

How to update the Unit's Security Manager and give access to people in your unit.

One of the key 3 in the troop (Scoutmaster, Cubmaster or Crew Advisor, Unit Committee Chair and COR) will need to log into the my.scouting.org system and click on Organization Security Manager from the drop down menu under the unit name.

This is the screen you get when you go to that page. Under Functional Positions, click on the words for the position you want to assign someone to.

The screenshot shows the my.Scouting Organization Security Manager interface for Crew 0442 at Friendswood United Methodist Church. The page includes the following information:

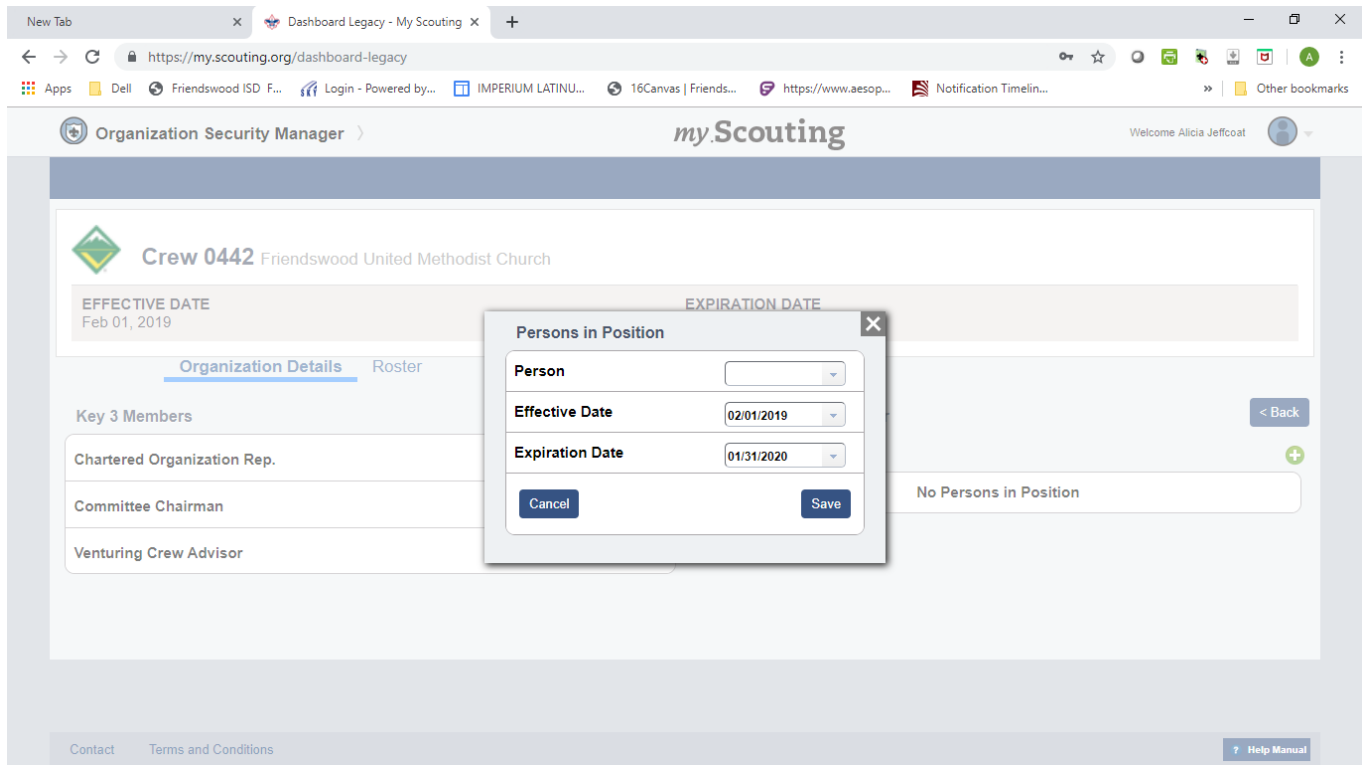
- Organization:** Crew 0442, Friendswood United Methodist Church
- EFFECTIVE DATE:** Feb 01, 2019
- EXPIRATION DATE:** Jan 31, 2020
- Navigation:** Organization Details (selected), Roster
- Key 3 Members:**
 - Chartered Organization Rep.: Shannon L Melton
 - Committee Chairman: Alicia Sanders Jeffcoat
 - Venturing Crew Advisor: John Harvey Williams
- Functional Positions:**
 - Key 3 Delegate
 - Registration Inquiry
 - Unit Advancement Chair
 - Unit Training Chair
 - Youth Protection Champion

Then click on the small green circle with the white plus sign.

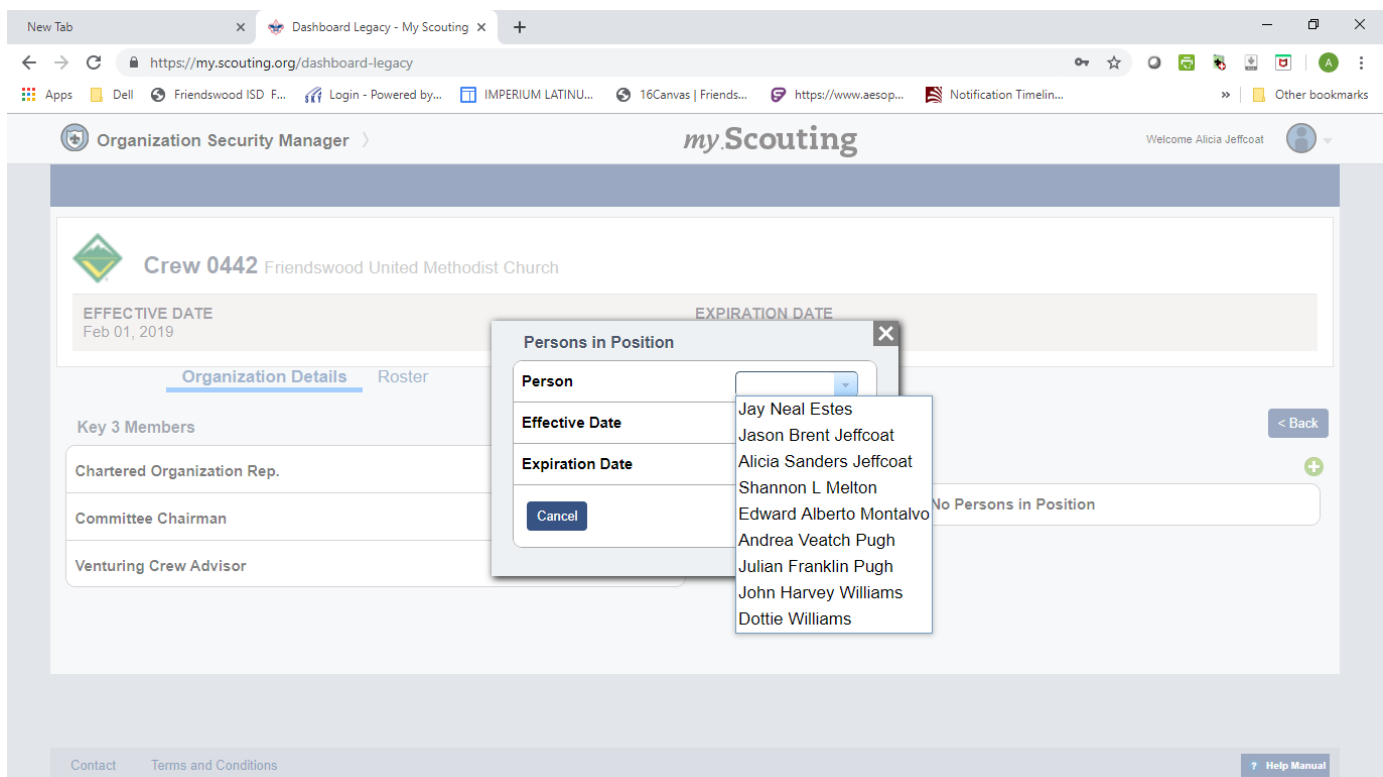
This screenshot shows the same my.Scouting Organization Security Manager page, but with the 'Unit Advancement Chair' position selected for editing. The 'Key 3 Members' list remains the same. The 'Unit Advancement Chair' section now displays:

- Unit Advancement Chair:** Position Information
- Position Information:** No Persons in Position
- Buttons:** < Back (top right), + (green circle with white plus sign, top right)

Click on the down arrow beside the word person. You will get a dropdown menu with every adult registered with the unit.



Click on the person you want to have that position. These will need to be updated each year since these members are registered as a Committee Members and the national BSA has no way of knowing who the unit has assigned to the task. Make sure you click on save before you leave this page.



Check who you have assigned to what before you leave this page.

Key 3 Delegates can see and do everything! There is no need to put someone there and in another spot.

Registration Inquiry- Allows user read-only access to Application Manager and Invitation Manager. Your membership chair really also needs Member Manger but this does not give them access. I don't understand why National has it that way but they do. Therefore, it is my recommendation that you have your membership chair a Key 3 Delegate.

Unit Advancement Chair will have access to the new online advancement system.

Unit Training Chair and the Youth Protection champion only have access to the adult training records.

The screenshot shows the my.Scouting Organization Security Manager interface. The page title is "Organization Security Manager" and the user is logged in as "Welcome Alicia Jeffcoat". The main content area displays details for "Crew 0442 Friendswood United Methodist Church".

Organization Details | Roster

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

Key 3 Members

Chartered Organization Rep.	Shannon L Melton
Committee Chairman	Alicia Sanders Jeffcoat
Venturing Crew Advisor	John Harvey Williams

Functional Positions

Key 3 Delegate	
Registration Inquiry	
Unit Advancement Chair	Jay Neal Estes
Unit Training Chair	
Youth Protection Champion	

Position Updated [Help Manual](#)