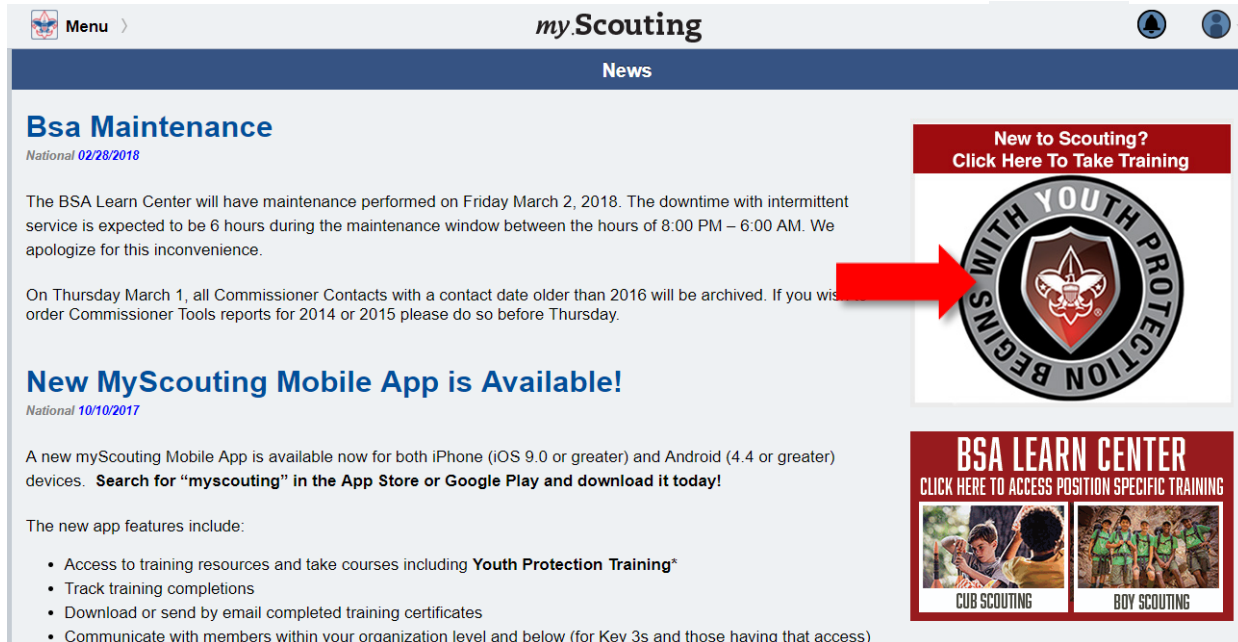


HOW TO GUIDE FOR TAKING YOUTH PROTECTION TRAINING

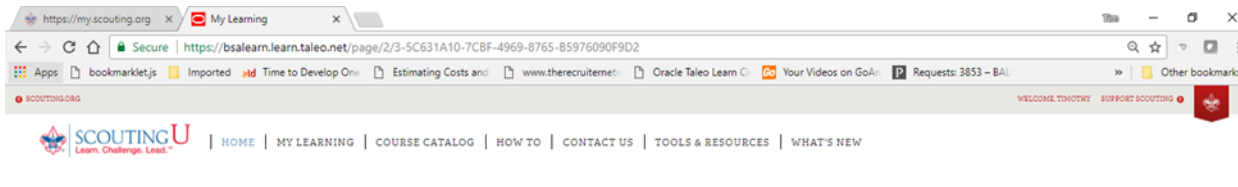
(Recommended Browsers are Google Chrome for the PC or Safari for the MAC).

1. Go to 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.

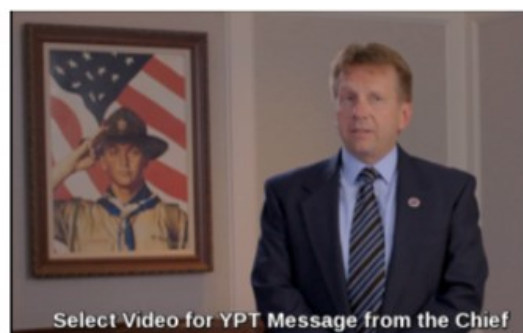


The screenshot shows the my.Scouting website interface. The top navigation bar includes a "Menu" button and the "my.Scouting" logo. Below the navigation bar is a "News" section. The main content area features several articles: "Bsa Maintenance" (dated 02/28/2018), "New MyScouting Mobile App is Available!" (dated 10/10/2017), and a "BSA LEARN CENTER" section. A red arrow points to the "YOUTH PROTECTION BEGINS WITH YOUTH PROTECTION" logo, which is part of the "New to Scouting? Click Here To Take Training" banner. The "BSA LEARN CENTER" section includes a "CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING" link and images for "CUB SCOUTING" and "BOY SCOUTING".

4. From the Youth Protection page of the BSA Learn Center view the welcome video from Chief Scout Executive Michael Surbaugh.



The screenshot shows the BSA Learn Center website interface. The top navigation bar includes the "SCOUTING U" logo and links for "HOME", "MY LEARNING", "COURSE CATALOG", "HOW TO", "CONTACT US", "TOOLS & RESOURCES", and "WHAT'S NEW". The main content area features a video player with the title "Select Video for YPT Message from the Chief". The video player shows a man in a suit, identified as Chief Scout Executive Michael Surbaugh, speaking. The video player interface includes a "Select Video for YPT Message from the Chief" button and a "WELCOME, TIMOTHY" message.



6. 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

7. 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

8. 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

LAUNCH COURSE

2 Sexual Abuse

DUE DATE N/A

STATUS Not Attempted

OPTIONAL No

TYPE Course

LAUNCH COURSE

3 Bullying

DUE DATE N/A

STATUS Not Attempted

OPTIONAL No

TYPE Course

LAUNCH COURSE

4 YPT Certification Test

DUE DATE N/A

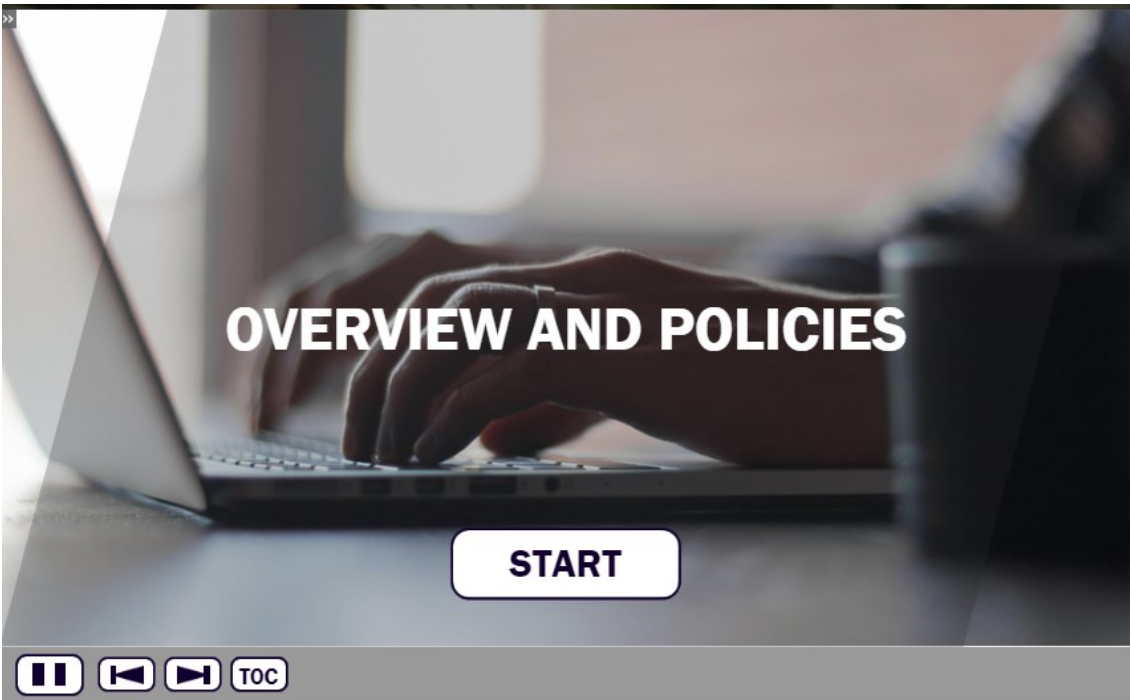
STATUS Not Attempted

OPTIONAL No

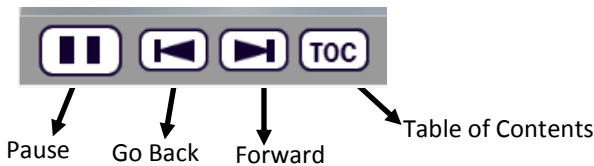
TYPE Course

LAUNCH COURSE


9. Select the Start button to begin the module.

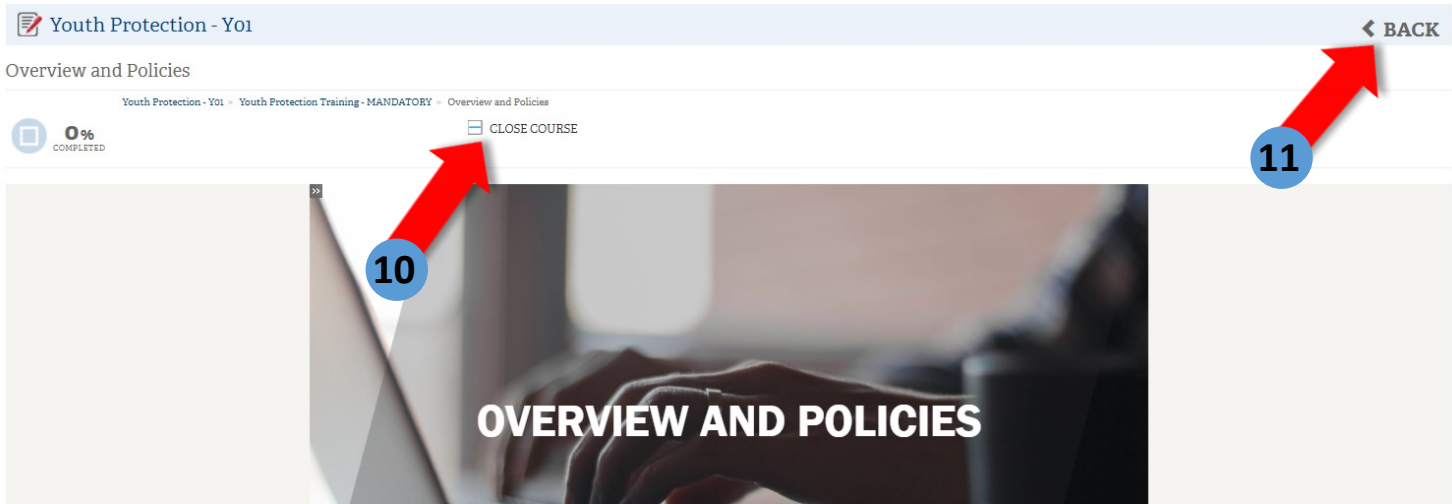



Navigation tools include:



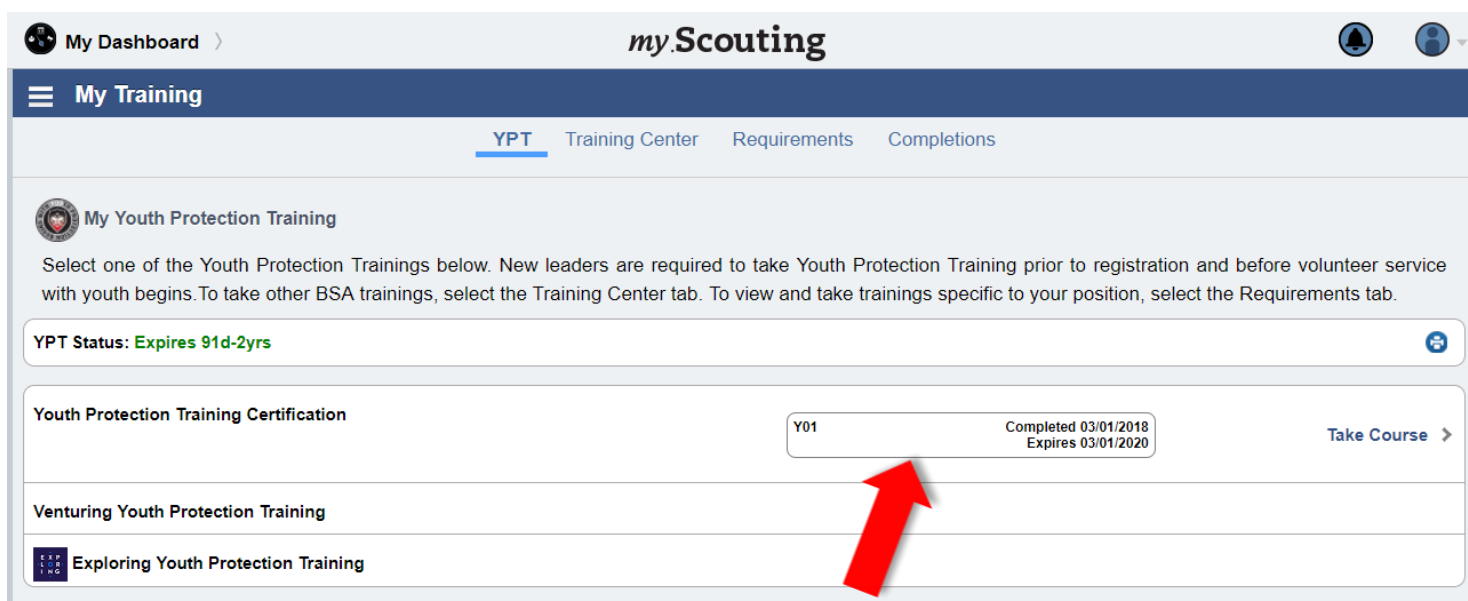
In order to meet timing for state regulations, you will not be able to fast forward (button will be grayed out) until the audio finishes playing for each slide. Once the audio is completed, the forward button will be appear. Click the forward button to proceed.

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



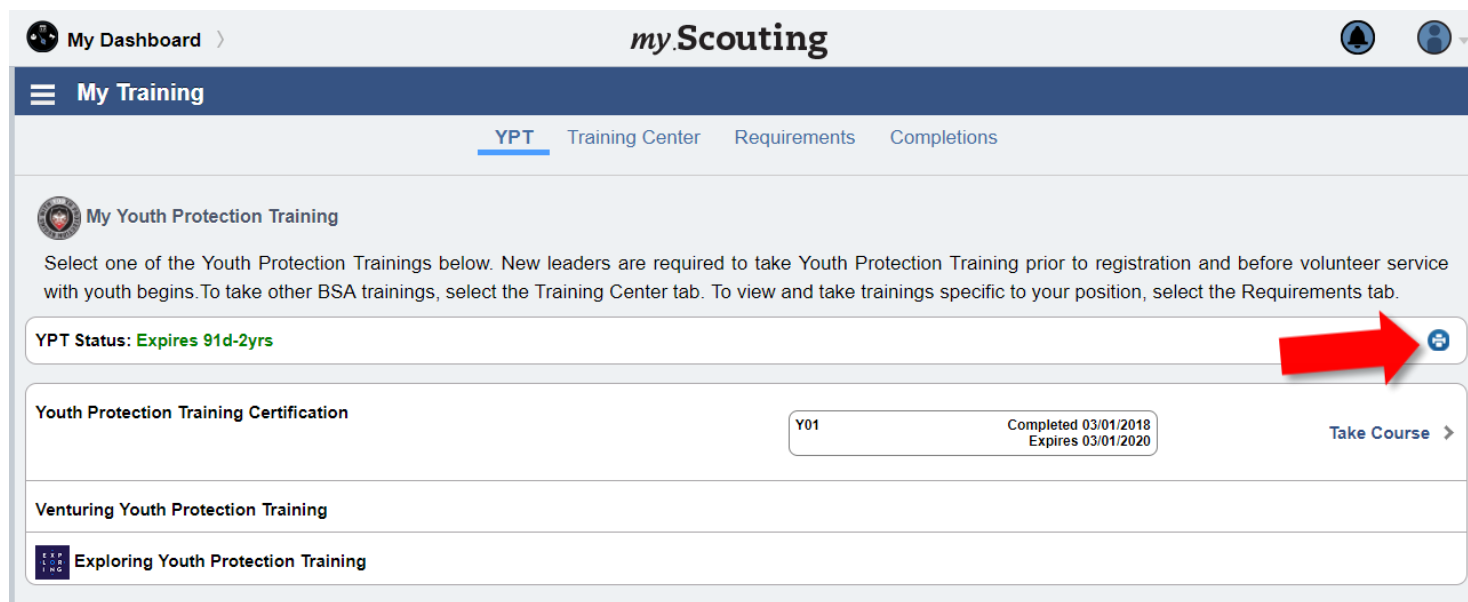
11. Select the  **BACK** button to go back to other course selections.

12. 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, return to my. Scouting.org and select “Menu” and “My Dashboard.” Under the “Youth Protection Training Certification” area you should see a YO1 completion indicator.



The screenshot shows the 'my.Scouting' interface. At the top, there's a 'My Dashboard' link and a user profile icon. Below this is a 'My Training' header with a hamburger menu icon. Underneath the header are four tabs: 'YPT' (selected), 'Training Center', 'Requirements', and 'Completions'. The main content area is titled 'My Youth Protection Training' and includes a brief instruction: 'Select one of the Youth Protection Trainings below. New leaders are required to take Youth Protection Training prior to registration and before volunteer service with youth begins. To take other BSA trainings, select the Training Center tab. To view and take trainings specific to your position, select the Requirements tab.' Below this is a 'YPT Status: Expires 91d-2yrs' indicator. The main section lists three training options: 'Youth Protection Training Certification', 'Venturing Youth Protection Training', and 'Exploring Youth Protection Training'. The 'Youth Protection Training Certification' row shows a 'YO1' completion indicator, the dates 'Completed 03/01/2018' and 'Expires 03/01/2020', and a 'Take Course >' link. A large red arrow points to the 'YO1' indicator.

13. You may now print out a Youth Protection Training Certificate by selecting the printer icon.



This screenshot is identical to the one above, showing the 'my.Scouting' 'My Training' page. The 'YO1' completion indicator for 'Youth Protection Training Certification' is visible. A large red arrow points to a printer icon located at the end of the 'YPT Status: Expires 91d-2yrs' bar.