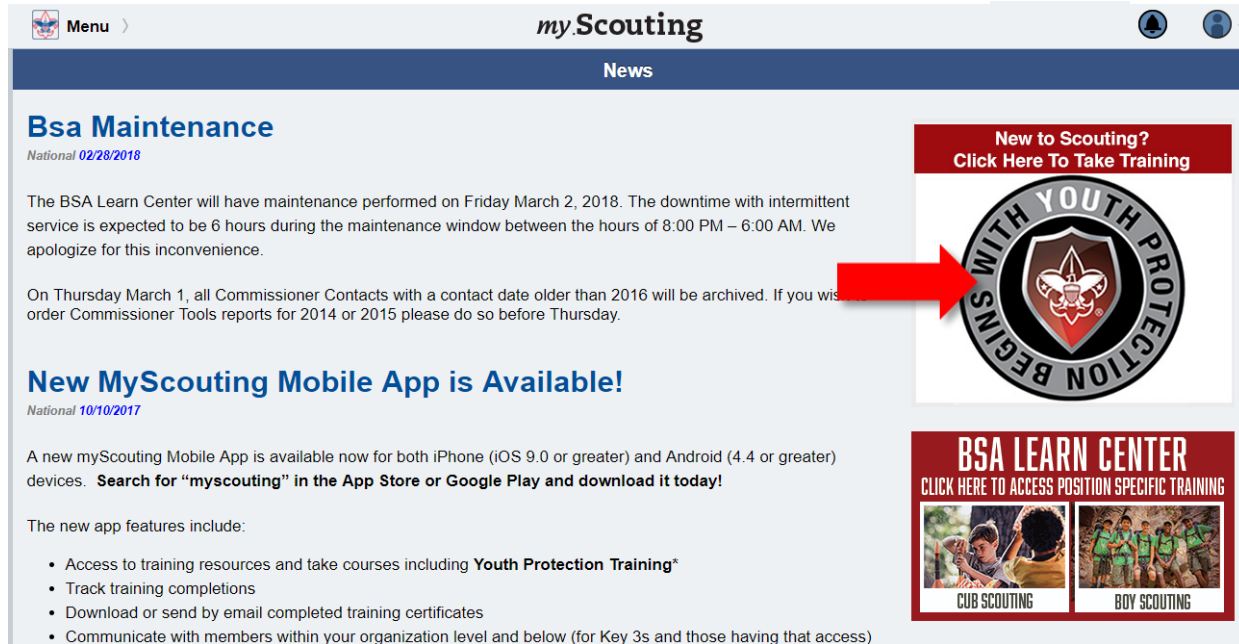


## HOW TO GUIDE FOR TAKING YOUTH PROTECTION TRAINING

(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.



**Bsa Maintenance**  
National 02/28/2018

The BSA Learn Center will have maintenance performed on Friday March 2, 2018. The downtime with intermittent service is expected to be 6 hours during the maintenance window between the hours of 8:00 PM – 6:00 AM. We apologize for this inconvenience.

On Thursday March 1, all Commissioner Contacts with a contact date older than 2016 will be archived. If you wish to order Commissioner Tools reports for 2014 or 2015 please do so before Thursday.

**New MyScouting Mobile App is Available!**  
National 10/10/2017

A new myScouting Mobile App is available now for both iPhone (iOS 9.0 or greater) and Android (4.4 or greater) devices. **Search for "myscouting" in the App Store or Google Play and download it today!**

The new app features include:

- Access to training resources and take courses including **Youth Protection Training\***
- Track training completions
- Download or send by email completed training certificates
- Communicate with members within your organization level and below (for Key 3s and those having that access)

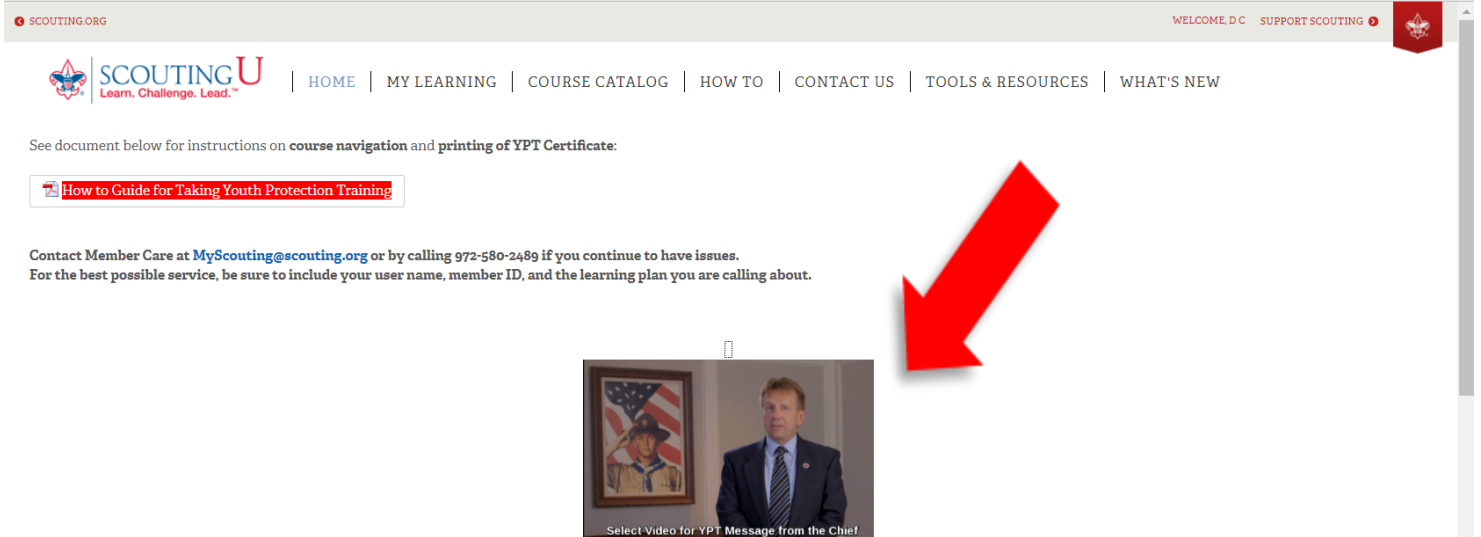
**New to Scouting?  
Click Here To Take Training**

**WITH YOUTH PROTECTION BEGINS**

**BSA LEARN CENTER  
CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING**

**CUB SCOUTING** **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.



SCOUTING.ORG WELCOME, D.C. SUPPORT SCOUTING

SCOUTING U  
Learn. Challenge. Lead.™

HOME | MY LEARNING | COURSE CATALOG | HOW TO | CONTACT US | TOOLS & RESOURCES | WHAT'S NEW

See document below for instructions on **course navigation** and **printing of YPT Certificate**:

[How to Guide for Taking Youth Protection Training](#)

Contact Member Care at [MyScouting@scouting.org](mailto:MyScouting@scouting.org) or by calling 972-580-2489 if you continue to have issues.  
For the best possible service, be sure to include your user name, member ID, and the learning plan you are calling about.

Select Video for YPT Message from the Chief!

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

Youth Protection - Yo1

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 - Yo1

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 - Yo1 **< BACK**

Youth Protection Training - MANDATORY

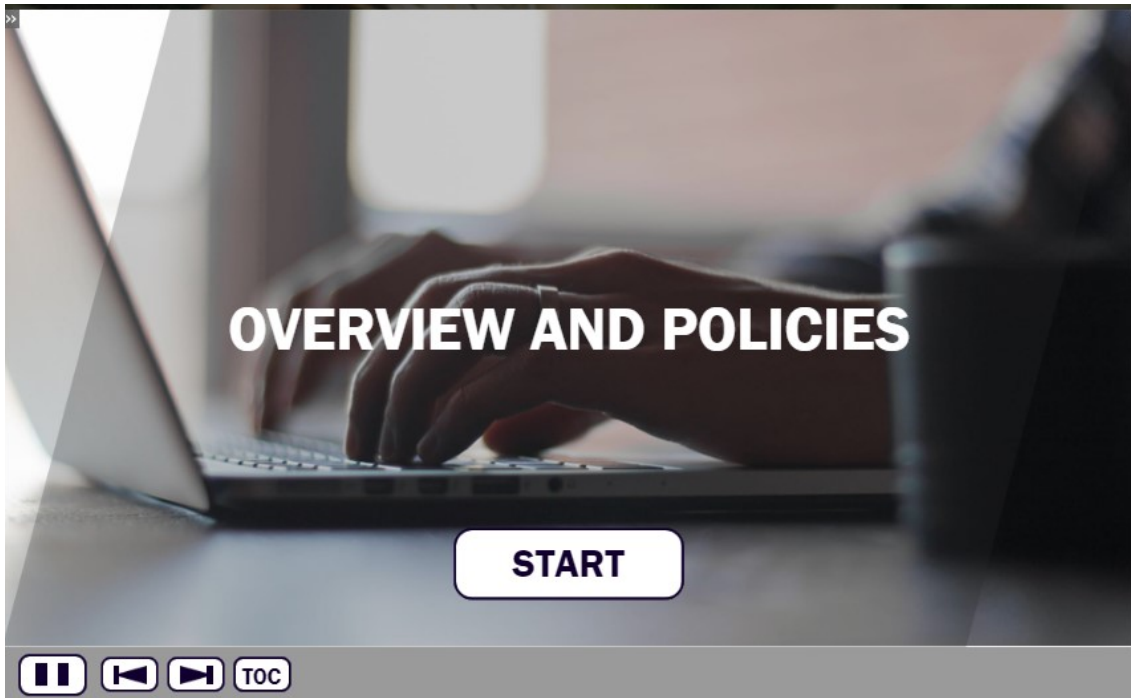
4 ITEMS 0% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

SEQUENCE NUMBER FILTERS (#)

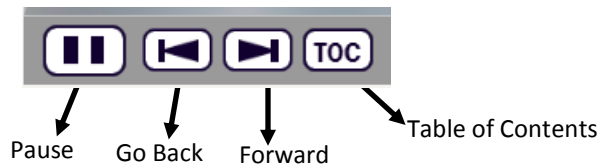
Youth Protection - Yo1 > Youth Protection Training - MANDATORY

1	Overview and Policies	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	<b>LAUNCH COURSE</b>
2	Sexual Abuse	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	<b>LAUNCH COURSE</b>
3	Bullying	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	<b>LAUNCH COURSE</b>
4	YPT Certification Test	DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course	<b>LAUNCH COURSE</b>

8. Select the Start button to begin the module.

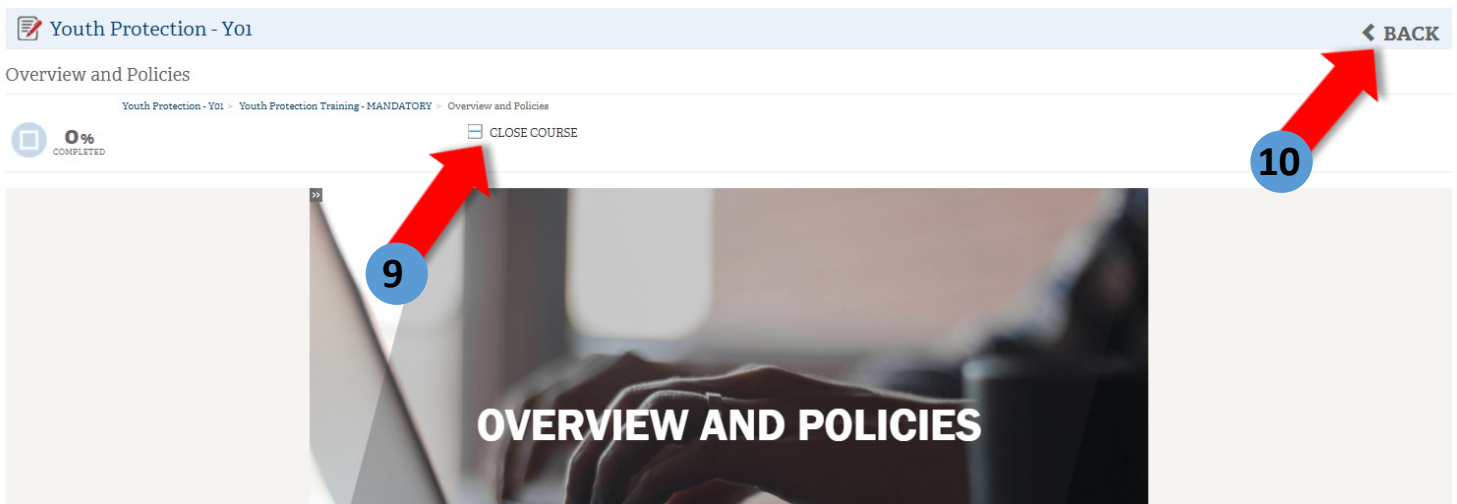


Navigation tools include:



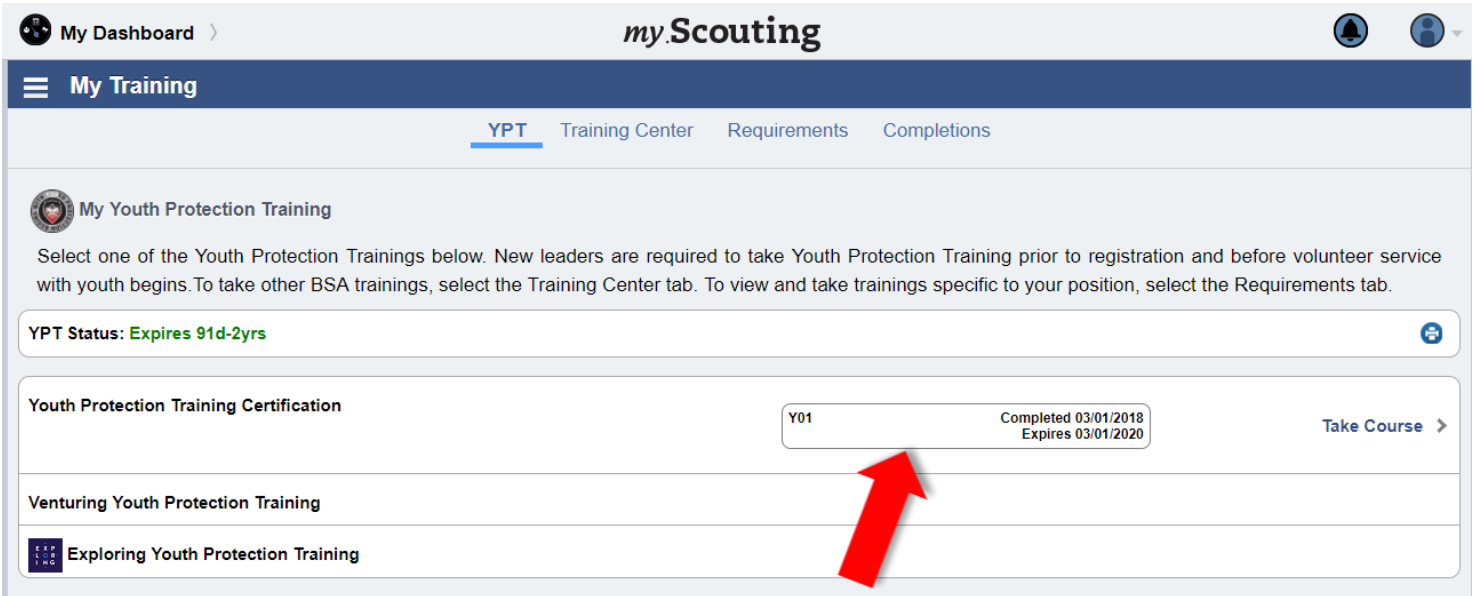
In order to meet timing for state regulations, you will not be able to fast forward (button will be grayed out) until the audio finishes playing for each slide. Once the audio is completed, the forward button will be appear. Click the forward button to proceed.

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



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

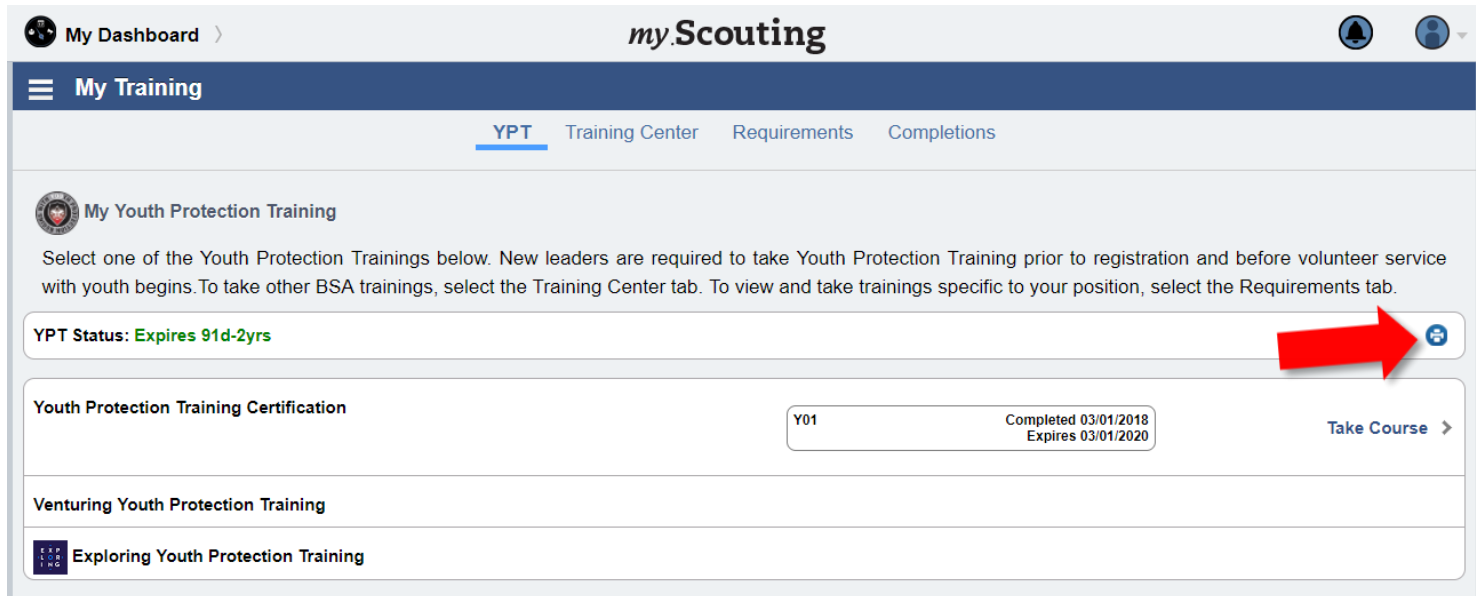
11. The Youth Protection Training consists of three modules and a test module. All 4 modules will need to be completed to be considered trained for the Youth Protection Training. **Once all 4 modules** have been completed you will see a YO1 completion indicator in my.Scouting.org indicator.



The screenshot shows the 'My Training' section of the my.Scouting.org dashboard. The 'YPT' tab is selected. Under 'My Youth Protection Training', there is a status bar indicating 'Expires 91d-2yrs'. Below this, a table lists training modules. The first row, 'Youth Protection Training Certification', shows a 'YO1' completion indicator, completion dates of 'Completed 03/01/2018' and 'Expires 03/01/2020', and a 'Take Course' button. A red arrow points to the 'YO1' indicator.

Training Module	Completion Status	Completion Dates	Action
Youth Protection Training Certification	YO1	Completed 03/01/2018 Expires 03/01/2020	Take 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.



This screenshot is identical to the one above, but with a red arrow pointing to a printer icon (represented by a document with a printer symbol) located at the end of the 'Expires 91d-2yrs' status bar.