



YOUTH PROTECTION TRAINING AND MY.Scouting

All applicants for adult membership are required to take the Youth Protection Training (YPT).

The recharter system will not allow you to continue without all registered adult leaders having a valid Youth Protection Training certificate. Reload your roster to update leaders who have updated their Youth Protection Training after you have started the online recharter process.

This training is valid for two years and then must be renewed. At charter renewal time, scout leaders' registrations are renewed only if their YPT certification is valid up through March 1, 2021. Furthermore, it is strongly recommended that every adult be fully trained in their registered position. YPT and other trainings can be taken online at <https://my.scouting.org/>

My.Scouting Tools

Tools to manage your unit are available at the website <https://my.scouting.org> (notice the lack of "www" and the addition of a dot between My and Scouting). This website allows unit leaders, Committee Chairs and Chartered Organization Representatives to check on the status of training and YPT certifications, to update adult members' training records and much more.


The tools available in [My.Scouting.org](https://my.scouting.org) for training include:

- Training Manager – View training and YPT aging reports.
- Training Manager (update training!) – Update training records for your adult leaders.
- Organization Security Manager – Assign 3 other adults to be managers of the unit.

Training Manager

To find the most up to date YPT or training status of the leaders in your unit, the unit leader, Committee Chair or Chartered Organization Representative needs to log in to <https://my.scouting.org/>. This login is different from the login used in www.myscouting.org so if you have never logged into <https://my.scouting.org/> before, you are going to need to establish a new account. Please note that this website does not work well with Microsoft Internet Explorer so do not use this browser. Once you are logged in, click on the Home/Menu button in the upper left hand corner and then click on the "Training Manager" dropdown. If you are associated with multiple units, then select the unit that you want to review on the left side of the page and then click on "Training Manager."

On the right side of the page, there will be two pie charts: one showing the percentage of trained leaders and a second showing the percentage of leaders with current YPT certification. To get a report of leaders

that need training, click on the red part of the pie chart or click on the page icon that looks like:  to the right of the title "Trained Leaders." You will see a box that says that you are about to download a "Trained Leaders Report." Click "Continue" and you will receive the report in PDF format. Do the same on the YPT pie chart or the page icon to the right of the title "YPT" to receive a YPT aging report.

Organization Security Manager

If you are the unit leader, Committee Chair and Chartered Organization Representative and you wish another person, such as your registration chair, to be able to generate a training or YPT report, click on the upper right hand home button and then click on the Organization Security Manager dropdown menu item. Next click on "Key 3 Delegate" under the column "Functional Positions." Next click on the green plus sign "+" to the far right of the title "Position Information" to assign a person to be a Key 3 delegate. In the "Persons in Position" selection box, click on the down arrow in the "person" box to see a dropdown of all the leaders in the unit. Next, select the desired leader and the effective date and expiration date of their authority and then click "save" to save the changes.