

# Leader Training Information – On-Line Information

## Account Setup, On-Line Courses or Records Check

Review Leader Training Matrix/Requirements to identify courses for your position.

**On-line Courses** – (Can be taken at your convenience at [www.myscouting.org](http://www.myscouting.org))

Most basic training is available on line (Youth Protection, Fast Start, This is Scouting and Leader Specific). Note: On-line courses and the appropriate Outdoor Skills Courses are also offered through the Council/Districts as Instructor led courses.

**On-Line Account Setup Instructions** – With or without a BSA ID Number

- 1) Goto <http://www.myscouting.org>
- 2) Click on “Create an account”
- 3) Enter a unique username that you can remember, you may have to try several names to find one that is available (write it down somewhere), then click on the **next** button.

### Without a BSA ID number

- 4) If you do not have a BSA ID number, select the **Not a Member** button and click on **next**.
- 5) Complete the required information on the form and select the create user button.
- 6) On the next page select and answer the security questions and click **ok**.
- 7) You are done. Look for an email with a link to login and create your password.
- 8) Once your password is accepted you will be directed to the login page to enter your username and password for online courses, etc..
- 9) Once you receive your BSA ID number, click on the profile update link after logging in to enter the ID number under membership information save the info to link it to your account.

### With a BSA ID number

- 4) If you have a BSA ID number, select the **I am a Member button** and click **next**.
- 5) On the form, select your Council (Catalina #011) and enter your BSA Member #, then click **next**.
- 6) Complete the required information on the form and select the create user button.
- 7) On the next page select and answer the security questions and click **ok**.
- 8) You are done. Look for an email with a link to login and create your password.
- 9) Once your password is accepted you will be directed to the login page to enter your username and password for online courses, etc.

### On-Line Course Instructions

- 1) Goto <http://www.myscouting.org>
- 2) Enter your username and password, then click on the **sign in** to go to your account.
- 3) Click on the E-Learning button on the left side.
- 4) Select the tag for the appropriate scout program.
- 5) Select the course that you want to take.
- 6) Complete the course and save the information, print out the certificate for your records (especially if your BSA ID # has not been linked to your account).
- 7) Refresh the screen or exit and log back in to check your records. If you do not have a BSA number, submit a copy of the certificate to the Scout office (Audrone) for recording.

### Check your records online

- 1) Goto <http://www.myscouting.org>
- 2) Enter your username and password, then click on the **sign in** to go to your account.
- 3) Click on the Training validation button on the left side, you will be taken to a new page.
- 4) On the new page, select all training or youth protection and enter username or BSA ID #.
- 5) Click on search and review the training records and dates.
- 6) Remember to sign out of your account (click on the welcome *username* on the upper right corner and select **Sign Out**).