

## How to take Youth Protection Training online:

You will need to set up a MyScouting account, if you do not have one.

If you already have one, please skip to "Take Youth Protection Training" below.

## To set up a MyScouting account:

Go to [www.myscouting.org](http://www.myscouting.org)

Click on **Create an account**.

**Type in a user name.** You can type in anything you want, but you have to remember it. (Write it down) Try using firstname.lastname or firstname\_lastname. It will check to see if the user name is available and let you know immediately. If your choice is not available it will suggest an alternative like firstname.lastname1 that you may accept or try a different one. **Click next.**

It will then ask you for your membership status. **If you are currently registered, please see your membership card for your membership number. You may call your District Executive or registration at 214-902-6700, if you cannot find your membership number.** Then, Click **I know my member number** and press next. Select Circle Ten Council in the drop down menu. **Type your member number** in the box below. Then click next.

If you are not currently registered, click **I am new and don't know my member number** and click next.

Fill out the contact information on the page that follows. Be sure to **check the box "I accept these terms and conditions"**

**Type the Verification Image** in the box below it and click **Create User**.

The system will automatically send you an e-mail verifying that the account has been set up. Click the **link in the e-mail**. It will take you back to the site to **create your password**. (Write it down) Once you have created your password, you can go back to the site and log in.

## To take Youth Protection Training:

Go to [www.myscouting.org](http://www.myscouting.org) **Log in** to your MyScouting account.

On the left of the home page MyScouting is a **light blue box with My Profile, Training**, and several other choices. Click on **E-Learning under Training**.

At the bottom of the E-Learning Page is a tabbed dash board. The top item listed is **Youth Protection Training**. Click on the **Take Course** to the right. The training will take about 20 minutes.

## To submit a copy of your Youth Protection Training Card:

**All Unit Leaders--** please give your Unit Leader (Cubmaster, Scoutmaster, Team Coach, or Crew Advisor) a copy of your card immediately upon completion. **Merit Badge Counselors, District Committee Members, & Commissioner Staff**—please give a copy of your card to your District Executive immediately upon completion (before December 10<sup>th</sup>, 2010). All adult applications submitted to registration are required to have a copy of the Youth Protection card attached to the application. The adult application will not be processed without the Youth Protection Card.