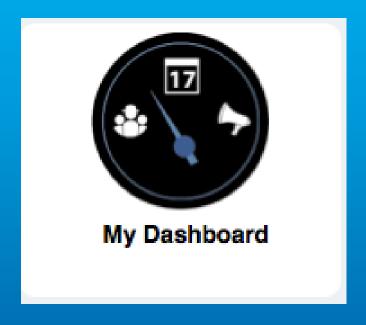


My Training

my.Scouting Tools

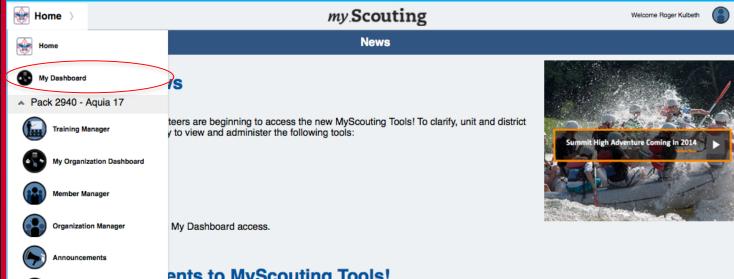




my. Scouting Tools is best experienced using Firefox 14 or greater, Google Chrome 21 or greater, Apple Safari 6 or greater, and Internet Explorer 9.0 or greater.



My Training



ents to MyScouting Tools!

Troop 2940 - Aquia 17

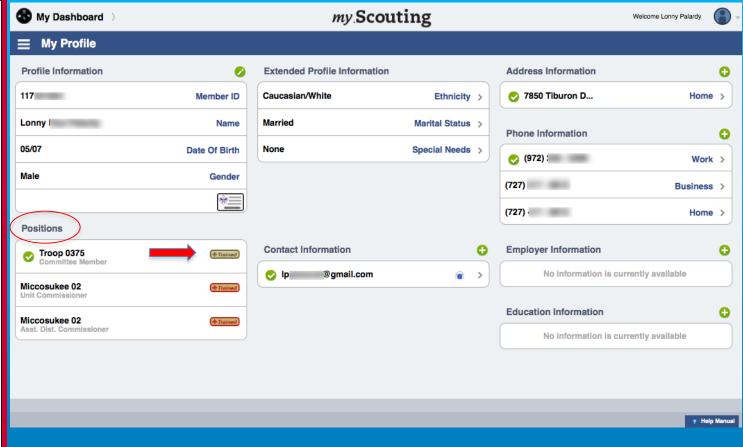
district rosters show a "Trained" icon next to positions to indicate member is

- Legacy MyScouting Web Tools
 - maining manager (for Key 3)
 - Youth Protection Training Report has been moved from the Search Training screen and placed on the YPT dashboard for quicker view.
 - o A new "Trained Leaders Report" is available and an icon placed on the Trained Leaders dashboard for printing. This report lists those who are not position-trained, along with additional training needed to be position-trained in the position(s) they currently hold. The report also lists those who are position-trained.

My Dashboard provides the ability to view and update your personal profile information and view completed training(s). Upon login, select Home at the top, then My Dashboard from the drop-down list.







The system defaults to the My Profile page displaying profile details in separate editable sections. The Positions section displays current active positions registered in Scouting. A "Trained" icon appears next to position(s) to indicate position-trained. A green checkmark to the left of the title indicates the primary paid registered position.





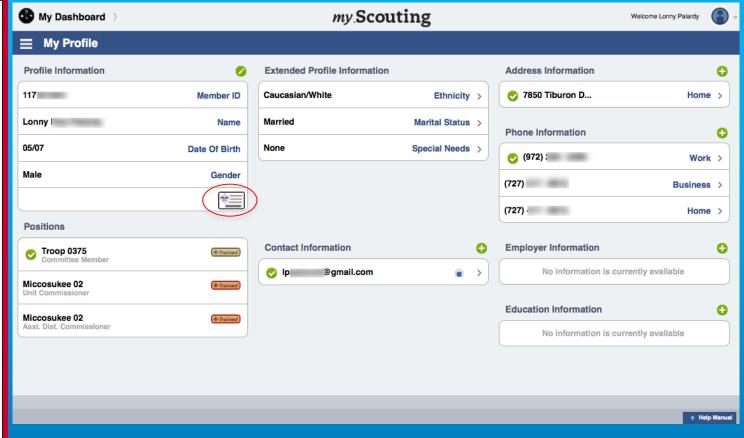


To edit Profile Information, select the green edit icon to the right. A window appears making certain fields editable. Here, you may select a Title, enter a Nickname, a Second Last Name, or select a Title Suffix. Click on Save to save the changes or Cancel.

NOTE: Your name, gender and date of birth cannot be edited due to criminal background check regulations. Any spelling mistakes and other errors must be fixed by your council.



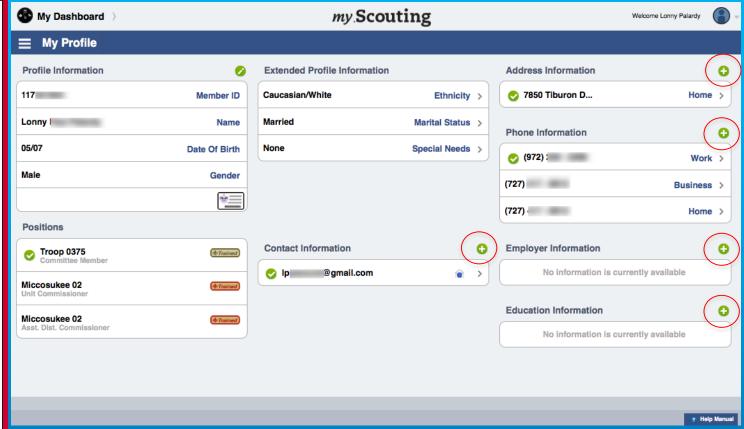




You are also able to print your membership card from your profile screen. To do so, select the membership card icon in the lower bottom of the Profile Information section. A PDF document of your membership card will then download to your computer that you may save or print. If you have more than one position, you will be given the option to select which one to print.





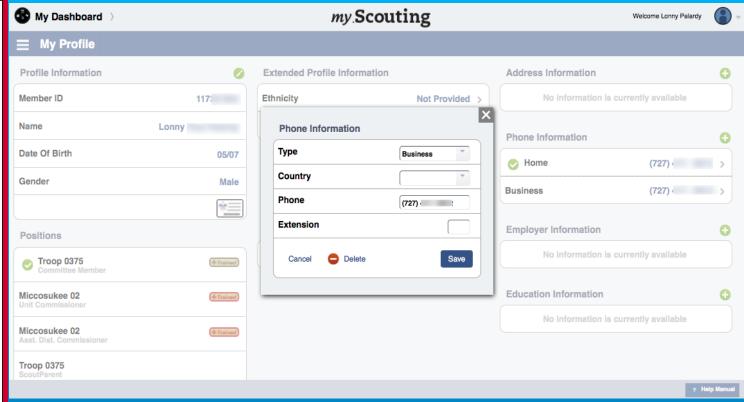


To add additional profile information, select the + symbol in that section. A window appears that allows you to enter and set to primary additional address, phone, and contact information, as well as adding employer and education information.

NOTE: At least one email is required, and at least one address and phone number must be primary. If you are a parent and have a youth registered in the unit, please notify your Key 3 to update youth's address information.





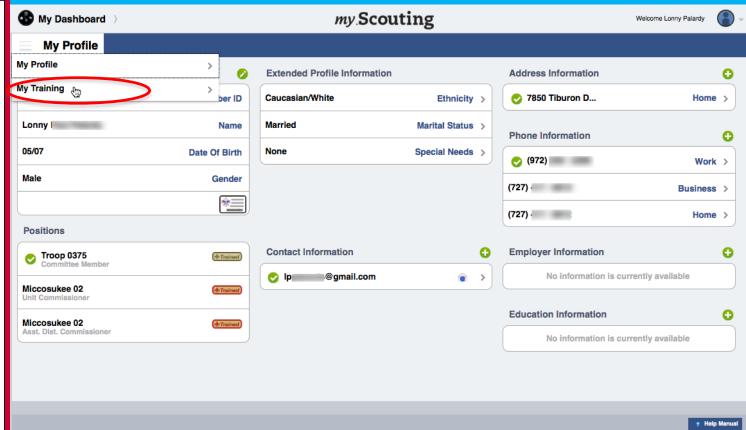


To change/update current information displayed in your profile, click in the field with the forward arrow at the end. In this example, the business phone information was selected. A window appears where you may then update the information, and set as primary. Once changes have been made, select Save.

NOTE: You will initially be required to select the Country when viewing/updating phone information before saving.





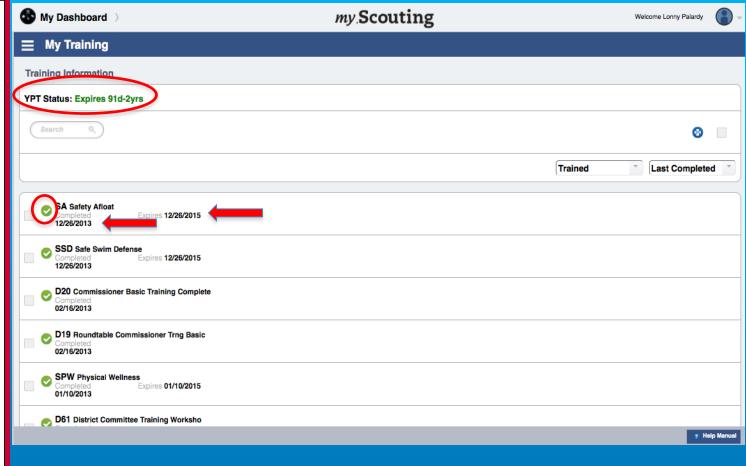


To view your training information go to the left top corner, click on My Profile, then select My Training in the drop-down list.





My Training

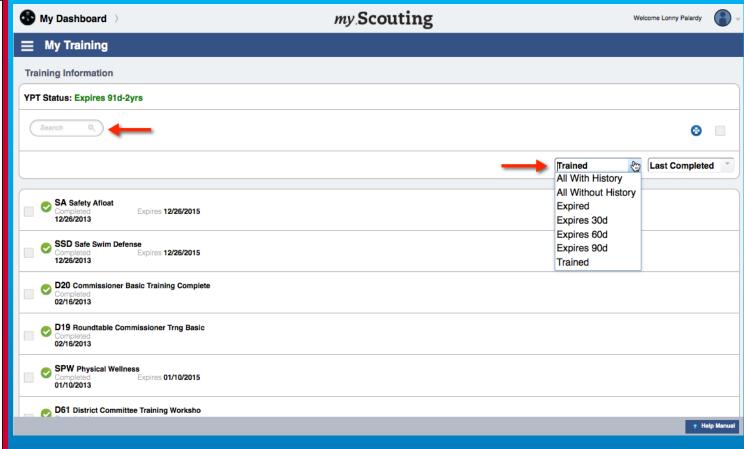


The system automatically displays list of current completed training courses along with the 'completed' date and the 'valid to' date (where applicable) below each course name. Your YPT Status is displayed at the top. A green circle with a check mark next to the course name indicates the course is current.





My Training

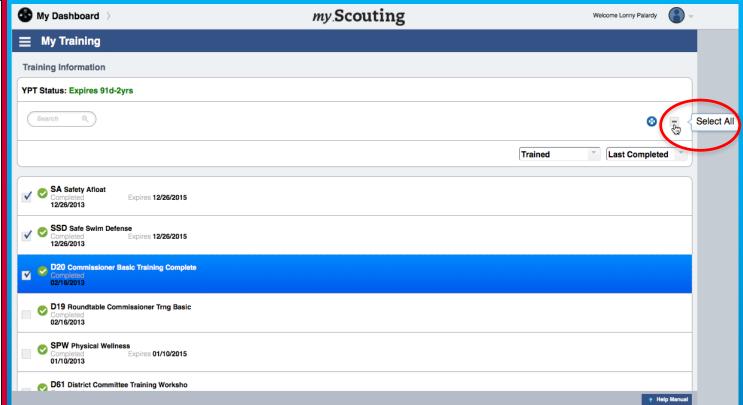


You also have the ability to perform a search, change the trained status parameters, or sort by Last Completed, Course Code or Course Description.

NOTE: To view all courses taken (current and expired), select All With History from the drop-down list.







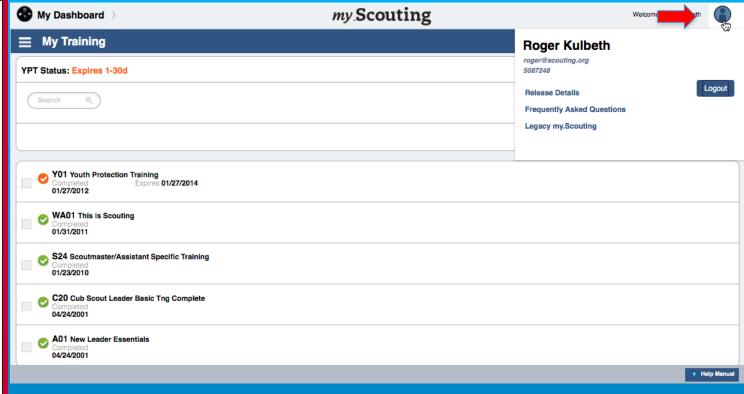
To print training certificates of completed courses, you may select each course individually by clicking in the box next to the green circled check mark. Or, click in the gray box in the function bar near the top right to select all courses. Once selected, click the blue print icon next to it. A PDF training certificate document will then download to your computer that you can save or print.







My Training



To log out of my. Scouting, click on the icon located at the top right corner and select Logout. There are also links to the Release Details, FAQs and to the Legacy myScouting website.





For questions or concerns regarding the My Dashboard Tool, please contact the BSA National Support Center at: myscouting@scouting.org.

