



Online Training Tutorial For New Leaders

1 Introduction

As you'll learn during your training, one of the methods of boy scouting is "Leadership Development". This applies to adult volunteers as well as youth. The method scouting uses to develop adult leadership is Training.

2 Required Training

You are required to take "Youth Protection" prior to submitting your application to the council. If you are reading this and haven't completed "Youth Protection", don't worry, this guide will walk you through it. You are required to become fully trained as soon as possible (we recommend within 1-2 months.) All leaders with direct contact with youth MUST be fully trained within 6 months of receiving the position. Every Scout deserves a trained leader.

What Makes a Trained Leader

A direct contact Scout leader is considered fully trained and entitled to wear the Trained leader emblem when he or she has completed the following training courses and the specific training for the position. You can also click here for the [Training Matrix](#) for the required training for all Unit Scouting positions.

All unit positions take the following training:

1. Youth Protection Training
2. Fast Start Training
3. This is Scouting
4. Leader Specific

Fast Start Training

Fast Start training is the first step for all new leaders and should be taken immediately after they register and before they meet with any youth members. New leaders choose the Fast Start they need to take: Cub Scout Leader, Boy Scout Leader, Varsity Scout Leader, or Venturing Crew Leader. All Fast Start courses are available on DVD, or they can be completed through www.myscouting.org. (If you are new to Scouting, you will be asked to create an account.) Take this training before meeting with any youth.

Youth Protection Training

Youth Protection training is required for all leaders who have direct contact with youth. At all times, youth safety is the number one priority. At the same time, adults need to know the rules for keeping themselves safe, too. Comprehensive Youth Protection training teaches all the do's and don'ts of working with youth. The training is offered through www.myscouting.org, or it may be taken as part of an district or council training course. Take this training before meeting with any youth.

This is Scouting

This Is Scouting is a new online training session that replaces New Leader Essentials. It picks up where Fast Start leaves off with six modules of training: The Mission of Scouting, Programs for All ages, Scouting Is Fun, Scouting in the Community, Keeping Our Youth Safe, and Scouting's Legacy. The training takes about an hour to complete and can be found on www.myscouting.org. (If you are new to Scouting, you will be asked to create an account.)

Position Specific Training

Leader position specific training is based on the leader's position. For Cub Scouts all these courses are available online at www.myscouting.org and offered as instructor led courses. For other programs, these courses are offered by the district or council as group training, or may be done as small groups or by personal coaching.

Cub Scout Leaders

Cub Scout Leader Specific training has been developed for the following positions:

- Tiger Cub den leaders
- Cubmasters and assistants
- Wolf and Bear den leaders and assistants
- Pack committee
- Webelos den leaders and assistants
- Pack trainers

Boy Scout Leaders

Scoutmaster and Assistant Scoutmaster Leader Specific Training is for all Scoutmasters and their assistants. Boy Scout leaders also must complete Introduction to Outdoor Leader Skills training to be considered fully trained.

Varsity Scout Leaders

Varsity Scout Coach Leader Specific is for all Varsity Coaches and assistant Coaches. Varsity Coaches and assistant Coaches must also complete Introduction to Outdoor Leader Skills training to be considered fully trained.

Venturing Crew Leaders

Venturing Crew leaders and assistants must complete Venturing Leader Specific Training, which is a five-session training course.

More information and a list of offered classes can be found here:

www.grandcanyonbsa.org/training

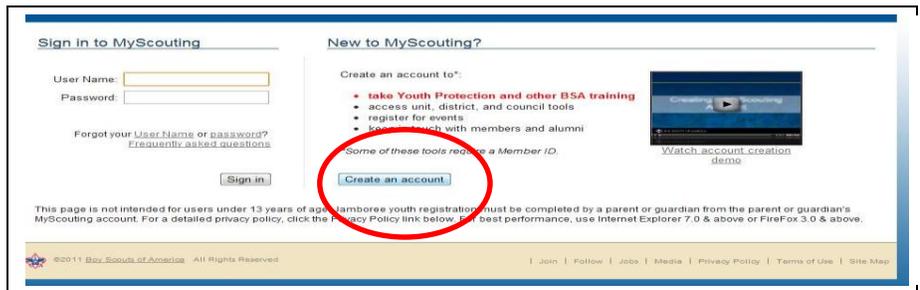
3 Online Training Tutorial

- 3.1 Setup an account –
- 3.2 Take a course
- 1.2 your account – to link your BSA ID when you get it

3.1 Setup an account –

More than likely you will have to take some online training before you receive your BSA ID number (i.e., you have to take youth protection training before your application can be turned in to council and BSA strongly encourages leaders to take the appropriate fast start within 48 hours of signing up). In order to take BSA online training you have to set up a MyScouting account as follows:

- 3.1.1 Go to <http://www.myscouting.org>



- 3.1.2 Click on “Create an account”

- 3.1.3 Enter a username, check availability, and click next (you may have to try several user name options before you find one you like that’s available) WRITE YOUR USER NAME DOWN.



- 3.1.4 Click the second option () and click “Next”.

Registration

Bolded items are required.

Get Member ID

If you are currently a member of the Boy Scouts of America, please enter the following information. You may enter Council and Member ID at a later time if not available.

- I am not a Member
 I am a Member

Next

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NOTE: if you know your BSA Member ID, click the first option, select the appropriate council “Del Mar Va – Wilmington DE - #081”, enter your BSA Member ID, and click “Next”.

3.1.5 Fill in the required information and click “Create User”

Enter Your Profile Information

Fields with a red asterisk(*) are required.

Country: *

User Name:

Full Name: * *

E-mail: *

Address: *

City /State: * *

Postal Code: *

Phone:

E-mail Opt-In: [What's this?](#)

Alumni? [What's this?](#)

Terms & Conditions: Terms of Use

Welcome to the Terms of Use Agreement ("Agreement") between you ("You") and the Boy Scouts of America ("BSA") for your participation in and use of the Social Networking Program ("Program") and the Program Website ("Site").

YOU MUST READ THESE TERMS OF USE CAREFULLY. PLEASE NOTE THAT FROM TIME TO TIME AND IN ITS SOLE DISCRETION, THE BSA MAY AMEND THE TERMS OF USE, WITH OR WITHOUT PRIOR NOTICE. If the Terms of Use change, the BSA will post the revised Terms of Use on this Site. The most current version of the Terms of Use posted on this Site will contain the governing terms of use for the Program and Site. Your continued use of this Site following any changes made to the Terms of Use as posted means that You accept the changes and agree to be legally bound by them. During this Program, the features at this Site may undergo changes, and new features and functionality may be added without prior notice to You.

Eligibility

I accept these Terms & Conditions *

Verification Image:

 [Get new code](#)

Verify: *

Clicking the 'Create User' button below will create a MyScouting account with the selected information. Please check your e-mail for a message with a link to login and set your password.

Previous Create User

3.1.6 Select and answer the security questions.

Registration

A new security feature has been added to help us identify you if you forget your User Name or password. Select your security questions and enter the answers.

Fields with a red asterisk (*) are required.

Security Question 1: --Select a Question-- *
Answer 1: *

Security Question 2: --Select a Question-- *
Answer 2: *

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3.1.7 You are done setting up your account – look for an e-mail.

Registration

Thank you for creating an account on MyScouting. To complete account activation, click the link in the e-mail response you will receive shortly. If you do not receive the e-mail, check your "junk" e-mail folder or any alternate inbox to which your Internet provider directs "spam" e-mail. This is only a precaution in case your e-mail from MyScouting Administrator with your MyScouting Registration Confirmation is misdirected.

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3.1.8 Once you receive that e-mail, click the link within it and set your password – be sure to follow the password restrictions.

Password Create

Fields with a red asterisk(*) are required.

User Name: testingonethree

New Password: *
Confirm New Password: *

Password Restrictions

- 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 uppercase and lowercase characters
- Can contain the following special characters('!,@,#,\$,%,&,*')

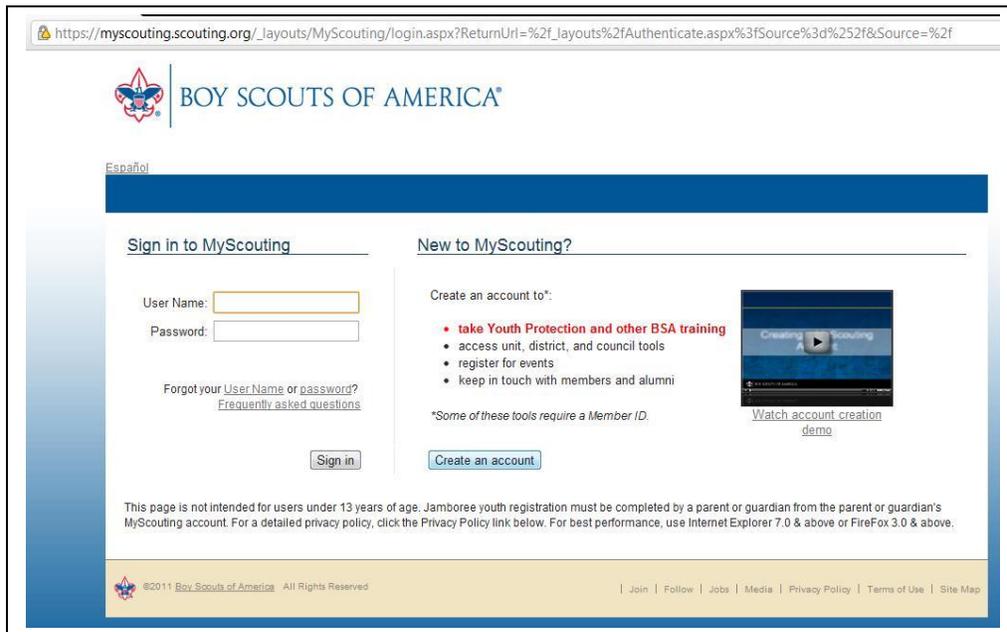
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3.1.9 Once the system accepts your password it will take you to the login page, type your username and password and click “Sign In”.



3.2 Take a course

3.2.1 Sign in by going to <http://www.myscouting.org> and filling in your username and password and clicking “Sign in”.



3.2.2 Click “E-Learning”

The screenshot displays the MyScouting website interface. At the top, there is a blue navigation bar with tabs for "My Profile", "Training", "Unit Tools", and "Events". On the left side, a vertical menu lists various options: "My Profile", "Update My Profile", "Training", "E-Learning", "Training Foundation", "Unit Tools", "National Safety Council", "Defensive Driving Course", "Internet Advancement", "Internet Rechartering", "Events", and "Event Registration". The "E-Learning" option is circled in red. The main content area features a date header "March 24, 2011" and a "System Unavailability" notice. Below this is a "Welcome to MyScouting!" message. A prominent "Youth Protection Training Notice" is displayed, including a "Take Youth Protection Training" button and a list of steps for taking the course. To the right of the notice is a photograph of a group of people. On the far right, there are social media "FOLLOW" buttons and a "DIGITAL MAGAZINE" section with a "Click to launch the full edition in a new window." button.

My Profile | Training | Unit Tools | Events

My Profile
Update My Profile
Training
E-Learning
Training Foundation

Unit Tools
National Safety Council
Defensive Driving Course
Internet Advancement
Internet Rechartering

Events
Event Registration

March 24, 2011

System Unavailability – Beginning at midnight, Friday, March 25 until 8:00 a.m., Saturday, March 26 and from midnight, Saturday, March 26 until 8:00 a.m., Sunday, March 27, we will be upgrading our storage infrastructure to meet your business needs. During this time MyBSA, BSA E-Mail, ScoutNET, and MyScouting will be unavailable. We understand your business is important, thus we have scheduled this during off hours.

Welcome to MyScouting!

Your MyScouting account gives you access to Scouting resources specific to your role in Scouting. These resources are intended to help you perform your Scouting duties most effectively.

Youth Protection Training Notice **Take Youth Protection Training**

You need not be a registered member or have a member ID to take Youth Protection Training. To take YPT:

1. From the menu on the left, click E-Learning.
2. From the General tab, scroll down to Youth Protection Training and click Take Course.
3. When you complete the course, print a certificate of completion to submit with a volunteer application, or submit the certificate to the unit leader for processing at the local council.

When your volunteer application is approved, you will receive a BSA membership card, which includes your member ID number. **You must enter this member ID into your MyScouting profile so that your local council has a record of the training you have taken online.** To do this, log into MyScouting, click My Profile, and enter your member ID number. This links your Youth Protection training, and any other MyScouting training, to your BSA membership.

FOLLOW »

DIGITAL MAGAZINE

Click to launch the full edition in a new window.

1.1.1 IMPORTANT! Click the tab for the program you are in. Say you are in a troop, pick Boy/Varsity Scout. Select the course you want to take by clicking “Take Course”. When you click this button, a new window/tab will open with the courses for your program area. Click the take course button to take the appropriate course.

The screenshot shows the E-LEARNING interface. At the top, there are navigation tabs: My Profile, Training, Unit Tools, and Events. The Training tab is active. On the left, a sidebar menu lists: My Profile (Update My Profile), Training (E-Learning, Training Validation), Unit Tools (National Safety Council, Defensive Driving Course, Internet Advancement, Internet Rechartering, Tour Permits, BeAScout), and Events (Event Registration). The main content area is titled 'E-LEARNING' and contains a red warning message: 'Important: The required courses are different based on program. Click on either Cub Scout, Boy Scout, Venturing, or General depending on what program you are taking training for. After clicking on the program, scroll down to Youth Protection Training and click Take Course.' Below this, there are four tabs: Cub Scout, Boy/Varsity Scout (circled in red), Venturing, and General. The Boy/Varsity Scout tab is selected, displaying a list of courses. The first course is 'Youth Protection Training', which has a yellow dot indicating it is 'Not Started' and a 'Take Course' button (circled in red). Other courses include 'Fast Start Training' (Varsity Leader Fast Start, Fast Start: Boy Scouting), 'Leader Position-Specific Training', 'Orientation Training' (This is Scouting), and 'Basic Training' (Physical Wellness, Safe Swim Defense, Safety Afloat, Climb On Safely, Trek Safely, Weather Hazards, ScoutParents Unit Coordinator Fast Start, Troop Committee Challenge). Each course has a 'Take Course' button. At the bottom, a 'Course Status' legend shows: yellow dot - Not Started, blue dot - In Progress, green dot - Completed.

1.1.2 Complete the Course – if the course provides you a mechanism to print the training certificate, PRINT IT from there (print two copies) – if not, return to E-Learning home and refresh the screen (if it’s been a while, you may have to Sign in again) and review your training records.

NOTE: If your BSA member ID is not linked to your account, PRINT THE TRAINING CERTIFICATE ! [if the course does not provide a mechanism for you to print your certificate, go to the E-Learning page (Cub Scout Tab) and click “View Certificate” next to the course you just took. Print two copies of that page; give

one copy to the unit Trainer and keep a copy for your records (in case of questions in the future).

My Profile | **Training** | **Unit Tools** | **Events**

My Profile
Update My Profile

Training
E-Learning
Training Validation

Unit Tools
National Safety Council
Defensive Driving Course
Internet Advancement
Internet Rechartering
Tour Permits
BeAScout

Events
Event Registration

E-LEARNING

Cub Scout | **Boy/Varsity Scout** | **Venturing** | **General**

Youth Protection Training

- Youth Protection Training [Retake Course](#) | [Review Course](#)
[View Certificate](#)

Fast Start Training

- Unit Commissioner Fast Start [Retake Course](#) | [Review Course](#)
[View Certificate](#)

Leader Position-Specific Training

Orientation Training

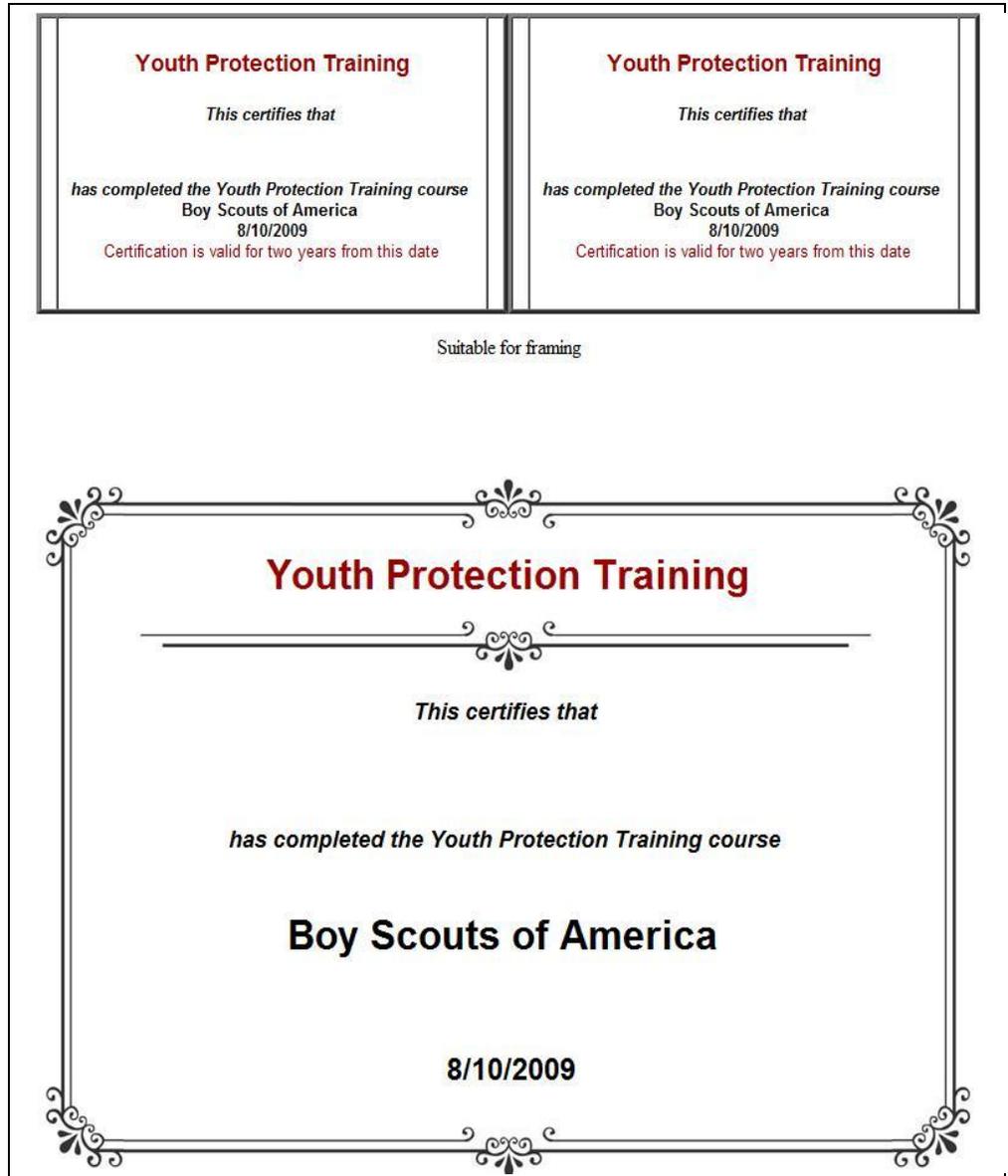
- This is Scouting [Retake Course](#) | [Review Course](#)
[View Certificate](#)

Basic Training

Supplemental Training

- Physical Wellness [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Safe Swim Defense [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Safety Afloat [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Climb On Safely [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Trek Safely [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Weather Hazards [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [Review Course](#)
[View Certificate](#)
- Staffing the District Committee [Retake Course](#) | [Review Course](#)
[View Certificate](#)

1.1.3 Print your training certificate (if you didn't do so at the end of the course) – on the E-Learning page, click “View Certificate” next to the course you just completed.



1.2 Modifying your account – to link your BSA ID when you get it

Once you receive your BSA member ID number, you should link your myscouting.org username to it – this will allow the Pack Trainer and the district/council to track the unit's training status. Your membership ID is on your membership card:



1.2.1 Sign in (see paragraph 3.2.1 above)

1.2.2 Click update my profile

My Profile | Training | Unit Tools | Events

My Profile
[Update My Profile](#)
 Training
 E-Learning
 Training Validation
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1.2.3 Enter Membership Info - Select council “Del Mar Va – Wilmington DE - #081” from the Council name drop down box, type in your BSA Member ID and Click “Add”

The screenshot shows a web interface with a navigation bar at the top containing 'My Profile', 'Training', 'Unit Tools', and 'Events'. Below the navigation bar is a sidebar menu with categories: 'My Profile' (containing 'Update My Profile'), 'Training' (containing 'E-Learning' and 'Training Validation'), 'Unit Tools' (containing 'National Safety Council', 'Defensive Driving Course', 'Internet Advancement', and 'Internet Rechartering'), and 'Events' (containing 'Event Registration').

The main content area is titled 'My Profile' and contains several form fields:

- Country: America (United States Of) *
- User Name: testingonnetwothree
- Full Name: [Text Input] * Middle [Text Input] *
- Public E-mail: [Text Input] *
- Address: [Text Input] *
- Address 2: [Text Input]
- City/State: [Text Input] * Maryland *
- Postal Code: [Text Input] *
- Phone: [Text Input]
- E-mail Opt-In: What's This?
- Alumni?: What's This?

Below these fields is a 'Save Profile' button.

The 'Membership Info' section is highlighted with a red oval and contains:

- Council Name: Del Mar Va - Wilmington, DE - #081 *
- Member ID: [Text Input] Add