

## HOW TO GUIDE FOR TAKING YOUTH PROTECTION TRAINING

**Youth Protection Training (YPT) is a requirement to be a registered leader in the Boy Scouts of America.** All leaders in Packs, Troops, Crews, Ships, Exploring Posts and Clubs must take this course.

(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 for English or Spanish.**
4. Select **ENROLL** to add Youth Protection training to your account.
5. Select **START** on one of the modules (**You must complete all the modules to receive credit for the training. All modules must be current**).
6. Select the arrow button on the middle of your screen. When you are ready to begin training select the **START** button on the module.
7. At the completion of the module select **CLOSE** (do NOT select NEXT).
8. Select the next module (repeat steps 7 – 10 until all modules have been completed).
9. You must score a 75% or better to pass the exam.
10. Select **CONTINUE** upon completion of the test.

### Printing your certificate

It can take 24 to 48 hours before your certificate is available to print.

1. Go to <http://my.scouting.org>
2. Enter your login name and password.
3. From **MENU** select **MY TRAINING**.
4. Select the printer icon to print your certificate.

**Don't know if you have a my.scouting.org account or forgot username or password:**

**Do Not create a new account, it will not be linked to your membership.**

Select **FORGOT USERNAME/PASSWORD**. You will need to know either your member ID or email associated with the account to recover your username. You will need to know your username to recover your password. When recovering your username, if it finds an account that maybe yours, it will show on the next screen. If there is more than one, select the one that is yours and select RETRIEVE SELECTED ACCOUNT. On the next screen, you will be asked security questions, or you can choose personal information. Answer the questions and if there is an account, you will receive your username.

If you think you have a my.scouting.org account and the above recovery options do not work contact Marian at [Marian.McQuaid@scouting.org](mailto:Marian.McQuaid@scouting.org) or Denise at [Denise.Ellen@scouting.org](mailto:Denise.Ellen@scouting.org)