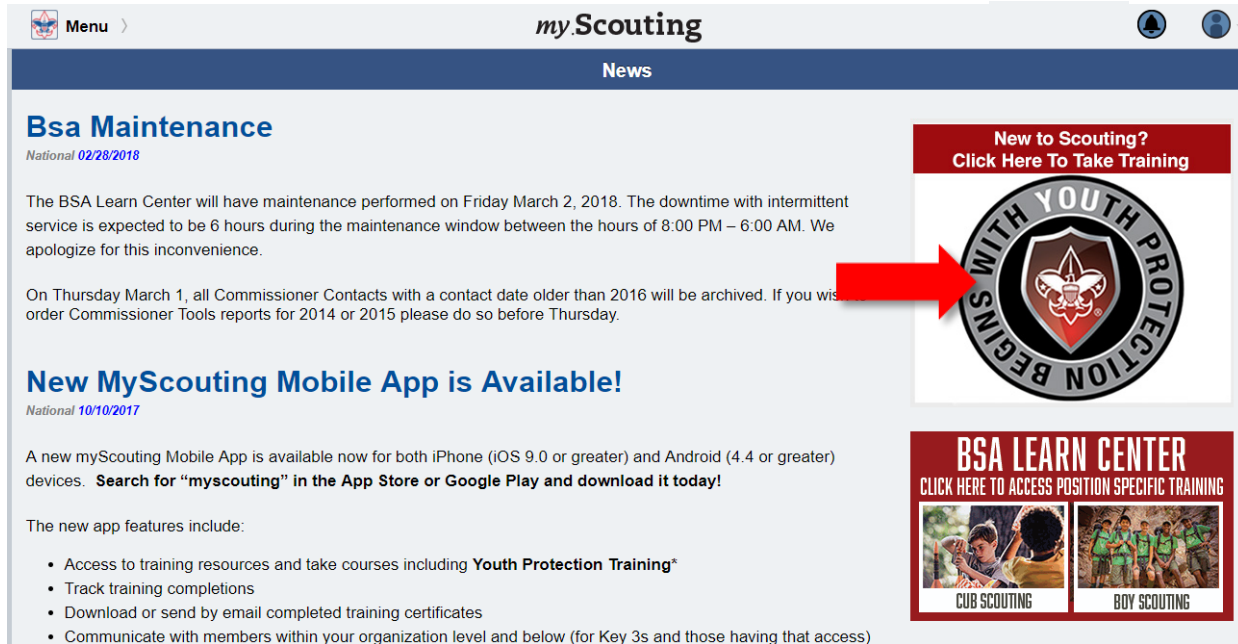


HOW TO GUIDE FOR TAKING YOUTH PROTECTION TRAINING

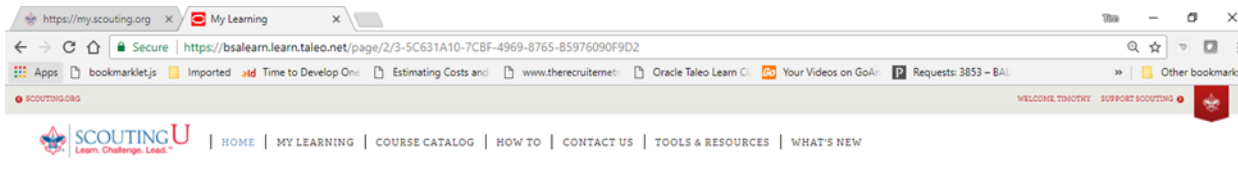
(Recommended Browsers are Google Chrome for the PC or Safari for the MAC).

1. Go to <http://my.scouting.org>
2. Enter your login name and password.
3. On the opening page of my.scouting.org, click on the Youth Protection logo.

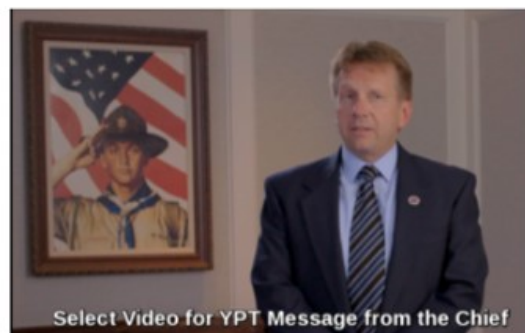


The screenshot shows the my.Scouting website interface. On the left, there is a news article titled "Bsa Maintenance" dated 02/28/2018. On the right, there is a banner for "New to Scouting? Click Here To Take Training" featuring a circular logo that says "WITH YOUTH PROTECTION BEGINS". A red arrow points to this logo. Below the banner is another section for "BSA LEARN CENTER" with a "CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING" button and images for "CUB SCOUTING" and "BOY SCOUTING".

4. From the Youth Protection page of the BSA Learn Center view the welcome video from Chief Scout Executive Michael Surbaugh.



The screenshot shows a web browser window with the URL <https://bsalearn.learn.taleo.net/page/2/3-5C631A10-7C8F-4969-8765-85976090F9D2>. The page header includes the Scouting U logo and navigation links: HOME | MY LEARNING | COURSE CATALOG | HOW TO | CONTACT US | TOOLS & RESOURCES | WHAT'S NEW.



6. Add the Youth Protection Training - MANDATORY by clicking on the **+ Add Plan** button.

Youth Protection - Yo1

2 PLANS 0 ASSIGNED 0 INCOMPLETE 0 PAST DUE 0 DUE SOON 0 COMPLETE

DUE DATE (RECENT TO OLD) FILTERS (#)

Youth Protection Training - MANDATORY

TYPE Standard Learning Plan

DUE DATE N/A

COMPLETED DATE N/A

+ Add Plan

Youth Protection Training - RECOMMENDED

TYPE Standard Learning Plan

DUE DATE N/A

COMPLETED DATE N/A

+ Add Plan

7. Once your plan has been added you will receive the notice below. Click on the title of the learning plan which opens the course listings.

Youth Protection - Yo1

2 PLANS 0 ASSIGNED 0 INCOMPLETE 0 PAST DUE 0 DUE SOON 0 COMPLETE

DUE DATE (RECENT TO OLD) FILTERS (#)

You have successfully added yourself to the **Youth Protection Training - MANDATORY**. Learning Plan. There may be a delay before you see updated completion information.

Youth Protection Training - MANDAT... **NEW**

TYPE Standard Learning Plan

DUE DATE N/A

COMPLETED DATE N/A

0% COMPLETED

Youth Protection Training - RECOMMENDED

TYPE Standard Learning Plan

DUE DATE N/A

COMPLETED DATE N/A

+ Add Plan

8. Select the **LAUNCH COURSE** button to begin training.

Youth Protection - Yo1 **< BACK**

Youth Protection Training - MANDATORY

4 ITEMS 0% COMPLETED 0 ITEMS PAST DUE 0 ATTACHMENTS

SEQUENCE NUMBER FILTERS (#)

Youth Protection - Yo1 > Youth Protection Training - MANDATORY

1 Overview and Policies **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
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2 Sexual Abuse **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
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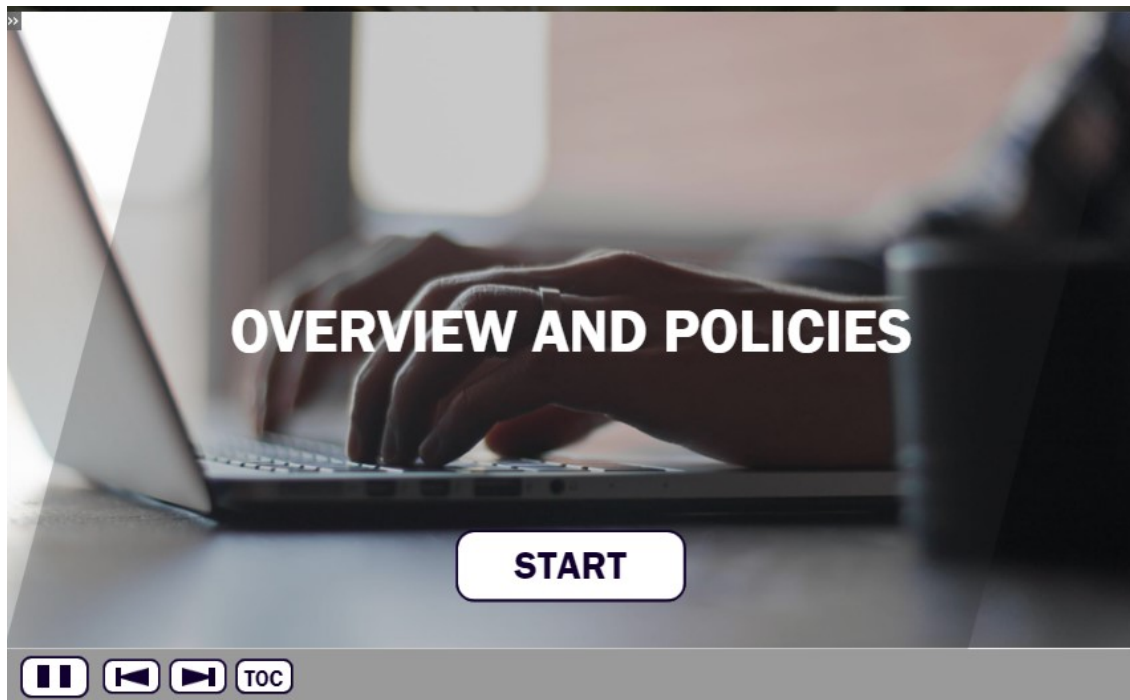
3 Bullying **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
--------------	----------------------	-------------	-------------

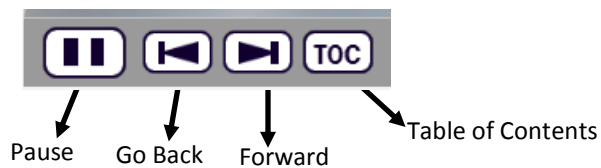
4 YPT Certification Test **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
--------------	----------------------	-------------	-------------

9. Select the Start button to begin the module.

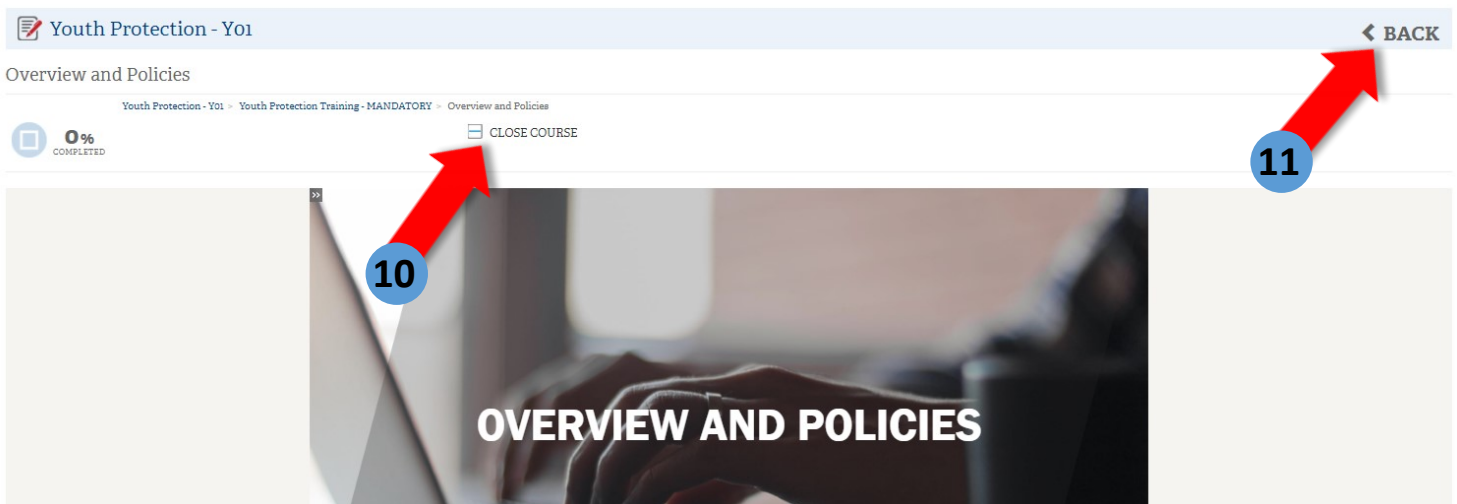


Navigation tools include:



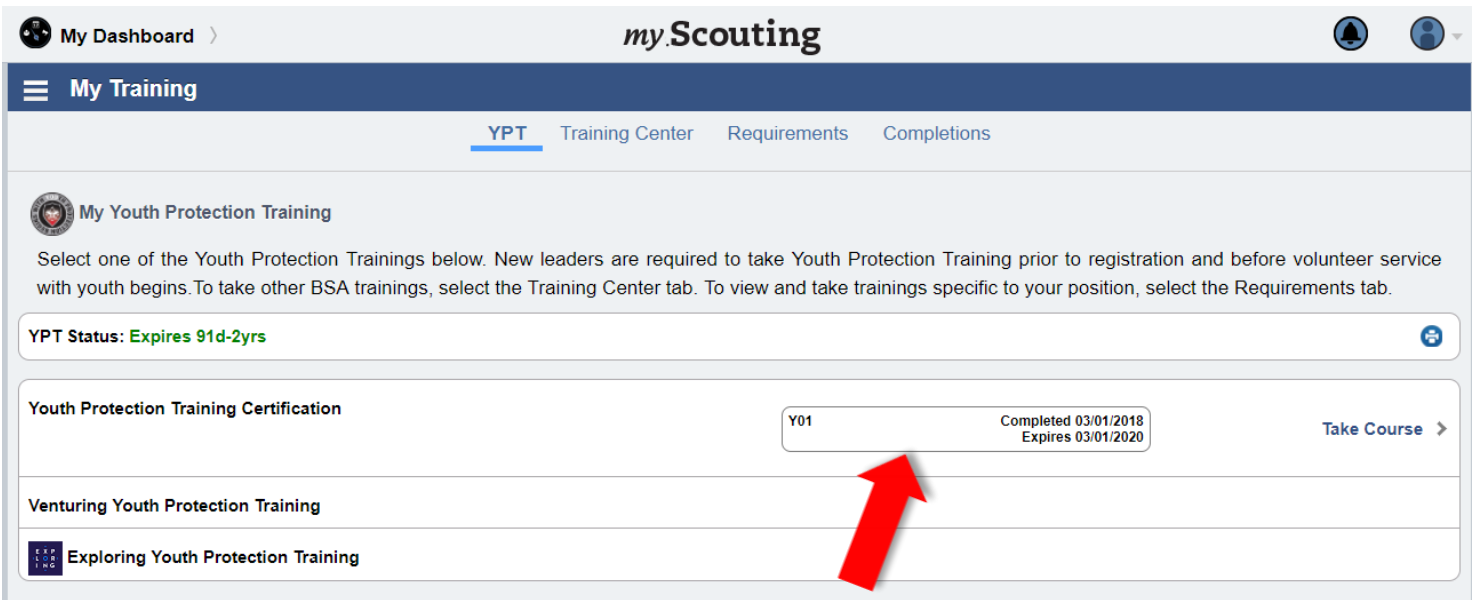
In order to meet timing for state regulations, you will not be able to fast forward (button will be grayed out) until the audio finishes playing for each slide. Once the audio is completed, the forward button will be appear. Click the forward button to proceed.

10. Upon completion of each course select the CLOSE COURSE button which will register **complete status**.



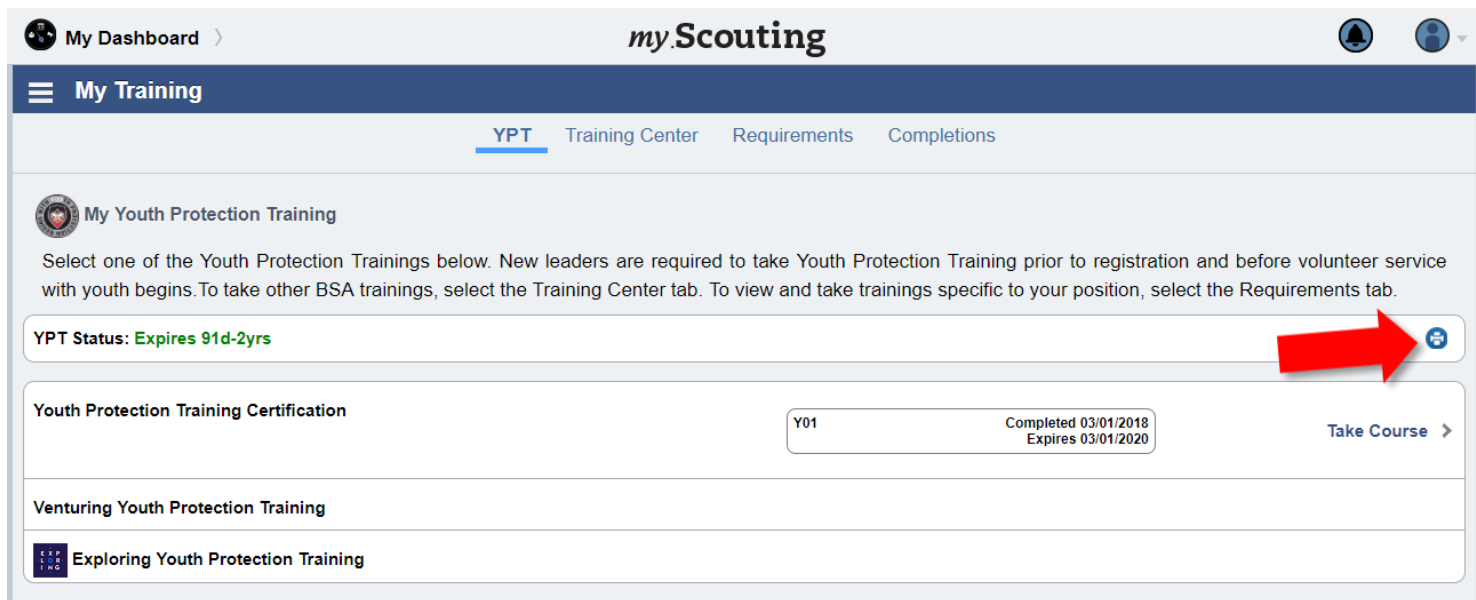
11. Select the button to go back to other course selections.

12. The Youth Protection Training consists of three modules and a test module. All 4 modules will need to be completed to be considered trained for the Youth Protection Training. **Once all 4 modules** have been completed, return to my. Scouting.org and select “Menu” and “My Dashboard.” Under the “Youth Protection Training Certification” area you should see a YO1 completion indicator.



The screenshot shows the 'my.Scouting' interface. At the top, there is a navigation bar with 'My Dashboard' and 'my.Scouting'. Below this is a 'My Training' header with tabs for 'YPT', 'Training Center', 'Requirements', and 'Completions'. The main content area is titled 'My Youth Protection Training' and includes a description: 'Select one of the Youth Protection Trainings below. New leaders are required to take Youth Protection Training prior to registration and before volunteer service with youth begins. To take other BSA trainings, select the Training Center tab. To view and take trainings specific to your position, select the Requirements tab.' Below the description, there is a 'YPT Status: Expires 91d-2yrs' indicator. The main section is 'Youth Protection Training Certification', which shows a 'YO1' completion indicator, the text 'Completed 03/01/2018 Expires 03/01/2020', and a 'Take Course >' button. A red arrow points to the 'YO1' indicator. Below this, there are sections for 'Venturing Youth Protection Training' and 'Exploring Youth Protection Training'.

13. You may now print out a Youth Protection Training Certificate by selecting the printer icon.



This screenshot is identical to the one above, showing the 'my.Scouting' interface with the 'Youth Protection Training Certification' section. In this version, a red arrow points to a printer icon located at the end of the 'YPT Status: Expires 91d-2yrs' bar.