

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.

Pack 9031 Rosetown Memorial American Legion Post

EFFECTIVE DATE: Jan 01, 2015 | EXPIRATION DATE: Dec 31, 2015

Organization Details | Roster

Key 3 Members	Functional Positions
Chartered Organization Rep. John Doe	Key 3 Delegate
Committee Chairman Jane Doe	Registration Inquiry
Cubmaster Jacob Doe	Unit Membership Chairman
	Unit Training Chair
	Youth Protection Champion

- 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.

Key 3 Delegate

Position Information

No Persons in Position

- 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.

Persons in Position

Person: **John Johnson**

Effective Date: 9/22/2015

Expiration Date: 9/23/2015

Cancel | Save