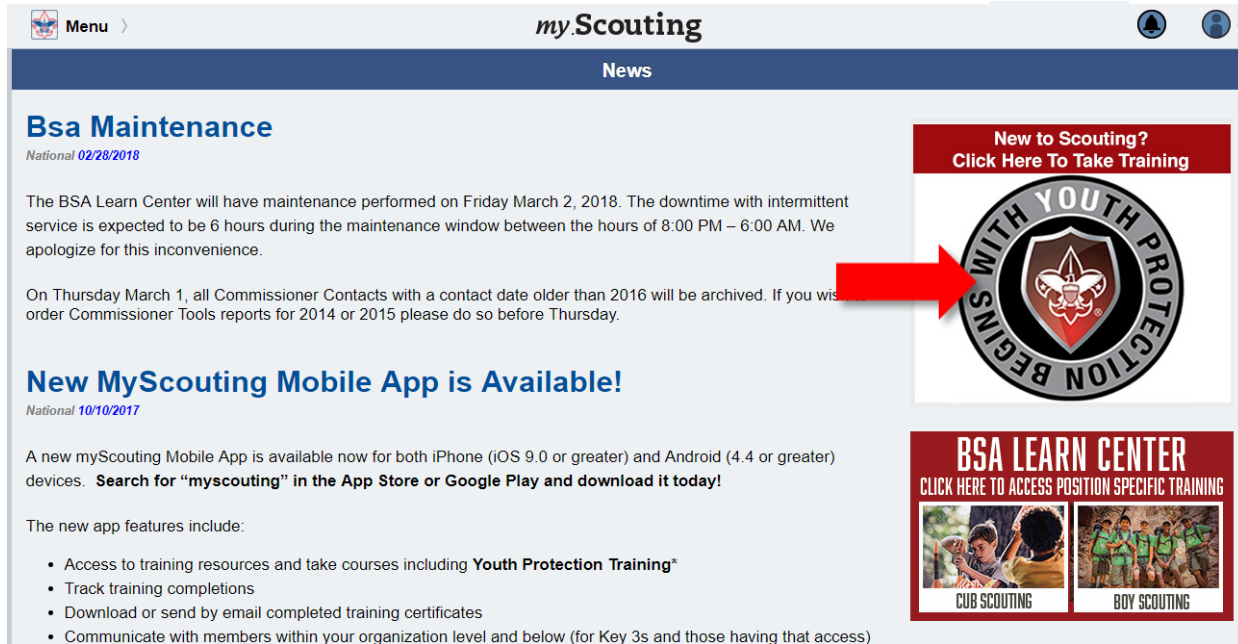


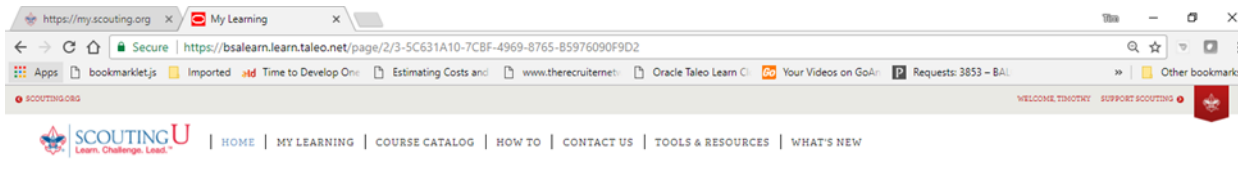
HOW TO GUIDE FOR TAKING YOUTH PROTECTION TRAINING

(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.



4. On the home page of the BSA Learn Center view the welcome video from Chief Scout Executive Michael Surbaugh.
5. Select the Youth Protection logo to launch the training.



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
--------------	----------------------	-------------	-------------

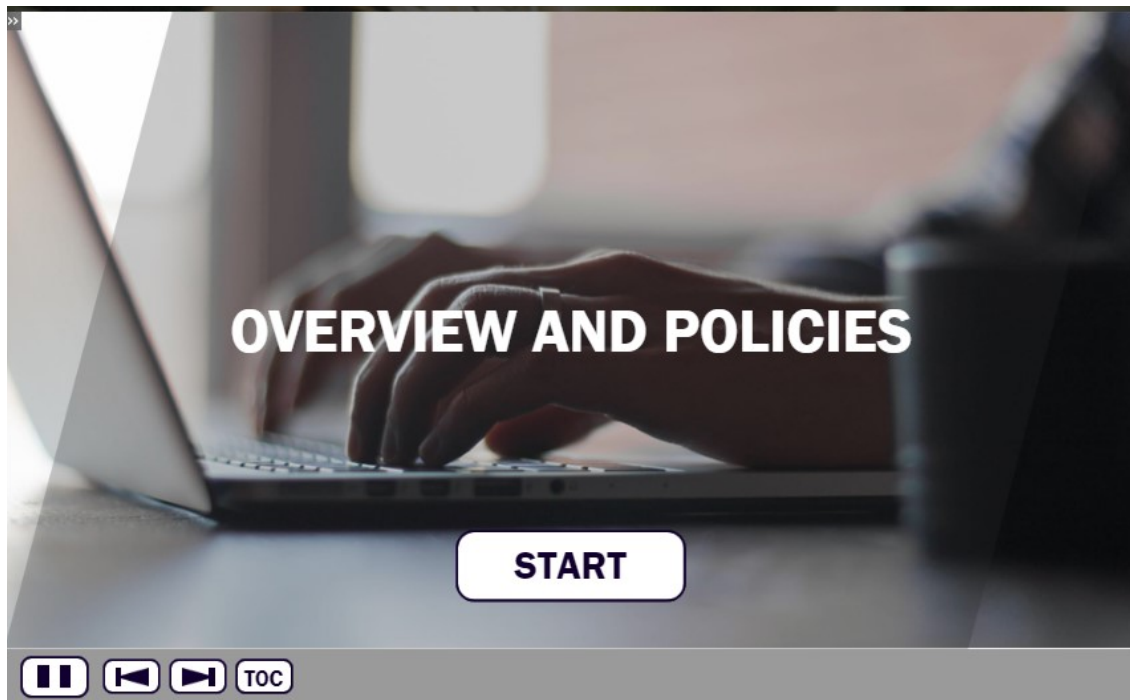
3 Bullying **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
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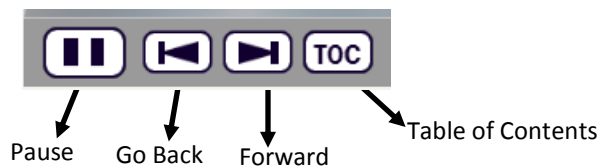
4 YPT Certification Test **LAUNCH COURSE**

DUE DATE N/A	STATUS Not Attempted	OPTIONAL No	TYPE Course
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9. Select the Start button to begin the module.

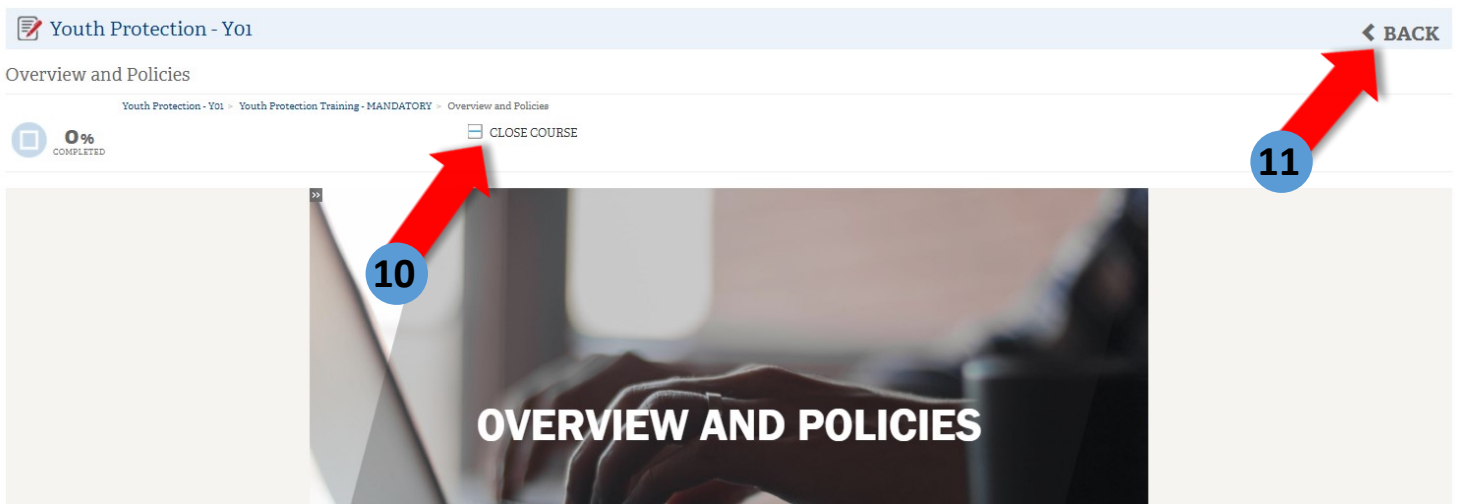


Navigation tools include:



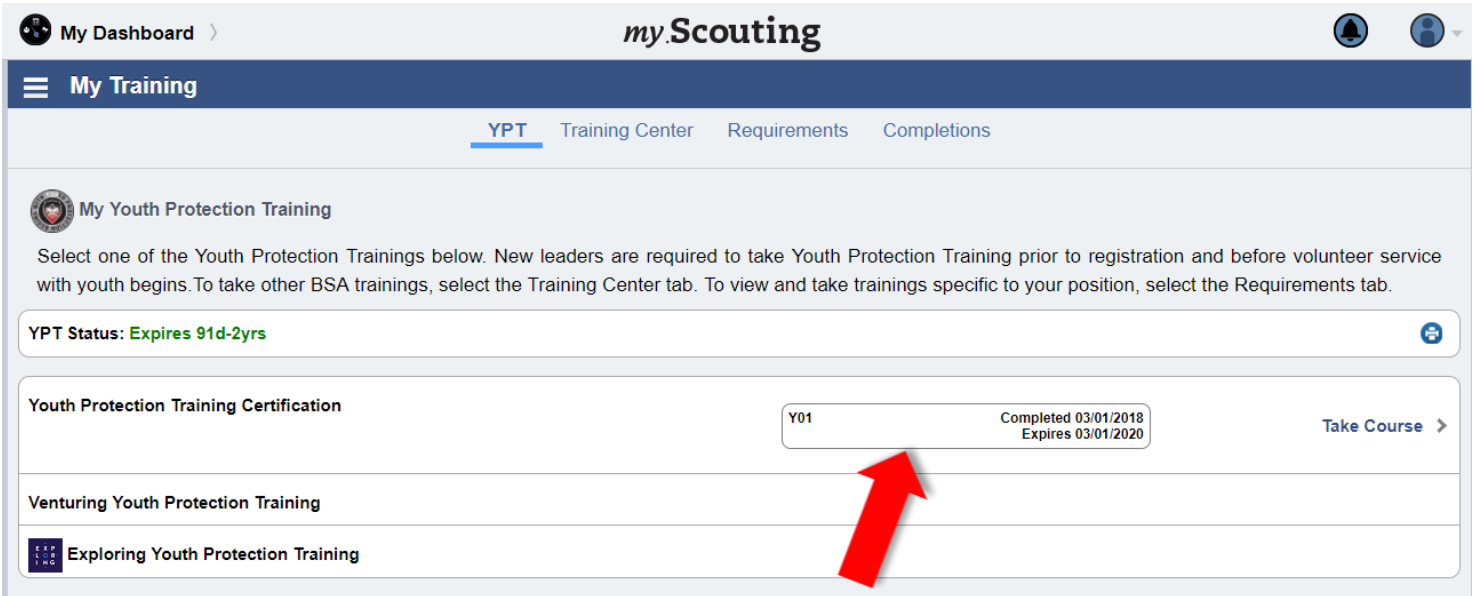
In order to meet timing for state regulations, you will not be able to fast forward (button will be grayed out) until the audio finishes playing for each slide. Once the audio is completed, the forward button will be appear. Click the forward button to proceed.

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



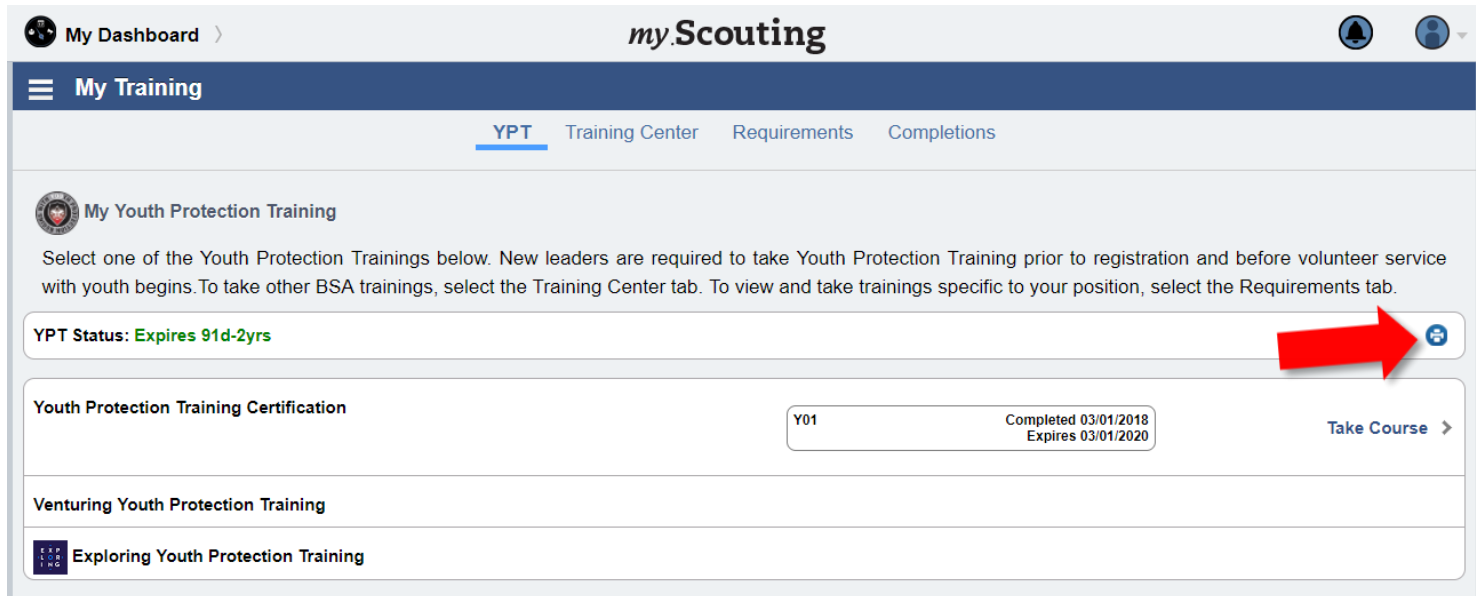
11. Select the button to go back to other course selections.

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 you will see a YO1 completion indicator in my.Scouting.org indicator.



The screenshot shows the 'My Training' section of the my.Scouting.org dashboard. The 'YPT' tab is selected. Under 'My Youth Protection Training', the status is 'Expires 91d-2yrs'. Below this, there are three training options: 'Youth Protection Training Certification', 'Venturing Youth Protection Training', and 'Exploring Youth Protection Training'. The 'Youth Protection Training Certification' row shows a 'YO1' completion indicator, completion dates of 'Completed 03/01/2018' and 'Expires 03/01/2020', and a 'Take Course >' button. A red arrow points to the 'YO1' indicator.

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



This screenshot is identical to the one above, but with a red arrow pointing to the printer icon (a small icon of a printer) located at the end of the 'Expires 91d-2yrs' status bar.