

Online Training Instructions

1. Go to scouting.org
2. In the upper right hand corner click on the icon that says:
“Need to Create a Log In Start Here”
3. In the middle of the screen click on the button that says:
“Create an account”
4. Enter a user name you would like to use and click on the button that says:
“Check User Name Availability”
 - If the user name is already in use you will be prompted to enter a new user name and they will also give you a suggestion.
 - If the name is available click on the button that says:
“Next”
5. -If you know your membership number click on the button that says:
“I know my member ID”
-If you are new to scouting, or do not know your member ID, click on the button that says:
“I am new and don’t know my member ID, or I am not a member”
6. -Enter your personal information (This will be reconciled with your application or registration at a later date.)
-Click on the button that says:
“I accept these Terms and Conditions”
-Type in your verification code
-Click on the button that says:
“Create User”
7. You will be sent an email to your personal account. Open the email and click on the link to the scouting website.
8. On the scouting website you will be prompted to enter and re-enter your password.
9. On the left hand side under the training heading click on the button that says:
“E-Learning”
10. -Click on the General Tab.
-Click on the button to the right of the training you want to take that says:
“Take Course”
11. Proceed to take the Training (As a new parent you should take: Youth Protection, This is Scouting, and the Fast Start trainings)
12. -When you have finished you will be asked whether you want to print your certificate, click on the button that says:
“Print Certificate”
-If you don’t want to print out your certificate you can return to the website and print it out later without having to retake the course.