



# What is my.Scouting.org?

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My.Scouting (My(dot)Scouting) is a BSA web portal designed to provide Adult Leaders with on-line access to training, records and "tools" to help manage Unit, District and Council functions.

Depending on the position(s) that Adult Leaders are registered in will determine the tools that are available to them. Your my.Scouting account is where you can take training.



## Taking Youth Protection Training

All Adult applicants for membership are required to take *Youth Protection Training (YPT)* before the Mount Baker Council can process their applications. To take training on-line, go to [My.Scouting.org](http://My.Scouting.org) and create an account and then complete the YPT training. At the end of the training, type in Your Name and Unit Number and Print a Certificate and attach it to the application. **In the Mount Baker Council Youth Protection Training must be completed every year.** Some National BSA materials indicate this training is required every two years.



To be "Fully Trained" for most positions, the on-line training is available through your my.Scouting account.


## How do I know if I am registered and in what position(s)?

1. Log into your my.Scouting account and click on the "fleur-de-lis" icon  next to "Menu".
2. Click on "My Dashboard".
3. Next to "My Training", click on the 3 white bars  (called a pancake).
4. Click on "My Profile"; and in the "Active Positions" box, you will see your registered position(s). If you do not see any, either you are registered with a different number or you are not registered at this time.
5. FYI...You can print your BSA membership card(s) from here for your registered positions.

## I know I'm registered but I do not see my position in "My Profile", what do I do?

Whenever your registered BSA member ID number is different than your my.Scouting account number, you will not be able to see your registered position. You have two numbers.

A quick check to see if you need to change your my.Scouting number to your registered BSA registered member ID number is to:

1. Log into your my.Scouting account
2. In the upper right corner where you see "Welcome", click on the person icon. 
3. Your my.Scouting account number is shown. If this number is different than your BSA registered member ID # you will need to change it.

**How do I find my registered BSA member ID #?** From the Unit Key 3 "Member Manager Report" available through their my.Scouting account; from the "Review Unit Roster" Report available through Internet Advancement; from your membership card if you received it or by calling the Everett or Bellingham Scout offices.

## So, my BSA member ID number is different than the number in my.Scouting, how do I change it?

1. Log in to your my.Scouting account



2. Click on the fleur-de-lis icon next to Menu in the upper left corner.
3. Click on Legacy Web tools.
4. Click on Manage Member ID.
5. In the "--Select a Council--" box, click on the arrow and in the drop down menu, find Mount Baker Council #606 and click on it.
6. In the Member ID box, enter your Mount Baker Council Member ID #.
7. Click on Add.
8. Make this number "Primary".
9. Click Save and Log out of your account.
10. Log back in and in the upper right corner next to "Welcome", click on the person icon.
11. Under your email address, the number should show your registered Mount Baker Council Member ID #. This will verify that the change has been made.
12. If this is not the number, it may not have saved, so try the process again. If you still cannot get your Mount Baker Council Member ID # to be primary, please call the Everett Scout office at 425-338-0380.

### **Why would I have more than one number?**

1. If you have been registered in another council, your my.Scouting account is probably linked to that council. For every council you are registered in, you will get a different member ID #. You will need to make your member ID # in the Mount Baker Council as **primary** for your my.Scouting account. That way, all the training that has been recorded for you in your my.Scouting account will show up in your Mount Baker Council Scouting record.
2. There are two different computer programs being used:
  - a. ScoutNET is the BSA computer program which is used for registration where you will get a member ID number.
  - b. The other program is used for my.Scouting accounts. When you set up an account, the program will search ScoutNET to see if you already have a member ID # in order to use that number. Sometimes, this doesn't happen and you will get a totally different number.

**What is the importance of having my registered BSA member ID number be the same as the number shown in my.Scouting?** *There are a number of reasons but the most important one is that when the numbers do not match, **any training that is taken in your my.Scouting account will not show up on any training report.** For example, you may have taken Youth Protection training using your my.Scouting account and if the numbers are different, no one will be able to tell that you have taken it.*

**CHARTER RENEWAL:** For those of you who are the Internet Charter Renewal processor for your unit and you are one of the "Unit Key 3", you have the Member Manager and Training Manager tools available to you for reports. If the Internet Charter Renewal processor is not one of the "Unit Key 3" then one of the "Unit Key 3" can make them a "Key 3 Delegate" to have access to the reports. This is done using Organization Security Manager from the drop down menu with the names of those adults who are currently registered in the unit.

***TIP: To navigate around in your my.Scouting account, look for the blue "? Help Manual" box. Click on it and a help tutorial will download to your screen and will explain what the icons mean, how and what types of reports are available to you, etc.***