



IMPORTANT NOTICE: If you do not have a personal e-mail account, you must set up a free account with a provider such as <http://www.mail.yahoo.com>; <http://hotmail.com>; or <http://gmail.com> before you can take the training.

DIOCESE OF DULUTH ONLINE YOUTH PROTECTION TRAINING

With the agreement of the Voyageurs Area Council **286**, Boy Scouts of America, the Diocese of Duluth is making available online youth protection training for staff and volunteers. Successful completion of the online training will take less than one hour and will meet the requirements of the United States Conference of Catholic Bishops (USCCB) for training in youth protection. **Instructions** to access and complete the training course are the following:

1. To access the online training, go to www.vac-bsa.org/training
2. Click on “Online Youth Protection Training.”
3. Click on “Begin Online Youth Protection Training.”
4. On E-Learning Portal, “Click on Connect”
5. Wait for sign-on page.
6. “Click on New to My Scouting”
7. Enter user name.
8. Follow prompts and click next.
9. Fill in the form.
Complete only the required “Registration Items” that have a “RED *” after them and click “Create User” at the bottom of the screen.
10. “Click Continue”
11. Your user name will be sent to your e-mail account. Go to your e-mail and click on the link back to the training page. This activates your account.
12. You will be asked to change your password. Then you will be brought to a log-in page.
13. Click on “Sign In.”

14. Click on “E-Learning-training” on the left of the screen.
15. Under “Youth Protection Training,” click on Take Course.
16. Choose your appropriate Bandwidth, and proceed with the training by clicking on each of the following tabs: (1) Course Introduction; (2) Policies; (3) Recognizing and Reporting Abuse; and (4) Scenarios (Audio is available on these four sections.)
17. After you have read/listened to each of the above, click on **Test**, answer the 25 questions and click on “Finish.”
18. The next screen will show your test results and the answers to any questions you may have missed.
19. Return to the course selection page.
20. On the MyScouting screen, click on “E-Learning” on the left of the screen.
21. Click on View Certificate and print your **Certificate**.

Please **hand print** your home address on the **Certificate** printout.

RETURN both the “**Certificate**” **printout** (documenting your completion of the online course) and your completed “*Acknowledgment of Receipt of the Diocese of Duluth Sexual Misconduct Policy and Code of Pastoral Conduct/Authorization for Background Check*” form to either your parish or to:

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(6/2010 revised)