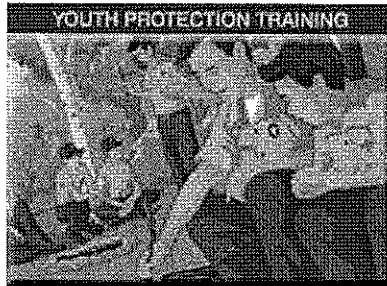


Seneca Waterways Training Committee

Instructions for Completing Online Youth Protection Training (non-member)

THANK-YOU for starting the process of becoming a Scout leader! To complete Youth Protection training and your registration, please follow these directions. If you are not a registered leader yet, print your Youth Protection certificate at the end of the course and return it to either the Rochester or Geneva offices to complete the registration process. If you are a registered leader, the Council should be notified automatically that you have completed the course. However we strongly suggest that you print and keep a personal copy of the certificate for your personal records!



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- 1) From any browser, go to the BSA Online Learning Center -- <http://olc.scouting.org>
  - 2) Click on 'Youth Protection'. It is in the center column of courses, towards the middle.
  - 3) If you are not yet a registered leader, click on 'Create an account'
  - 4) Click on 'I am not a member' (the default option). Please note that once you have completed Youth Protection and formally registered with BSA, you will be able to return and enter your Council name and Member ID.
  - 5) Complete the required information, and click on Create User at the bottom right.
  - 6) Choose and provide answers for the 2 security questions. Click on OK.
  - 7) On the following page, click on 'Continue'
  - 8) After completing this step, you will need to check your email for a message with 'MyScouting Account Created' in the Subject line. Open the message, copy the link in the body of the message (the link may not be active), and paste it into your browser. It should take you back to a page that will ask you to create a password.
  - 9) After creating your password, you will be brought to the MyScouting home page. There is a bulletin at the top stating that you do not need to have a Member ID to take Youth Protection. Click on E-Learning from the menu on the left side of the page.
  - 10) On the next page, you will see a list of courses. Youth Protection is listed under Basic Training. Click on 'Take Course' and you are on your way (...finally).
  - 11) After you finish Youth Protection training, be sure to print your certificate to hand in with your application/registration form.
  - 12) You will receive a Member ID once you have registered. When you do, you can sign into MyScouting again to enter your new ID and Council name. From the MyScouting Home page, click on 'Update My Profile' from the left-hand menu. This will bring you to a page where you can enter your Council name and your member ID.
  - 13) Once you have entered your Council name and Member ID, you will be able to take any of the online courses. At this point, your name will be automatically reported to your Council whenever you complete a course. Despite this, electronic glitches do happen and we strongly encourage you to print a hard copy of your certificates so you can document your training in the future, if needed.