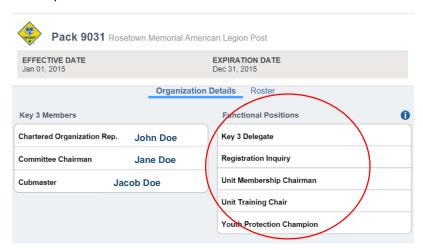**How To Give Other Unit Leaders Access to MyScouting**

The new my.scouting.org website is a comprehensive tool for unit leaders, and allows access to training records and maintenance, membership records, and much more. The unit "Key 3" automatically has access to all functions for their unit – that is the unit leader (Scoutmaster/Cubmaster/Adviser), Committee Chair, and Chartered Organization Representative. This is how to grant access to additional leaders in your unit.

1) Log into my.scouting.org.
2) Under the drop down menu in the upper left hand corner, click on "Organization Security Manager".
3) You will see two columns – Key 3 positions and Functional positions. The Key 3 cannot be edited, but is based on who is registered. You can assign additional access to any registered leaders under Functional positions.

4) Click on the correct functional position (Key 3 Delegate, Registration Inquiry, Unit Membership Chairman, Unit Training Chair, or Youth Protection Champion).
5) Hit the green plus sign and select from a menu of your registered leaders. Choose an effective date and an expiration date for that position and then hit save.

6) Only one person may be assigned to each position. To remove someone, simply click on them and mark their expiration date as today, then hit save.