

1. Go to [www.myscouting.org](http://www.myscouting.org)
2. You can either "sign in" or "create an account". Create an account. You will not need a member ID (it is assigned after you get registered with the BSA).
3. Make a user name and check user name availability (if it's available, you'll see green text saying "Username is Available! Please click next"-don't forget to write down your user name)
4. Click next
5. You can either select "I am not a member" or "I am a member." You are not a member.
6. Click next
7. The next page asks you to enter your name, email, address (an email is required-use an email address you can check-that's where they will send your password after you create an account). Don't worry about email opt in or alumni checkboxes in this section.
8. Click the box below your name and address to accept terms & conditions, then type in the letters on the verification image.
9. You can either select "previous" or "create user". Create User.
10. A screen comes up-pick 2 security questions and type in your answers.
11. click "ok"
12. click "continue"
13. Check your email-there should be an email from "Myscouting Web Administrator" confirming your account was created.
14. Click on the link in the email
15. You should be on a page called "Password change". Pick a password and type it in the "new password" and "confirm new password" boxes (you don't have a password until now-this is where you're picking it for the first time) Write down your password in the same place you wrote your user name earlier.
16. click "change password"
17. Your account is created.
18. You are back to the sign in page. Enter the User name and password you wrote down
19. Click "sign in"
20. On the left hand side, click "e-learning" under training
21. You are now logged in to the BSA online training site. Under "Basic Training," click Youth Protection Training "take course"
22. Follow instructions to take the course (15-30 minute course-videos with a quiz at the end)
23. Print your certificate
24. Staple to your adult application and turn it in.