

Procedure for Online Training or to Verify Scout ID Number

Many adult leader training courses are now available online. Here are step-by-step instructions to access the online training, including Youth Protection and to verify or change your Scout ID number:

Go to <https://my.scouting.org>.

Sign into your my.Scouting account or for new users create a new account. Please note, if you forgot your username or password please click on Forgot Username or Forgot Password and they will send the information to the e-mail address on your account. DO NOT CREATE A NEW ACCOUNT. Your Scout ID number can only be attached to one account (profile).

For the training to get credited to your unit, your Scout ID number must be on your account profile. Your ID can only be on one profile so if you create a second account, the system will not accept your Scout ID number and any training you do will not show up on your unit record.

Your membership card shows your current Scout ID number. If you don't have the card, check with your unit committee chair for your current Scout ID number and be sure that is the number on your my.Scouting profile. Instructions to check and edit your Scout ID on your profile are listed below.

Once you have entered your username and password at <https://my.scouting.org>, the main page will load.

Click on Menu in the upper left corner of the page.

From the dropdown menu click on My Dashboard.

The first screen will show your current Youth Protection Training status and allow you to take the course if necessary.

Click on Training Center in the middle of the screen.

You can then click on Cub Scout, Boy Scout, Venturing/Varsity or Other for the type of training you wish to take.

The relevant modules will appear and you can click on any module to take it. Most modules are designed to be completed in 6 to 12 minutes.

At the conclusion of the all modules for a course, you will be able to print a certificate. Be sure you print and save your certificate. Your training should automatically update on my.Scouting and be recorded on your unit record. As with many online systems things can go wrong, so it's important to have the certificate in case your training does not properly credit in the system.

To Verify or Change Your Scout ID Number

Following the instructions above to logon to <https://my.scouting.org>.

Click on Menu.

Click on Legacy Web Tools.

Click on Manage Member ID Number.

Verify that all the information on your profile is correct.

If the Scout ID number listed at the bottom of your profile is different from the Scout ID number from your unit, you must add the ID number from your unit and mark that as your primary Scout ID number. Be sure to select Pathway to Adventure, #456, from the council drop down box.

Once any changes have been made, be sure to save the information.

This will allow the online training that you do through my.Scouting to be properly recorded with your unit.

If you have any older training records attached to some of these non- primary Scout ID numbers, contact your district executive and they can arrange to merge the training records so all of your training shows up under your primary Scout ID (the number on your unit charter).