

## How to... create a 'my.scouting.org' account

*Hopefully the following steps are still valid. However, please note that content on the web does change once in a while and can make such aids invalid; so if you are having trouble getting the steps to work please send me an email with the Step# and a brief explanation and I will try to help you troubleshoot the problem.*

Step 1: Type "my.scouting.org" into the address line of your web browser.

Step 2: From the screen that appears, Click on "Create Account"

Step 3: The 'Create Account' screen appears. Using the drop down menu, answer "yes" or "no" to the question "Are you already associated with the Boy Scouts of America?"

If you answer "NO"...

Step 4n: The 'Personal Information' screen appears. Complete all required fields and enter the scrambled code into the respective field; then click the "Accept Terms and Conditions" button; then click the "Next" button. (To read the Terms and Conditions click on the box located at the bottom of the screen; or enter this address in your browser: <https://www.scouting.org/TermsAndConditions.aspx> ); or to view now click [here](#).

Step 5n: A search of the BSA records will be conducted looking for any matches of the data you provided in Step 4n. (Unfortunately, people have created multiple my.scouting accounts causing disjointed data and more accounts than is necessary.) If the search finds matching data, the matching accounts will be shown (with some data shown with \*\*\*s to protect private information). If an account is yours select it, and go to "Retrieve Username" below. If none of the accounts are yours, select "None of the Above". If no matches are found this step will be skipped and go to Step 6n.

Step 6n: The 'Create Account' screen appears. Type in a Username, and click "Check Availability".

Step 7n: If the Username is available additional fields will display for you to complete. Complete these fields and click "Next".

Step 8n: You have successfully created your my.scouting account. An email will be sent to the email you provided containing your account information. Click "Continue".

Step 9n: You will be logged into the my.scouting page (also referred to as the my.scouting "Tools" page). [See other Willamette District "How to's" for tips to navigate this page.]

If you answer "YES"...

Step 4y: The 'Create Account' screen will appear. Using the drop down menu, answer "yes" or "no" to the question "Do you know your Member Number?" If you answer "No" you will be taken to Step 4n. If you answer "Yes" enter your Member Number and your date of birth, and click "Next".

Step 5y: A search of the BSA records will be conducted looking for any matches of the Member Number you entered. If the search finds a matching number, the existing account(s) will be shown (with some data shown with \*\*\*s to protect private information). If this account is yours select it, and go to "Retrieve Username" below. If the account(s) is not yours, select "None of the Above", and go to Step 6n.

Retrieve Username...

Step 6y: The 'Retrieve Username' screen will appear. You will be prompted to select a method (2 methods available) to retrieve your username: 1) answer the security questions associated with the account, or 2) enter certain personal information associated with the account.

Step 7y: If #2 is selected, the "Verify Account" screen will appear. Answer each required field to verify the account is yours (last name, zip code, date of birth). Click "Next".

Step 8y: Once security questions or personal information is validated the system will redirect you to the my.scouting.org login page where your username will appear in the Username field. Make a note of your Username for future use. Enter your password to access your account (or click on "Forgot Password" to retrieve or set a new password). You will be logged into the my.scouting page (also referred to as the my.scouting "Tools" page). [See other Willamette District "How to's" for tips to navigat this page.]

For a 22 page powerpoint of these steps, enter the following address in your web browser:

[https://www.scouting.org/filestore/idg/Create\\_Account.pdf](https://www.scouting.org/filestore/idg/Create_Account.pdf) ; or to view now click [here](#).