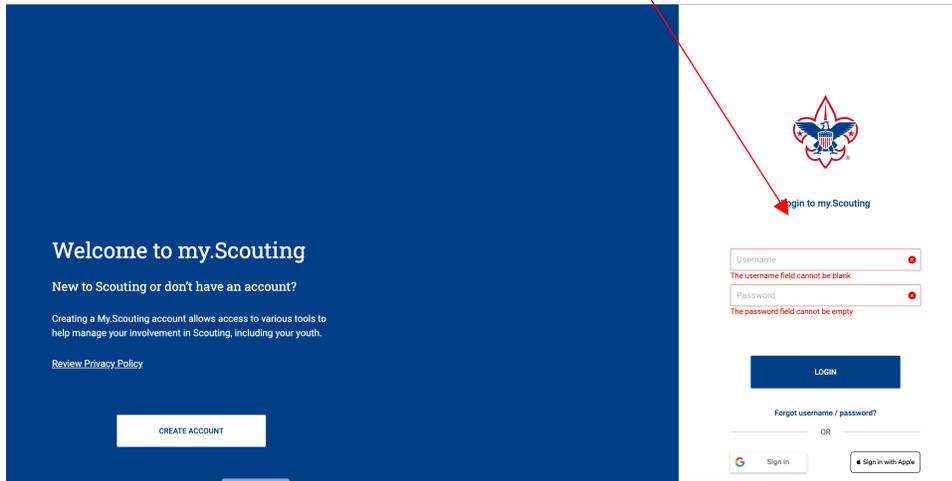


PRINT A TRAINING CERTIFICATE

Step 1:

Log into my.scouting.org with your username and password.



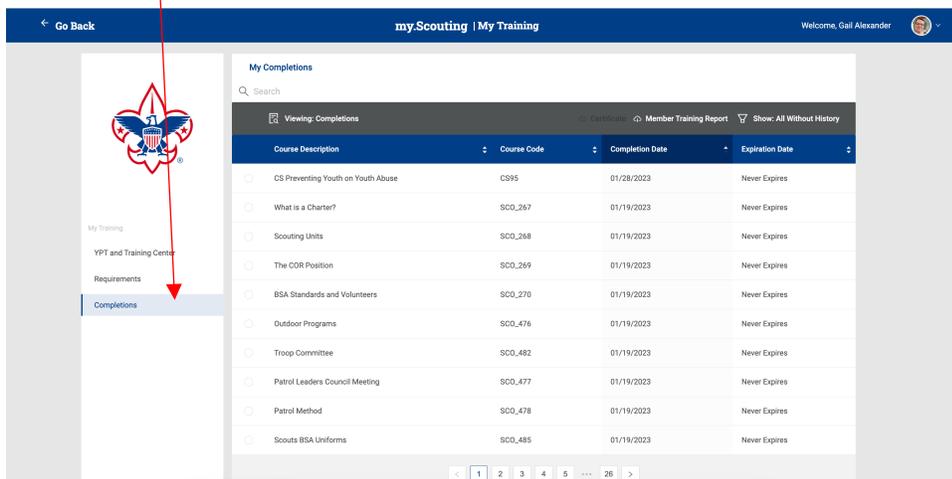
Step 2:

Choose "MY TRAINING" from the Menu button on the top left side.



Step 3:

Choose "COMPLETIONS" from the left side menu window.



Step 4:
Using "Search", type the name of the Training certificate you are needing.

The screenshot shows the 'My Completions' page in the my.Scouting system. The page header includes 'Go Back', 'my.Scouting | My Training', and 'Welcome, Gail Alexander'. The left sidebar contains the Scouting logo and navigation links: 'My Training', 'YPT and Training Center', 'Requirements', and 'Completions'. The main content area features a search bar with the text 'Search' and a dropdown menu set to 'Viewing: Completions'. Below the search bar is a table with the following columns: 'Course Description', 'Course Code', 'Completion Date', and 'Expiration Date'. The table lists 12 training items, all with an expiration date of 'Never Expires'. A pagination bar at the bottom shows page 1 of 26.

Course Description	Course Code	Completion Date	Expiration Date
<input type="radio"/> CS Preventing Youth on Youth Abuse	CS95	01/28/2023	Never Expires
<input type="radio"/> What is a Charter?	SCO_267	01/19/2023	Never Expires
<input type="radio"/> Scouting Units	SCO_268	01/19/2023	Never Expires
<input type="radio"/> The COR Position	SCO_269	01/19/2023	Never Expires
<input type="radio"/> BSA Standards and Volunteers	SCO_270	01/19/2023	Never Expires
<input type="radio"/> Outdoor Programs	SCO_476	01/19/2023	Never Expires
<input type="radio"/> Troop Committee	SCO_482	01/19/2023	Never Expires
<input type="radio"/> Patrol Leaders Council Meeting	SCO_477	01/19/2023	Never Expires
<input type="radio"/> Patrol Method	SCO_478	01/19/2023	Never Expires
<input type="radio"/> Scouts BSA Uniforms	SCO_485	01/19/2023	Never Expires

Example:
Hazardous Weather Training was searched in this image below.
The results are shown below the search.

The screenshot shows the 'My Completions' page with a search for 'Hazardous Weather Training'. The search bar contains the text 'Hazardous Weather Training'. The table below the search bar shows two results for 'Hazardous Weather Training' with course code 'SCO_800' and completion/expiration dates of '03/08/2022' and '03/08/2024'. A pagination bar at the bottom shows page 1 of 1.

Course Description	Course Code	Completion Date	Expiration Date
<input type="radio"/> Hazardous Weather Training	SCO_800	03/08/2022	03/08/2024
<input type="radio"/> Hazardous Weather Training	SCO_800	03/08/2022	03/08/2024

Step 5:

Pick the training you want to print a certificate for using the round radio buttons to the left of the training listed. Note: Always choose the one with the most current training if multiple trainings for the specific module is listed.

The screenshot shows the 'my.Scouting | My Training' interface. On the left is a sidebar with the Scout logo and navigation links: 'My Training', 'YPT and Training Center', 'Requirements', and 'Completions'. The main content area is titled 'My Completions' and contains a search bar for 'Hazardous Weather Training'. Below the search bar is a menu with options: 'Viewing: Completions', 'Certificate', 'Member Training Report', and 'Show: All Without History'. A table lists training completions with columns for 'Course Description', 'Course Code', 'Completion Date', and 'Expiration Date'. Two rows are shown, both for 'Hazardous Weather Training' with code 'SCO_800' and dates '03/08/2022' and '03/08/2024'. The first row has a selected radio button, indicated by a red arrow.

Course Description	Course Code	Completion Date	Expiration Date
<input checked="" type="radio"/> Hazardous Weather Training	SCO_800	03/08/2022	03/08/2024
<input type="radio"/> Hazardous Weather Training	SCO_800	03/08/2022	03/08/2024

Step 6:

Choose "Certificate" from the menu bar.

A new window should open with the training certificate showing. At this time you can print or save your certificate as a .pdf file.

This screenshot is identical to the previous one, showing the 'My Completions' section for 'Hazardous Weather Training'. A red arrow points to the 'Certificate' option in the menu bar above the table.