

Manage Who has Access to your Unit's My.Scouting Data

Unit "Key 3" (CC, COR, or Unit Leader) will already have access to a unit's data. You must be a unit "Key 3" to manage other's access to data. Your unit should have a Membership Manager to organize recruiting, a Training Manager to keep up with adult leader training and upcoming training opportunities, and an Advancement Chair. It is essential that these individuals be given access to the appropriate My.Scouting data. Your unit may have others that enter your unit service project hours, process your annual recharter, or other unit tasks that need access.

- 1- Login to your My.Scouting account.
- 2- Select your unit in the "Menu" dropdown.
- 3- Then choose "Organization Security Manager".
- 4- This opens with a single page that shows "Key 3" positions on the left side and offers several other beneficial unit positions on the right side of the page. These screen clips summarize several choices for selecting those positions.
- 5- Select the Functional Position you would like to add. You are allowed to select up to three additional "Key 3 Delegates". These delegates will have almost full access to your unit's data, but will not be able to set key unit criteria.
- 6- Under that position, open the dropdown list of your unit leaders and select the leader to be given access.
- 7- Click the green "+" icon to save this new position.

Similarly, Unit Key 3 are also allowed to select one Membership Manager ("Registration Inquiry"), one "Training Chair", and one "Advancement Chair". These are selected in the same way as Key 3 Delegates using a unit leader dropdown list. These positions will only be allowed access to your adult leader's membership, training, and advancement data.

my.Scouting
Empowering you to deliver the Scouting program.

At "Menu" dropdown
Choose your Unit

Then choose "Organization Security Manager"

(If scroll-bar doesn't show, click "Menu" again once or twice)

Organization Security Manager

Click here to take Youth Protection

BSA LEARN CENTER
CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING

EXPLORING™

Organization Security Manager

my.Scouting

Pack 0001 Pittsboro Methodist Church

EFFECTIVE DATE: Feb 01, 2019
EXPIRATION DATE: Jan 31, 2020

Organization Details Roster

Key 3 Members	Functional Positions
Chartered Organization Rep.	JTE Finish Line Report
Committee Chairman	Key 3 Delegate
Cubmaster	Registration Inquiry
	Unit Advancement Chair
	Unit Training Chair
	Youth Protection Champion

Choose Position to fill,
Then click green + icon on right side to add person to position

Organization Security Manager

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Organization Details Roster

Persons in Position

Person

Effective Date

Expiration Date

Choose Unit member from dropdown list to fill position, and save