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.

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