BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

Printing a YPT Certificate for a Unit Member

1. Log into https://my.scouting.org
2. Click on the Menu icon in the upper left corner.
3. Choose the **Organization** with which you would like to work with. (see image to the right)
4. Then choose **Training Manager.** (see image to the right)
5. Choose **Quick Search** on the left bar.
6. Enter in the **First Name** and/or **Last Name** of the person that you want to print the certificate for. Click **Search.**

7. In the results, click **Select** next to the member's name.
8. Choose **Youth Protection Training Certification** in the main pane, and then click **Certificate** in the top bar. A browser window should open with a PDF version of the certificate. You can save the file from the browser menu or by right clicking the file.