# Directions for Accessing On-Line Training, Internet Advancement, Re-Chartering, Service Hours, Travel Consent Form, & Medical Forms

<u>A general caution when in my.scouting.org: do not use your internet browser's screen-back and screen-forward</u> <u>arrows!</u> It will take you out of my.scouting.org altogether!

## **On-Line Training**

Go to www.scouting.org and click on "My.Scouting Login." If you have an account, log in. If you don't, create an account and log in. Once in, click "Menu" at upper left. From the pop-down menu, click on "My Training"; you will go to a screen that offers "YPT and Training Center," "Requirements" and "Completions," with "YPT and Training Center" pre-selected. Take Youth Protection Training or click on "Cub Scouting" for Cubmaster, Den Leader and Assistant, Pack Committee Chair, or Pack Committee Member Position-Specific Training. For BALOO pre-requisite training, from YPT and Training Center, click on "Expanded Learning" and select "BALOO" from the menu that appears. For Hazardous Weather Training, from YPT and Training Center, click on "Expanded Learning," then click on "Program Safety" from the menu that appears, then scroll down to "Hazardous Weather Training" and click on "Visit" to take the course. "Program Safety" also offers "Safety Afloat" and "Safe Swim Defense"; click on "Visit" to take these courses. From YPT and Training Center" click on "Requirements" to see listed the training required for the position(s) for which you are currently registered. From YPT and Training Center click on "Completions" to print/reprint training certificates for training courses you have completed. Click on the printer icon to print the certificate. To log out, find "Welcome, <your name> in the upper right. Click on the pop-down menu arrow beside your name. From the menu, click on "Sign out."

## Scoutbook Advancement Records

*Only basic access information is provided here.* <u>Detailed Scoutbook training is highly recommended</u>. You will need to have Scoutbook access provided to you through your pack committee. There are levels of permissions granted depending on your scouting role. See the Committee Chair. Go to

<u>www.scouting.org/resources/scoutbook/</u>. Click on the "Scoutbook" link. From the Scoutbook front page, click on "Login" on the upper right. Enter your User Name and Password to log in. For first-time access you may have a temporary user name and password, but once in you should change these to the same user name and password you use for my.scouting.org. Once in, click on "My Dashboard." On the right, under "My Units," you will see your pack listed. Click on your pack. Here you will be able to update advancement records, print advancement reports, etc. To log out, click on the three parallel lines on the upper left, and click on "Logout" on the menu that appears.

## **Internet Re-Chartering**

Go <u>https://www.scouting.org/commissioners/internet-rechartering/</u>. Here you will find FAQs, a tutorial, and the link to internet re-chartering. Click on the link to internet re-chartering. You will go to a screen that will prompt you to click on "Register" to register, or "Log In" if you have already registered. <u>To access internet re-chartering you will need a numeric access code from your District Commissioner</u>. Once you have registered, you will be queried to enter your Access Code and your Password to access and complete internet re-chartering for your pack. If instead you wish to access Internet-Re-Chartering access directly, by-passing the FAQs/tutorial page, you can go to <u>www.scouting.org</u> and click on "My.Scouting Login." If you have an account, log in. If you don't, create an account and log in. Once in, click "Menu" at upper left. From the pop-down menu click on "BSA Web Links" then click on "Internet Rechartering." You will go to the same page.

### **Service Hours**

Go to <u>www.scouting.org</u> and click on "My.Scouting Login." If you have an account, log in. If you don't, create an account and log in. Once in, click "Menu" at upper left. From the pop-down menu click on "BSA Web Links" then click on "Service Hours Reporting." You will be prompted "New Users Click Here" or to enter User Name and Password for returning users.

### **Activity Consent Form**

www.scouting.org/filestore/pdf/19-673.pdf

#### Annual Health and Medical Record

For instructions, policies, information, and FAQs, go to:

www.scouting.org/health-and-safety/ahmr/medical-formfaqs

The medical form itself is available at:

www.scouting.org/health-and-safety/ahmr

<u>All Scouting Events:</u> Parts A and B are to be completed annually and kept on file by the Pack Committee. <u>It is</u> *important that families provide the committee updated information for these forms on an on-going basis.* 

<u>Are You Going to Camp</u>: Part C as well as A and B are required for resident camps of 72 hours or longer in duration. Part C requires a medical examination and physician's signature.

<u>NCAC Summer Camp Risk Factors Certification Form</u>: For Scouts taking the BSA swim test at summer camp, NCAC may also require completion of the Summer Camp Risk Factors Form.

Some resident camps require a supplemental form specifying camp medication information.