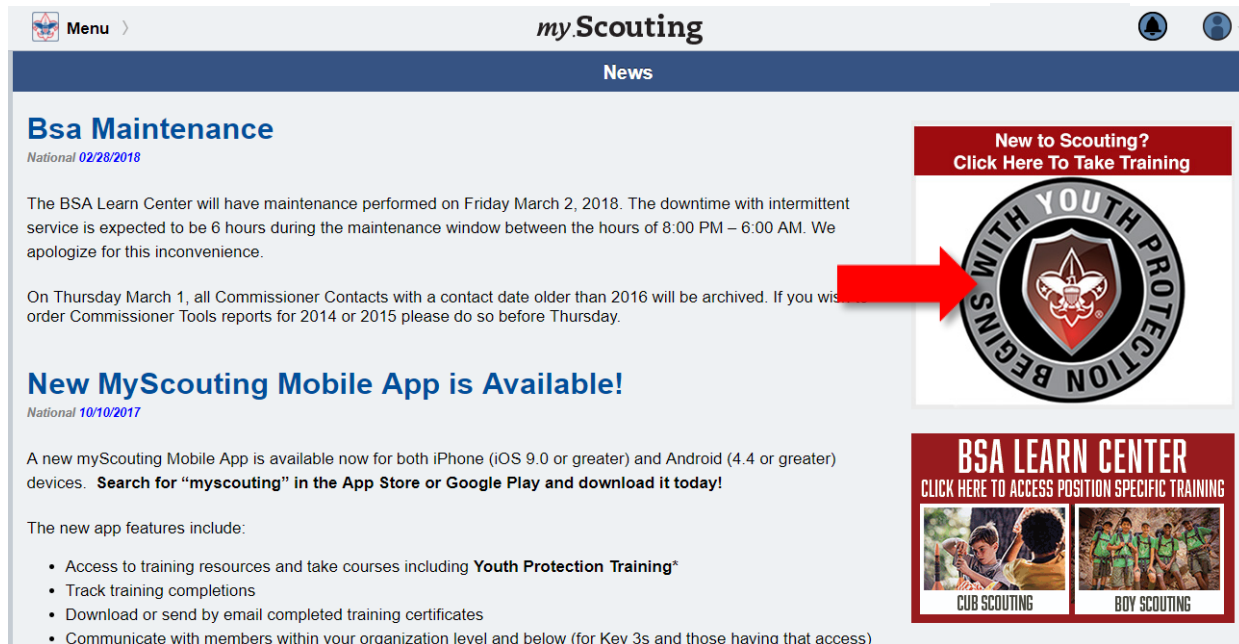


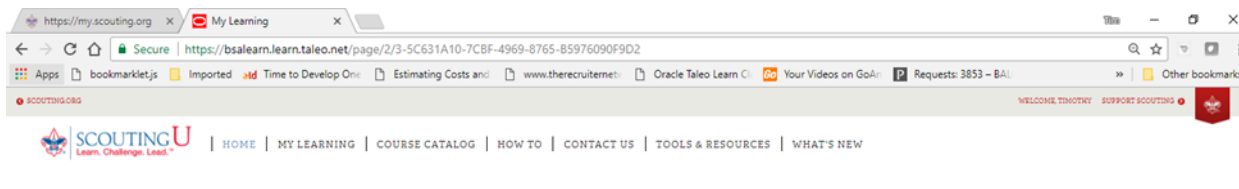
HOW TO GUIDE FOR TAKING YOUTH PROTECTION TRAINING

(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 - Yoi

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 - Yoi

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 - Yoi

4 ITEMS

0% COMPLETED

0 ITEMS PAST DUE

0 ATTACHMENTS

SEQUENCE NUMBER

FILTERS (#)

Youth Protection - Yoi > Youth Protection Training - MANDATORY

1 Overview and Policies

DUE DATE N/A

STATUS Not Attempted

OPTIONAL No

TYPE Course

LAUNCH COURSE

2 Sexual Abuse

DUE DATE N/A

STATUS Not Attempted

OPTIONAL No

TYPE Course

LAUNCH COURSE

3 Bullying

DUE DATE N/A

STATUS Not Attempted

OPTIONAL No

TYPE Course

LAUNCH COURSE

4 YPT Certification Test

DUE DATE N/A

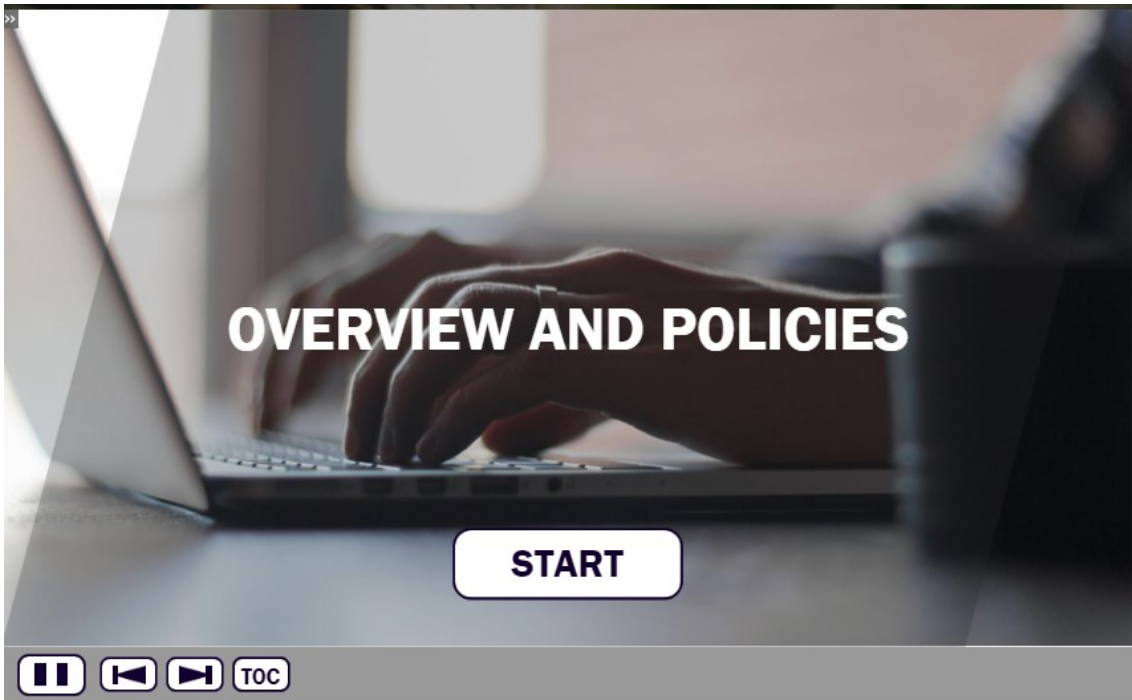
STATUS Not Attempted

OPTIONAL No

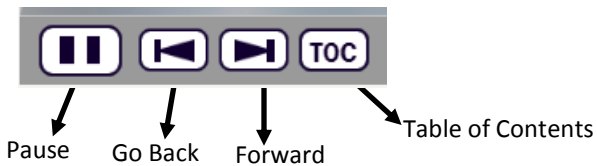
TYPE Course

LAUNCH COURSE

9. Select the Start button to begin the module.

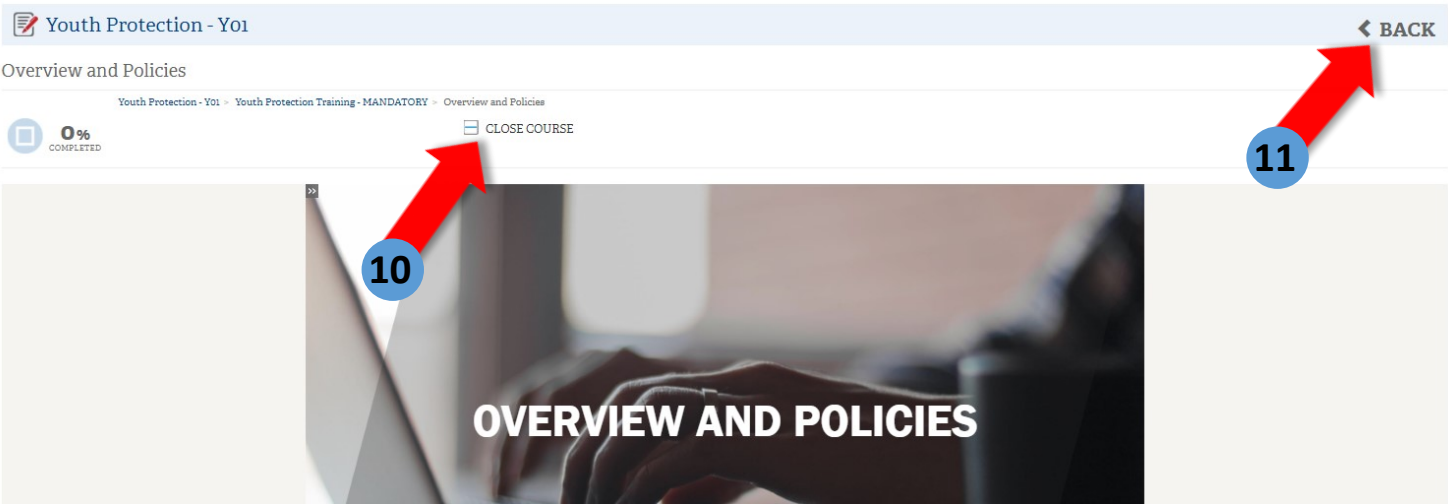


Navigation tools include:



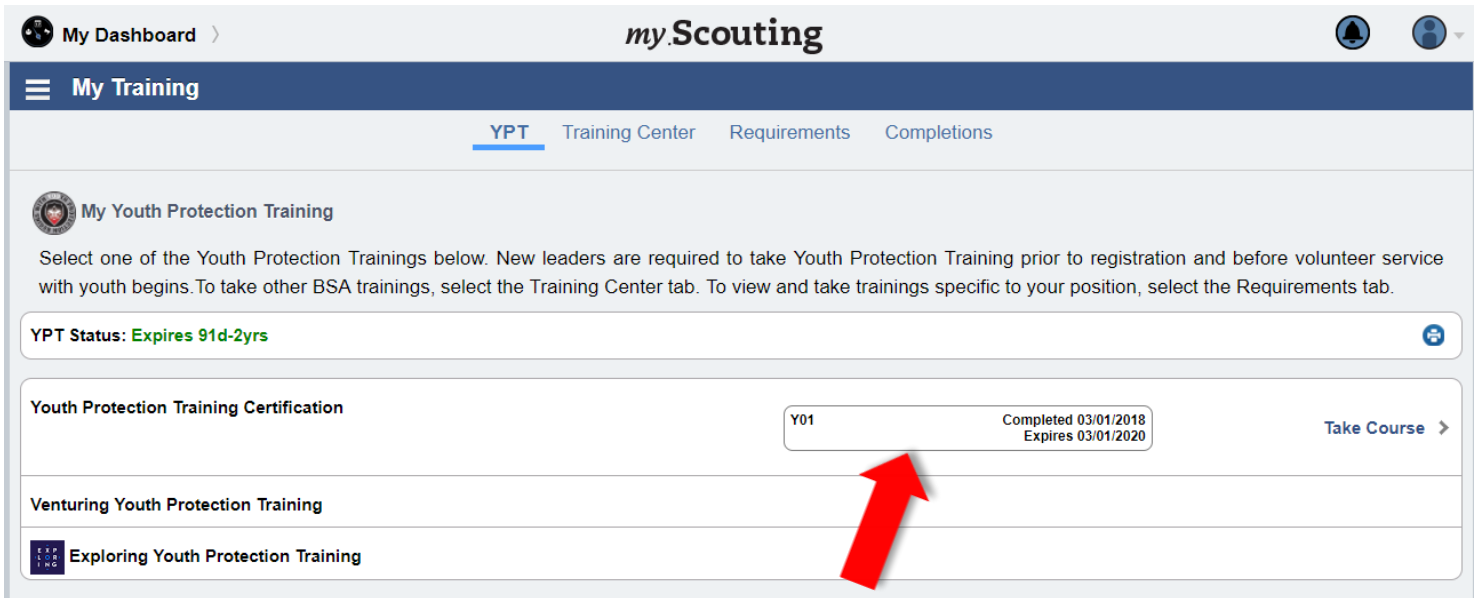
In order to meet timing for state regulations, you will not be able to fast forward (button will be grayed out) until the audio finishes playing for each slide. Once the audio is completed, the forward button will be appear. Click the forward button to proceed.

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



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

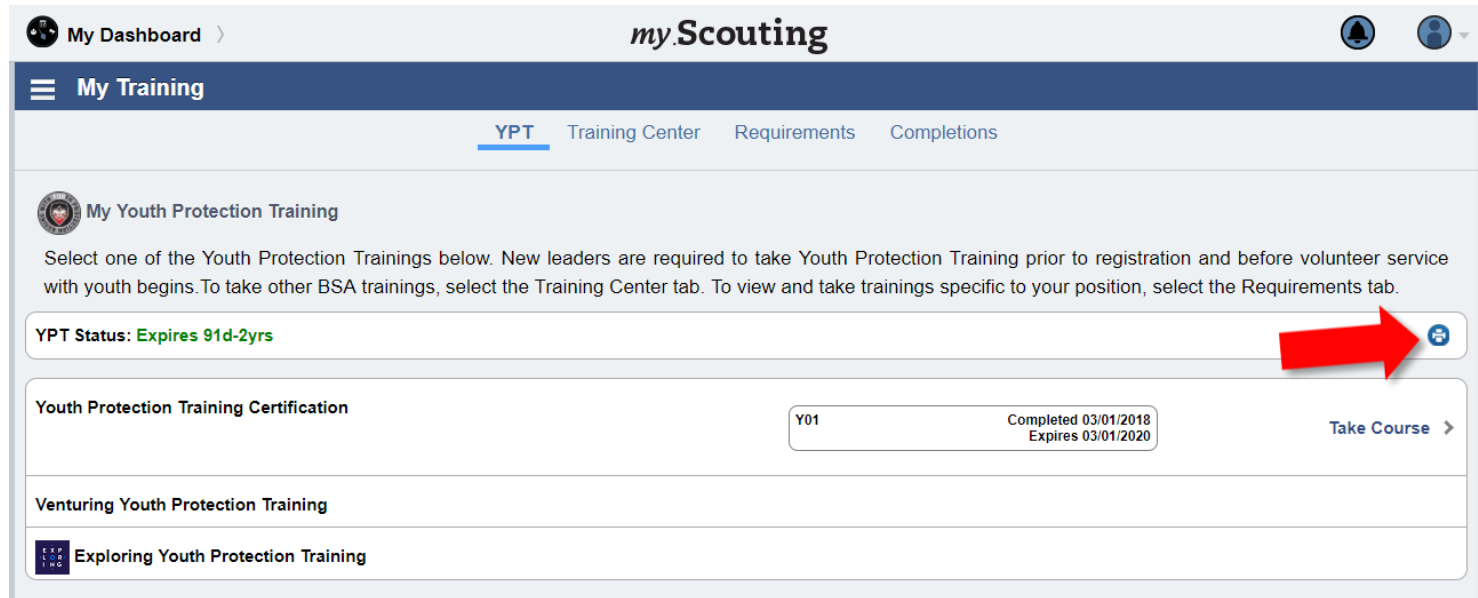
12. The Youth Protection Training consists of three modules and a test module. All 4 modules will need to be completed to be considered trained for the Youth Protection Training. **Once all 4 modules** have been completed you will see a YO1 completion indicator in my.Scouting.org indicator.



The screenshot shows the 'my.Scouting' dashboard with the 'My Training' section active. The 'YPT' tab is selected. The 'My Youth Protection Training' section displays a status bar indicating 'Expires 91d-2yrs'. Below this, a table lists training options. The first row, 'Youth Protection Training Certification', shows a 'YO1' completion indicator, completion dates of 'Completed 03/01/2018' and 'Expires 03/01/2020', and a 'Take Course' link. A red arrow points to the 'YO1' indicator. Other options listed are 'Venturing Youth Protection Training' and 'Exploring Youth Protection Training'.

Training Option	Status/Completion	Action
Youth Protection Training Certification	YO1 Completed 03/01/2018 Expires 03/01/2020	Take Course >
Venturing Youth Protection Training		
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 previous one, showing the 'my.Scouting' dashboard with the 'YO1' completion indicator. A red arrow points to a printer icon located at the end of the 'YPT Status: Expires 91d-2yrs' bar.