

INTERNET ADVANCEMENT 2.0 MADE EASY

Note: You no longer need a unit ID number to access internet advancement. Instead, you will access the system using your my.scouting.org username and password. To access internet advancement, you must be registered as a member of the Key 3 of your unit (committee chairman, charter representative, cubmaster/scoutmaster) or be designated as unit advancement chair. To be designated as unit advancement chair, please follow the instructions at <http://www.hawkeyebsa.org/News/InternetAdv20> or contact Tammy at tammy.erickson@scouting.org or 319-862-0541.

Steps to enter in advancement

- 1) Go to my.scouting.org and enter in your user name and password. If you don't remember your user name and/or password call 972-580-2489. This is the National volunteer helpline and they will help you. Unfortunately, we do not have access to your password.
- 2) Once you are in my.scouting.org, click on the drop-down menu on the left side of the and select "legacy web tools." Under legacy web tools, select "internet advancement 2.0." This will bring up a new screen. Sign in using your my.scouting.org credentials. A small tutorial will come up to help you navigate the new system. You can go through this or click out of it.
- 3) You will see a roster of the boys that includes their member number, age, and current rank. Select the youth you want to enter in the advancement for by checking the box next to his name. Select "record advancement" on the gray bar on the right-hand side.
- 4) A new window will open. Select the type of advancement under the drop-down menu. For example, a Cub Scout belt loop or adventure pin will be found under "adventures." Then select the advancement item you are entering in. There are small pictures next to each different advancement. If you have multiple awards to enter in for a youth, hit "save and approve another." After you are done with a youth's advancement, hit "approve and finish." If multiple youth have earned the same award, select each youth on the roster you are entering the award for, and then select the appropriate advancement.
- 5) Once you have finished entering your advancements, click on "run report" located on the gray bar and then select "advancement report." A new window will open, detailing the advancements you have entered and their estimated cost at the Scout Shop. Click on "generate report." A new window will open with your report. Print this off and bring it to the Scout Shop. That's all there is to it! 😊

Other Internet Advancement 2.0 Features

If you want to find out what awards/advancements a youth has, click on their name and look under the approved tab. This will show everything that has been entered into the system.

If you want to run an advancement report for multiple youth, select each name you want to include in the report. Then select “advancement history” under the run reports tab. A new window will open, click the x to remove the date and then click run report. A report will come up showing all advancements each individual has earned.

If you want to see a complete unit roster, including adult leaders, click on “unit roster” under the “run reports” tab.

If you want to access previous advancement reports, click on “reports” on the gray column on the left-hand side of the screen.

- This is a new system and we are trying our best to make sure you have a smooth process entering your awards. If you are running into problems, please do not hesitate to call or come in and we will do our best to help you.