

Internet Advancement Instructions

Step 1	Go to www.cpcbsa.org Click “For Leaders,” then “Advancement,” then “Internet Advancement.”
Step 2	If you are a returning user, log on. If you’ve forgotten your user name or password, click on “Forgot User Name or Password.” You will receive an email with your information very quickly. If you are a new user, click on “First Time User.”
Step 3	Returning users skip to step 4. New users: Fill in the information requested on the pages. You can get your Unit ID number from your district staff. Email sunsettrail@cpcbsa.org . If you are taking over the advancement role from another volunteer, email the district staff so that they can reset your unit’s access.
Step 4	Once you have gained access to the website, you will be taken to either: a) The home landing page where you can load your roster, or b) The page you logged off from (This means someone from your unit was in the middle of updating your unit’s advancement records).
Step 5	See below for website functionality.

HOW TO UPDATE ADVANCEMENT RECORDS

From the home page, click on either “load roster,” or “upload advancement file.”

Load Roster: This pulls up every member of your unit from the council’s data base. Only registered members of your unit will be shown. You can update a member’s rank, merit badges earned, or other awards.

Upload Advancement File: If your unit uses approved third-party software to track your advancements, you can save yourself data entry time by uploading an advancement file. The subsequent pages will walk you through completing the record update.

HOW TO VIEW/PRINT A ROSTER OF YOUR UNIT

From the home screen, click on “load roster.” Then, on the following screen, click on “Review Unit Roster.” A downloadable pdf. will pop up on your screen. This is also the easiest way to verify an adult’s Youth Protection Training date, as well as their BSA ID number for use on myscouting.org.

WHEN PURCHASING PATCHS FROM THE SCOUT STORE

When purchasing rank advancements or merit badges from the Nor'West Scout store, you will be required to submit an advancement report at the time of purchase. This ensures that a youth's record will be changed to reflect their accomplishments. This is important especially for Boy Scouts, who are trying to get their Eagle rank.

After you've made a round of changes in Internet Advancement, print off an advancement report after you've clicked "submit." Just bring that with you to the Scout store.

Problems? If you get to the Scout store and realize you've forgotten your advancement report, go next door and see if your district director is available. See if you can use their computer to access your Internet Advancement report. This will save you a trip having to go back home. If they are unavailable, quickly just fill out a paper copy, available in the lobby of the main office next door.