



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 or visit the Diocese of Duluth website www.dioceseduluth.org, click on “Safe Environment” then “Youth Protection Training” then “Online Training”.
2. Click on “Online Leader Training.”
3. Click on “Go to the MyScouting Portal.”
4. A Security Information screen will pop-up, click on “Yes”
5. Wait for sign-on page.
6. Under “New to MyScouting” click on “create an account.”
7. Enter user name.
8. Click on “Check User Name Availability.”
 - *If user name is not available a suggested modification will be suggested, accept the suggested user name.
 - *If user name is available, it will tell you. Click on “Next.”
9. “Membership Status” page will appear. The button next to “I am new and don’t know my member ID, or I am not a member” will or should be highlighted
10. Click “Next.”
11. Enter profile information. Click “Create User.”

12. Registration page will appear. Choose and answer Security Questions 1 & 2. Follow prompt.
13. Another Registration page will appear. Please read. You will receive an email from MyScouting. Click on the link in the email message to activate account.
14. You will be asked to create a new password. Click "Create Password."
15. Click "OK."
16. Security Information Box will appear. Click "yes."
17. Enter your user name and new password. Click "Sign In."
18. "Welcome to MyScouting" screen will appear. On the left bar click on "Training: E-Learning."
19. "E-Learning Course Management System" will appear. Scroll down and click on "Take Course" next to "Youth Protection Training."
20. The course will begin. Follow prompts. Make sure sound is on.
21. At the end of the course, enter your name, click on "Print Certificate." Exit program.
22. 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 Safe Environment Coordinator or to:

Grace Romanek
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2830 East Fourth Street
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Fax: (218) 724-2221

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