

Online Training Instructions

Step 1	Go to www.myscouting.org
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 "Create an Account."
Step 3	Returning users skip to step 4. New users: Fill in the information requested on the pages.
Step 4	Once you have gained access to the website- click on "Training," at the top.
Step 5	From the menu on the left, select "E-Learning."
Step 6	Using the tabs (Cub Scout, Boy/Varsity Scout etc...) select the most appropriate for your unit. For Youth Protection Training for packs, troops, and teams, select the "General" tab. The venturing version is under the "venturing" tab.
Step 7	Once you have completed a course- make sure you print out a completion certificate for your records. Your unit leader may have also requested a copy. If you are a new leader, you'll need the Youth Protection Training certificate to turn in with your BSA Adult Volunteer Application.
Step 8	Read the note below to ensure you receive credit for these trainings.

REQUIRED TRAINING FOR ALL REGISTERED LEADERS:

Cub Scout, Boy Scout, & Varsity Leaders: Youth Protection Training
Venturing Leaders: Venturing Version- Youth Protection Training

RECOMMENDED TRAININGS FOR ALL REGISTERED LEADERS:

Cub Scout Leaders: There is "position specific" training online.
Boy Scout/Varsity Leaders: Committee Member Training is online. Scoutmasters can benefit from "fast start" training online, and Scoutmaster training courses taught in-person.
Venturing Leaders: Fast Start training available online. Advisors can benefit from courses taught in-person.

HOW TO RECEIVE CREDIT FOR TRAININGS TAKEN

If you know your BSA ID #, click on “My Profile” at the top of the screen. On the page that pops up, under Membership Info- enter your information. For council selection use: CASCADE PACIFIC COUNCIL. Then enter your BSA ID number. Your training records are now linked with the council and now further action is needed.

If you do not know your BSA ID #- You may take online trainings, but only after you are registered will we be able to link your training records to your official BSA record. Until you receive your BSA ID number, you’ll need to print off completion certificates after completing training and submit them to those who ask.

HOW TO LOOK UP TRAINING RECORDS OF OTHERS IN YOUR UNIT

Occasionally, you as a leader may need to verify someone’s training status. Perhaps they lost it, or the district executive has asked you for something. You can do it two ways.

First, from the main page on myscouting.org, click on “Training.” Then, on the menu on the left, click on “Training Validation.”

You can then either enter in someone’s user name for the website, or you can enter their BSA ID number. You can request just a Youth Protection Date or a record of all of their trainings.

HOW TO LOOK UP BSA ID NUMBERS

Option 1- Somebody in your unit has access to Internet Advancement. Confer with them, and have them print out a unit roster. On that roster it will list all registered youth and adults. ID numbers are included on that roster.

Option 2- Examine your BSA Membership card (Pictured Below).

