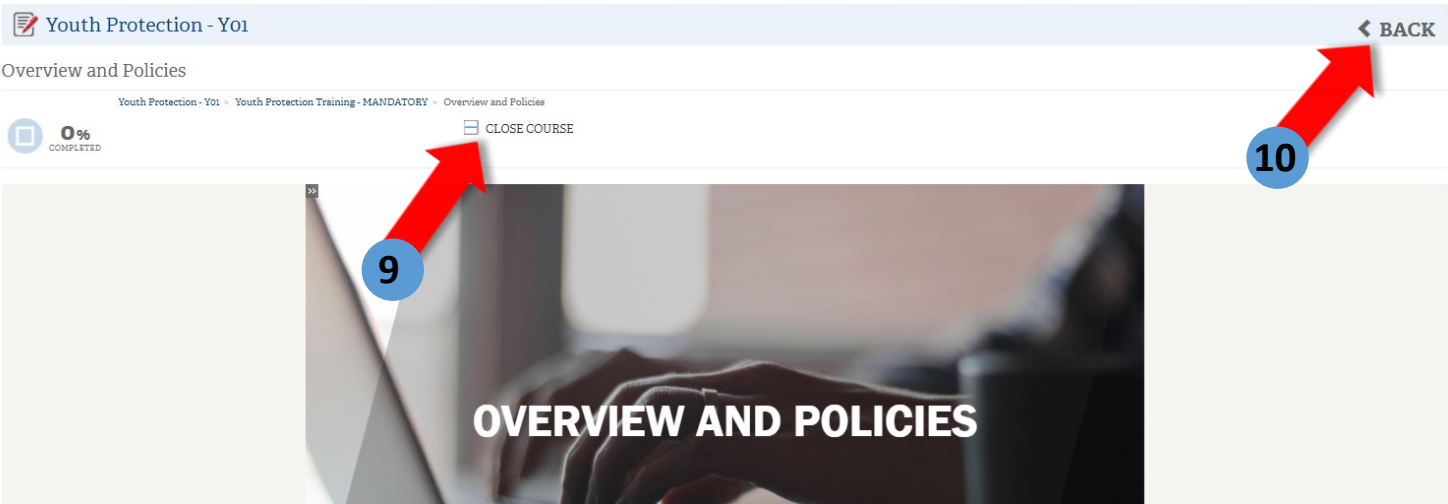


Navigation tools include:



In order to meet timing for state regulations, you will not be able to fast forward (button will be grayed out) until the audio finishes playing for each slide. Once the audio is completed, the forward button will be appear. Click the forward button to proceed.

9. Upon completion of each course select the  **CLOSE COURSE** button which will register **complete status**.



10. Select the  **BACK** button to go back to other course selections.

11. The Youth Protection Training consists of three modules and a test module. All 4 modules will need to be completed to be considered trained for the Youth Protection Training. **Once all 4 modules** have been completed you will see a YO1 completion indicator in my.Scouting.org indicator.

My Dashboard

my.Scouting

My Training

YPTTraining CenterRequirementsCompletions

My Youth Protection Training

Select one of the Youth Protection Trainings below. New leaders are required to take Youth Protection Training prior to registration and before volunteer service with youth begins. To take other BSA trainings, select the Training Center tab. To view and take trainings specific to your position, select the Requirements tab.

YPT Status: Expires 91d-2yrs

Youth Protection Training Certification

YO1Completed 03/01/2018Expires 03/01/2020Take Course

Venturing Youth Protection Training

Exploring Youth Protection Training

12. You may now print out a Youth Protection Training Certificate by selecting the printer icon.

My Dashboard

my.Scouting

My Training

YPTTraining CenterRequirementsCompletions

My Youth Protection Training

Select one of the Youth Protection Trainings below. New leaders are required to take Youth Protection Training prior to registration and before volunteer service with youth begins. To take other BSA trainings, select the Training Center tab. To view and take trainings specific to your position, select the Requirements tab.

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