

Seasonal Camp Staff

COMPLIANCE TRAINING REQUIREMENTS

2

TRAINING SITES THAT EVERY STAFF MEMBER MUST USE TO COMPLETE REQUIRED TRAININGS

- My.Scouting
- Training Academy (Skillsoft Compliance)

3

MANDATORY COURSES ALL STAFF MUST COMPLETE

- Safeguarding Youth course on My.Scouting site
- Preventing Peer-on-Peer Abuse on My.Scouting site
- Preventing Workplace Harassment on Training Academy site

2

OPTIONAL COURSES REQUIRED BASED ON ROLES

- PCI Training (Payment Card Industry) is required for any staff member who will be processing credit card transactions.
- Philmont & Summit have specific role required driving courses.

PCI & Driving courses are on the Training Academy site.

100%

COMPLETION RATE PRIOR TO CAMP DATE

YOU are responsible for completing all of your required compliance training and submitting it your Camp Directors prior to checking in at start of camp.

Please use the following 2 pages of instructions to set-up your accounts on both training sites to access your required compliance training. Please note:

- You must use your legal name on both sites
- Do not create another My.Scouting account if you already have one

ALL questions/issues should first be sent to your camp director or hiring manager to confirm the instructions have been followed PRIOR to submitting help desk tickets or escalation through Skillsoft.

Scouting America

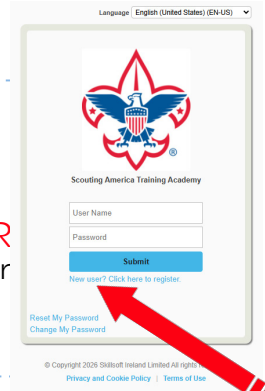
TRAINING ACADEMY

Seasonal Camp Staff Instructions

ONE

Congratulations for being selected as Camp Staff!

Following your Council's instructions for new hire onboarding, you will need to create a Training Academy account for your REQUIRED compliance trainings here: [Seasonal Camp Academy Login](https://skillsftcompliance.com/Academy/Commonui/login.aspx?ReturnUrl=%2facademy%2fdefault.aspx%3forgid%3d551502&orgid=551502) OR <https://skillsftcompliance.com/Academy/Commonui/login.aspx?ReturnUrl=%2facademy%2fdefault.aspx%3forgid%3d551502&orgid=551502>
Click to register as New User below the submit button:



TWO

Be Prepared

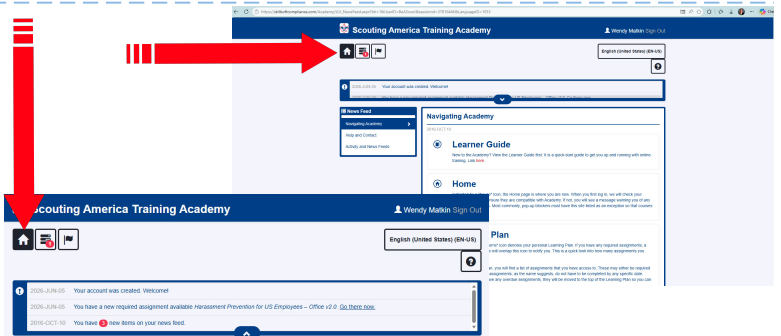
Know the required information PRIOR to setting up your user profile:

1. You MUST use your Legal name.
2. Do not use a scouting.org email address.
3. Will you be an Employee or a Supervisor at camp?
4. Council name WHERE the Camp is located that you will be staffing (this determines State location).
5. If you also need PCI training for credit card processing.
6. Only enter info for Philmont & Summit if you will be staffing at either location.

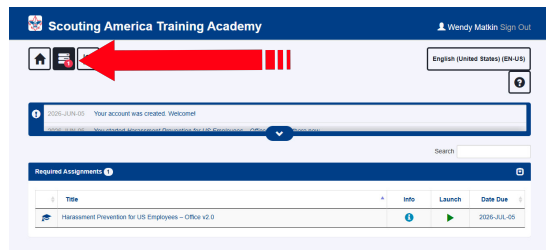
THREE

View Your Learning Dashboard

Based on your user profile set-up, you will be auto-assigned the appropriate compliance course or courses. ALL camp staff must take Preventing Workplace Harassment.



FOUR



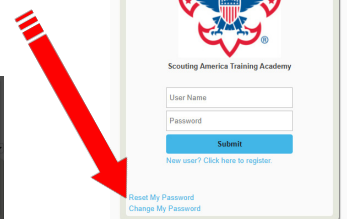
Complete Your Assigned Compliance Training

Click on your assigned course to start the course. Once complete, print/download/screenshot your certificate. Follow Council's & camp's instructions on submitting completions.

FIVE

Password Resets, Changes & Submitting Help Desk Tickets

Click on link to reset or change your password.



If you've followed instructions and still encounter a problem, please email: support@skillsft.com and include your Academy username and email.

Scouting America

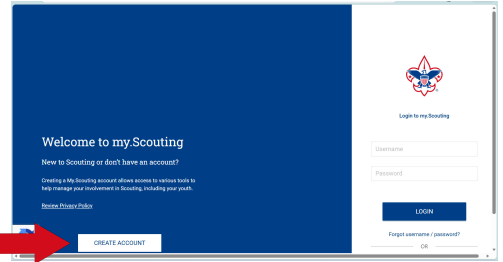
MY.Scouting TRAINING

Seasonal Camp Staff Instructions

ONE

Congratulations for being selected as Camp Staff!

Following your Council's instructions for new hire onboarding, you will need to create a My.Scouting account for your REQUIRED compliance training here: <https://my.scouting.org/>
Click to Create Account



TWO

Be Prepared

Know the required information PRIOR to setting up your user profile:

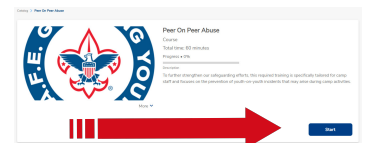
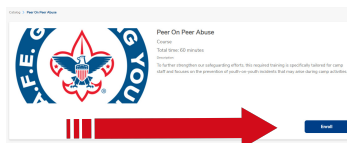
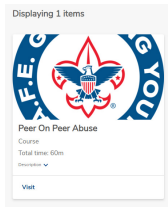
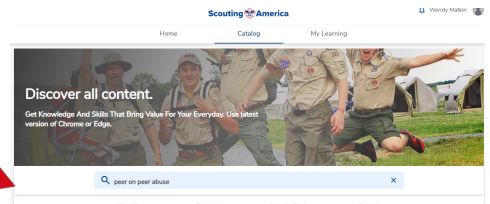
1. You MUST use your Legal name.
2. Pick username and password that you will remember.

You will use THIS account the rest of your time with Scouting.

THREE

View Your Learning Dashboard

ALL camp staff must take Preventing Peer-on-Peer Abuse. You need to search for the course, click VISIT, click ENROLL, then click START to complete the course.



FOUR



Complete Your Assigned Compliance Training

Once complete, print/download/screenshot your certificate. Follow the camp's instructions on submitting completions.

FIVE

Username or Password Resets & Submitting Help Desk Tickets

Click on the link on the login page to recover or reset your username and password.

*If you encounter a problem, please contact your Council's Registrar who can open a help desk ticket on your behalf.

