

STEP BY STEP - REGISTERING

These instructions walk new users through the E-Learning Course Management System registration process.

1. Open your Web browser and navigate to the Online Learning Center from your local council's Web site. If you do not know your local council's Web site address, or your local council does not have a Web site, please contact your local council.
2. Once you have successfully navigated to the Online Learning Center, click Youth Protection Training as shown in the picture below.



3. From the logon page, click [Click here to create an account](#) as shown in the picture below.



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4. A second window will appear that will allow you to create an account with E-Learning as shown in the picture below.
 - a. Main section—Create a user name, password, and confirm the password. Note the user name and password in a safe place for future reference.
 - b. Personal section—Create a person profile. The red fields are required and the white ones are optional.
 - c. BSA Info—This section is for registered BSA users only. This information is optional and is used only to allow E-Learning to update your training records in PAS.

The screenshot shows a web browser window titled "ELN2 User Registration - Microsoft Internet Explorer provided by BSA ScoutNet 2000 v. 8". The address bar shows the URL: `http://172.16.0.167/FormServer/Output/proxy.aspx?Method=LoadFormPage&FormCode=ELN2UserRegistration&NewUser=1&ncid=`. The main content area is titled "BSA Online Learning Center E-Learning Course Management System" and includes instructions: "Complete the form below to create an account on this system. Click the question mark that appears beside some fields if you need help. Items in red are mandatory." The form is divided into three sections: "Main", "Personal", and "BSA Info".

Main Section:

- User Name: (with a question mark icon)
- Password: (with a question mark icon)
- Verify Password:

Personal Section:

- First Name:
- Last Name:
- Address 1:
- Address 2:
- City:
- Country: America (United States Of) [dropdown menu]
- State: [dropdown menu]
- Zip:
- Phone #: () Ext.
- E-Mail Address:

BSA Info Section:

If you are a registered member of the BSA, please submit a person ID to ensure your training record is updated.

If you don't have your person ID, continue to take the course, but please submit your person ID the next time you log in by selecting the My Information link. Your person ID can be found on the bottom of your membership card.

If you do not have your membership card, contact your local council to obtain your person ID.

Council: No Council [dropdown menu]

Person ID: (with a question mark icon)

BSA Registration Card:

This certifies that
Dawn Rasberry
Assistant Cubmaster
is a member of the
BOY SCOUTS OF AMERICA
Pack 0018 Owings Mills, MD
and is entitled to all the rights and privileges
thereof to the last day of March 2005

220 08 **0000000**
Person ID: **0000000**

Submit Reset Close

BOY SCOUTS OF AMERICA

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5. Click **Submit**. You will receive a confirmation page indicating you have successfully registered on the site. Click **Close** to return to the login page as shown in the picture below.



6. Enter the user name and password you just created and click Logon.



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Result: The system returns to the main page. From here, you can select courses, maintain personal information, and change your password.

