

Online Youth Protection Training Instructions

For the computer savvy familiar with my.Scouting.org... Please log into your my.Scouting account and take the training. If you have linked your ID number our database will automatically update. If you have not linked your ID, see instructions below.

For the rest of us...

Go to my.scouting.org. If this is your first time here, click on 'Create Account' and input your information on the following pages in order to set up a username and password. You will come back often, so put that information in a safe place you will remember!

If you don't remember your log-in information there are links for username and password help on the log-in screen. If you are still unable to log in after trying these you can call the Member Care Contact Center at 972-580-2489 or email myscouting@scouting.org.

Once you have a username and password, put them someplace you will remember! There are many required and supplemental trainings that are accessed through your my.Scouting account, and BSA is adding new things all the time.

Link your BSA ID Number

Please follow these steps to verify that your BSA ID# is linked with your my.Scouting account. That way, any future training courses completed in the my.Scouting portal will automatically update in council records.

1. Navigate to my.Scouting.org and login with your username and password
2. In the upper left corner, click on *Menu*, and select '*Legacy Web Tools*' in the drop down menu, then click on '*Manage Member ID*'.
3. Under '*Manage Member ID*', select Chester County Council - West Chester, PA - #539 in the drop down '*Council Name*' menu.
4. Enter BSA ID# (contact registrar@cccbsa.org if you do not know this) and click on the '*Add*' button.
5. Click on the '*Save*' button and then '*Close*'.

Take YPT!

Log in to your my.Scouting account, click on '*Menu*' in the upper left corner and select '*My Dashboard*'. The YPT training portal will be the default page. Use the submenu ([YPT - Training Center - Requirements - Completions](#)) to view your training records, requirements, status as well as to take the course. You may save (or print) your training certificates through the training portal.

The training should take about 30 minutes. If you have linked your ID number you're all done, the training will automatically update in our database. If you have not linked your ID number, move on to the next paragraph.

If you have not linked your ID, please send a copy of your training certificate into the Council office so that we can manually update your records. To do so, choose the option to print the certificate at the end of the training. Email your completed certificate to ypt@cccbsa.org or fax to 610-696-3389.

If you have any questions, let us help! Email us at ypt@cccbsa.org.