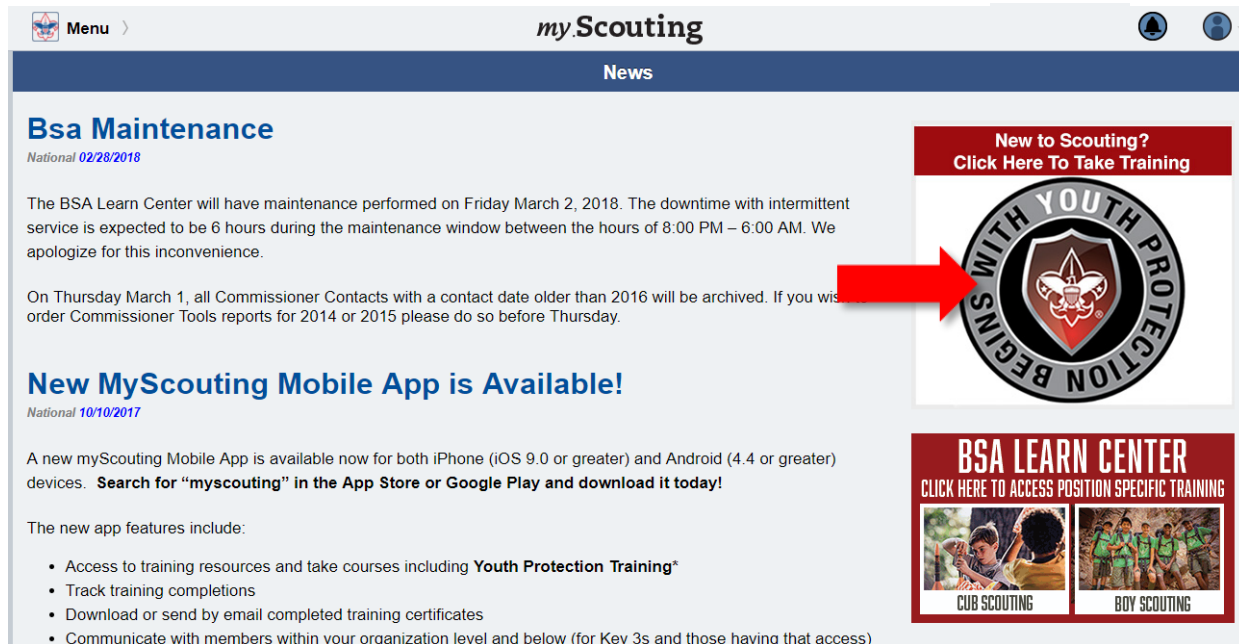


## HOW TO GUIDE FOR TAKING YOUTH PROTECTION TRAINING

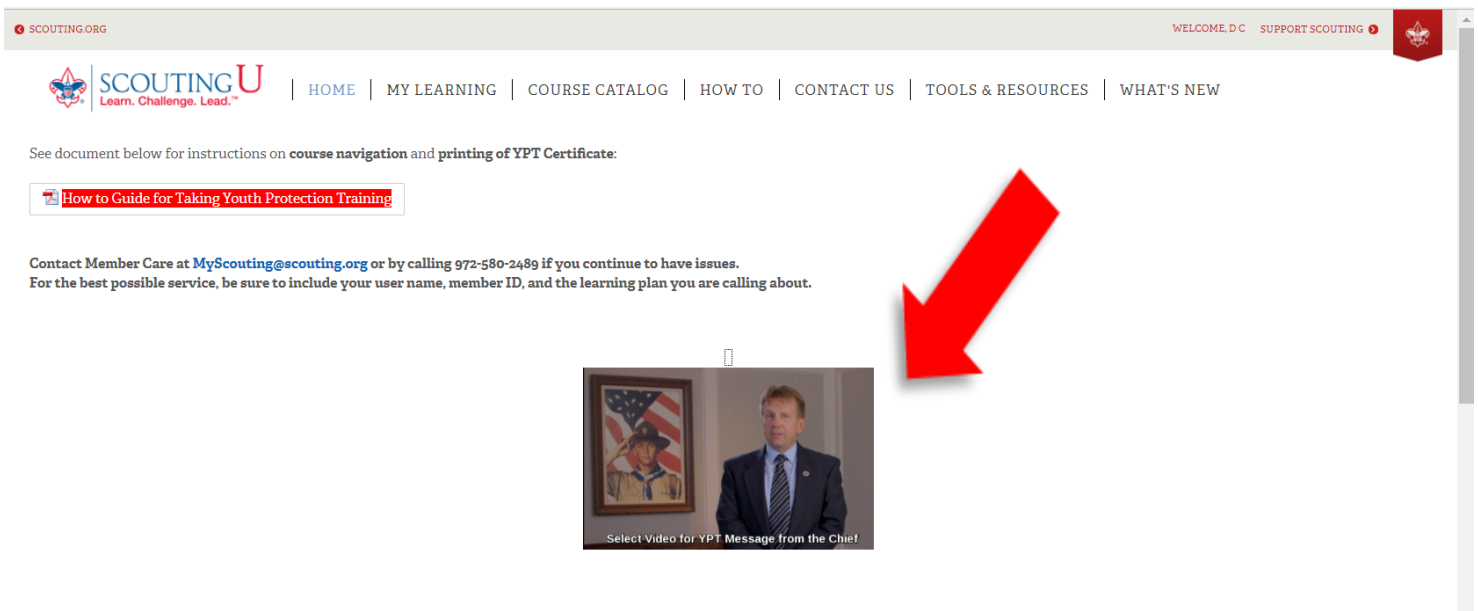
(Recommended Browsers are Google Chrome for the PC or Safari for the MAC).

1. Go to <http://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. On the left, there is a news article titled "Bsa Maintenance" dated 02/28/2018, followed by another article titled "New MyScouting Mobile App is Available!" dated 10/10/2017. On the right side, there is a prominent banner for Youth Protection training. The banner features a circular logo with the text "WITH YOUTH PROTECTION BEGINS" and a central emblem. Above the logo, it says "New to Scouting? Click Here To Take Training". Below the logo, there is a section titled "BSA LEARN CENTER" with the text "CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING" and two sub-images labeled "CUB SCOUTING" and "BOY SCOUTING". A red arrow points from the text in step 3 to the Youth Protection logo in the banner.

4. On the Youth Protection page of the BSA Learn Center first view the welcome video from Chief Scout Executive Michael Surbaugh by clicking on the video. It will open and play in another window.



The screenshot shows the BSA Learn Center website. At the top, there is a navigation bar with the SCOUTING.ORG logo and links for WELCOME, D.C., and SUPPORT SCOUTING. Below the navigation bar, there is a main navigation menu with links for HOME, MY LEARNING, COURSE CATALOG, HOW TO, CONTACT US, TOOLS & RESOURCES, and WHAT'S NEW. The main content area contains a document titled "How to Guide for Taking Youth Protection Training". Below the document, there is a contact information section: "Contact Member Care at [MyScouting@scouting.org](mailto:MyScouting@scouting.org) or by calling 972-580-2489 if you continue to have issues. For the best possible service, be sure to include your user name, member ID, and the learning plan you are calling about." At the bottom, there is a video player with a thumbnail image of Chief Scout Executive Michael Surbaugh. A red arrow points from the text in step 4 to the video player.

5. 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**

6. 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**

7. 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 **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
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2 Sexual Abuse **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
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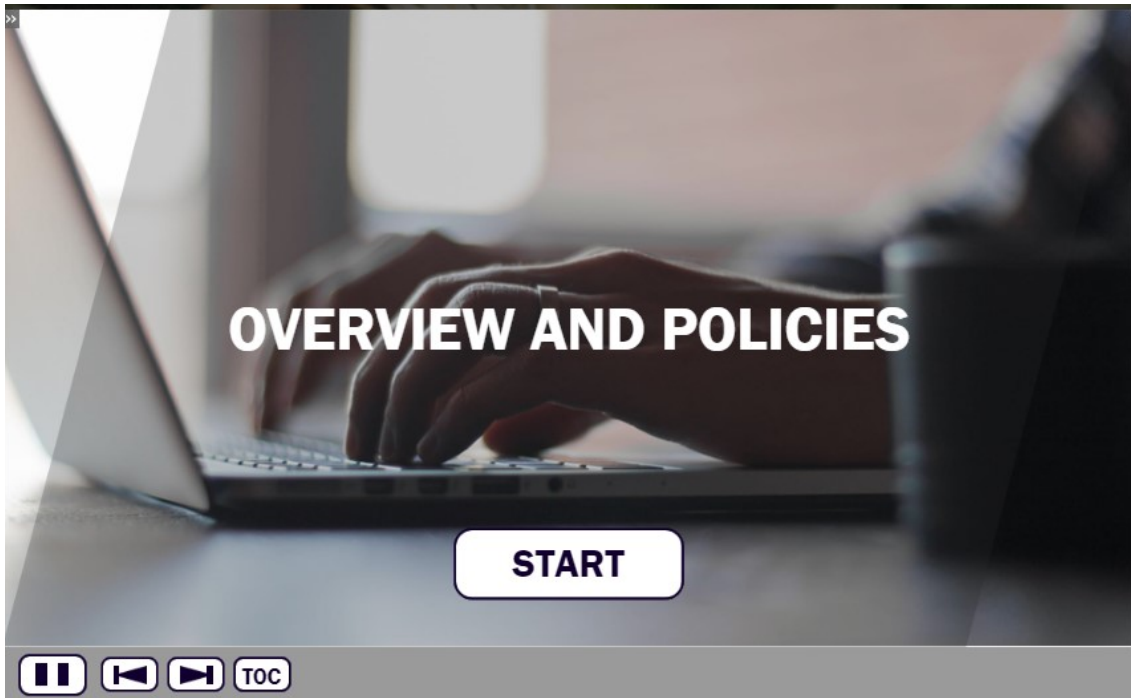
3 Bullying **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
--------------	----------------------	-------------	-------------

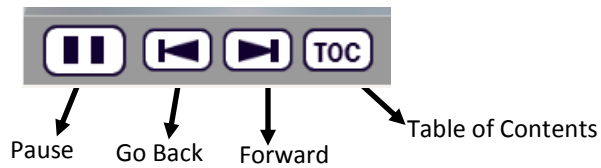
4 YPT Certification Test **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
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8. Select the Start button to begin the module.

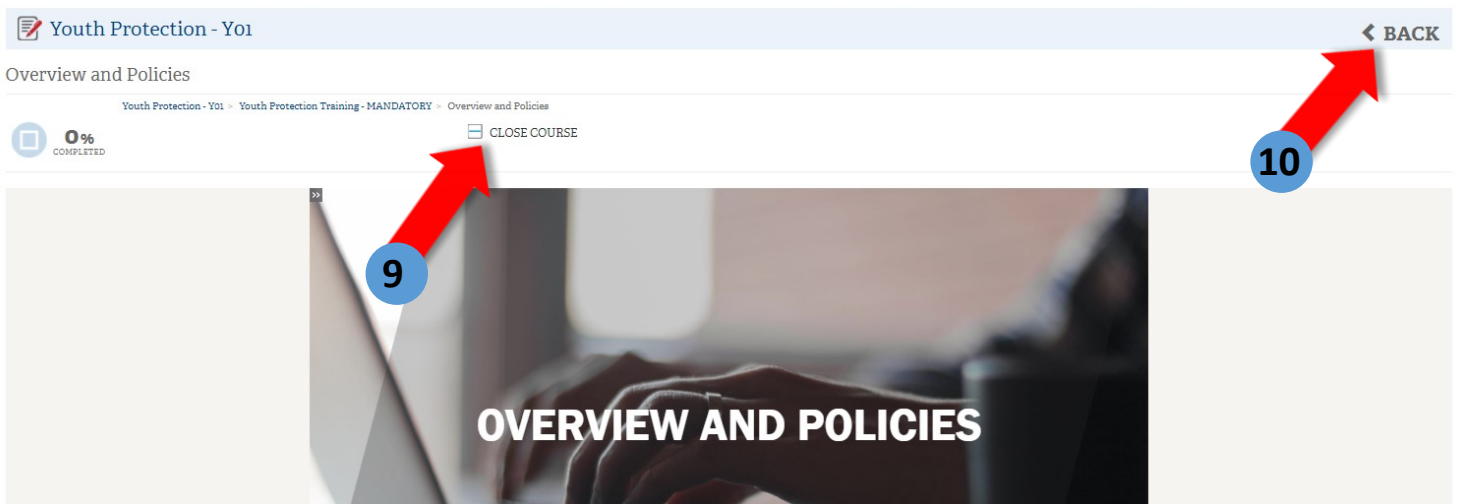


Navigation tools include:



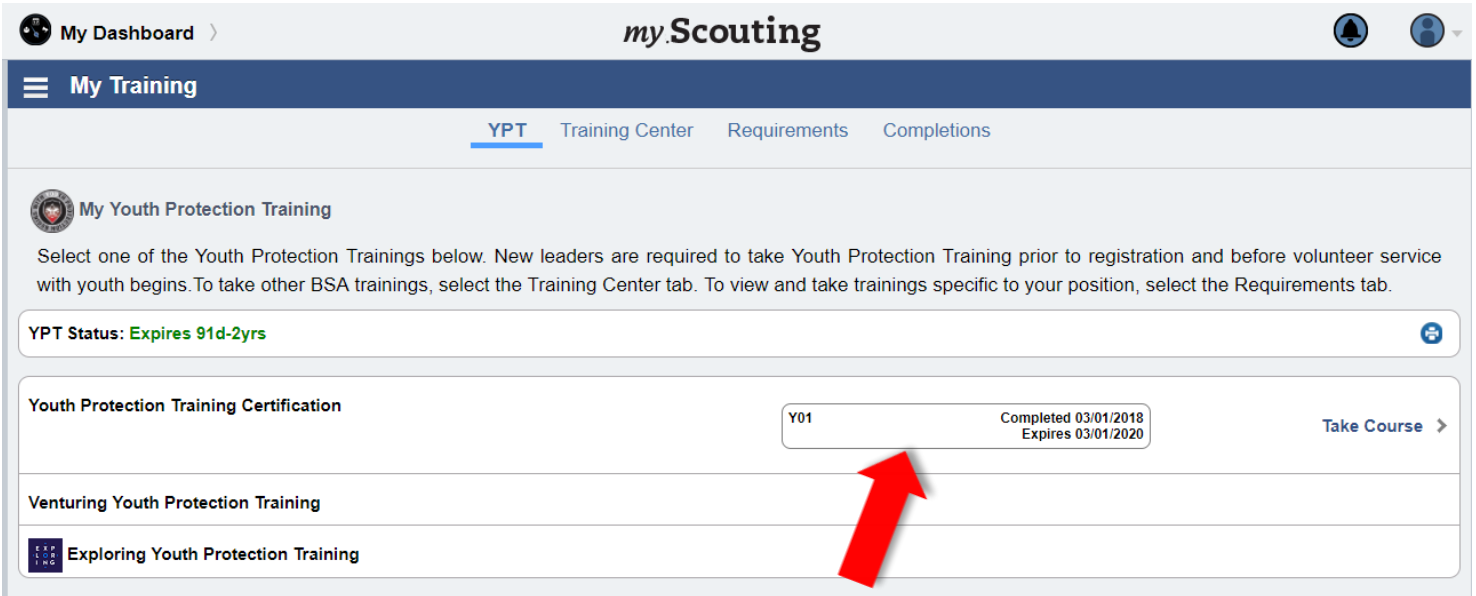
In order to meet timing for state regulations, you will not be able to fast forward (button will be grayed out) until the audio finishes playing for each slide. Once the audio is completed, the forward button will be appear. Click the forward button to proceed.

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



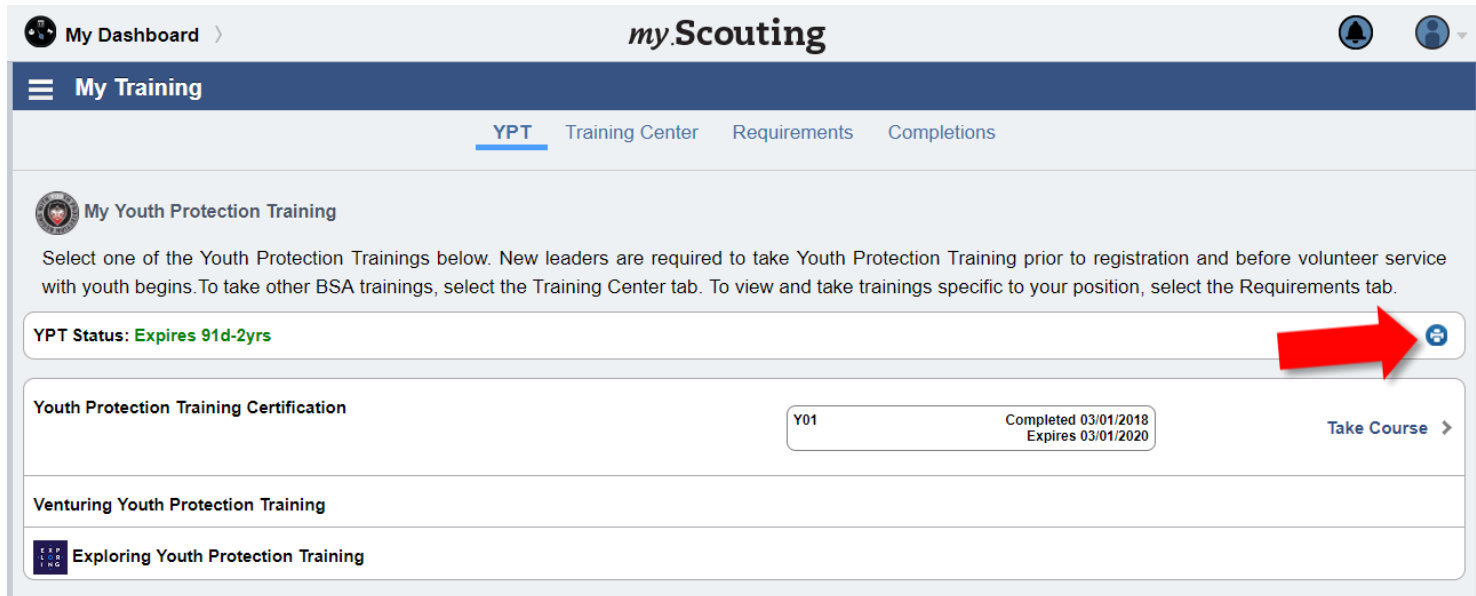
10. Select the  button to go back to other course selections.

11. 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 you will see a YO1 completion indicator in my.Scouting.org indicator.



The screenshot shows the 'My Training' section of the my.Scouting.org dashboard. The 'YPT' tab is selected. Under 'My Youth Protection Training', there is a status bar indicating 'Expires 91d-2yrs'. Below this, a table lists training modules. The first row, 'Youth Protection Training Certification', shows a 'YO1' completion indicator, completion dates of 'Completed 03/01/2018' and 'Expires 03/01/2020', and a 'Take Course >' link. A red arrow points to the 'YO1' indicator. Other modules listed are 'Venturing Youth Protection Training' and 'Exploring Youth Protection Training'.

12. 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 Youth Protection Training' section. A red arrow points to a printer icon located at the end of the 'Expires 91d-2yrs' status bar.