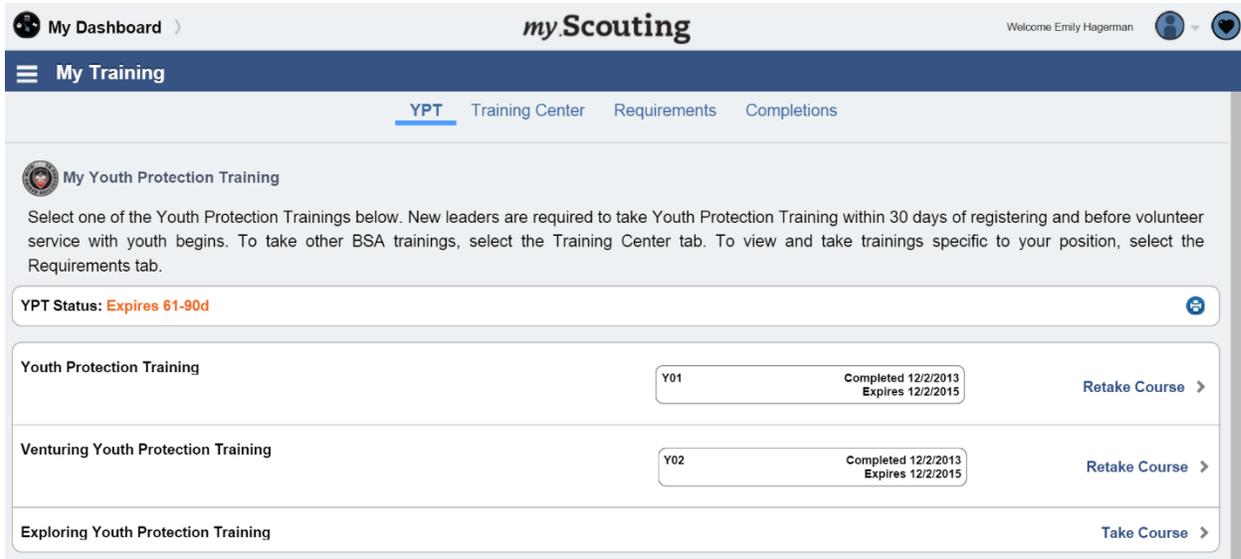


## How to View Your Training Records and Taking Additional Online Training At MyScouting

Online training has been updated and moved from the old website into the new MyScouting website. This is how to view your training and take additional training online.

- 1) Log into the [my.scouting.org](http://my.scouting.org) website.
- 2) In the upper left hand drop-down menu, select "My Dashboard". This will take you to your training.



The screenshot shows the 'My Training' page on the MyScouting website. The user is logged in as Emily Hagerman. The 'YPT' tab is selected, showing the 'My Youth Protection Training' section. A status bar indicates 'YPT Status: Expires 61-90d'. Below this, there are three rows of training records:

Training Name	ID	Completion Status	Action
Youth Protection Training	Y01	Completed 12/2/2013 Expires 12/2/2015	Retake Course >
Venturing Youth Protection Training	Y02	Completed 12/2/2013 Expires 12/2/2015	Retake Course >
Exploring Youth Protection Training			Take Course >

- 3) Under the "YPT" tab you can check to see if your youth protection training is up to date and when it expires.
- 4) Under the "Requirements" tab you can see what training is needed for your position.
- 5) Under the "Completions" tab you can see what courses you have completed.
- 6) Under the "Training Center" tab you will be able to access all online training. Click on the correct program (Cub Scouting, Boy Scouting, Venturing). You will see all course available online for that program. If you have taken any of the courses, it will show a completion date.
- 7) Click "Take Course" to proceed to the training.

### For Cub Scout Leaders Only:

Cub Scout training has been updated to fit the program updates. You will now be able to take training in small, bite-sized modules, rather than sitting on your computer for a full session. It also now breaks down what training is needed before your first meeting, during the first 30 days in your position, and the final training to be considered trained in your position. If you have already completed your training through the old Cub Scout trainings online, you will not need to retake these new trainings.

**Don't Forget!** You must link your member ID number to your online account for your training to show up automatically in our records!