my.Scouting Tools

my.Scouting Tools is best experienced using the latest version of Google Chrome or Mozilla Firefox. Also works with the latest version of Safari, and Internet Explorer (v11).
The security tool provides the ability for Key 3s at each organization level to assign certain functional roles, including Key 3 Delegate (Plus 3) to members in the organization.

To begin, click Menu, then Organization Security Manager in the menu list.
Upon selection, the system defaults to the Organization Details page displaying the Key 3 Members in the organization. If you have a role in the national, region, area, council or district, you can drill down and view Key 3 members and assign functional positions in the selected organization. NOTE: Training functional roles that were assigned in Member Manager will automatically be imported.
New functional roles have been added to security manager. The following roles are for future functionality for online registration. Currently, assigning members to these functional roles will not grant them access to any tools. An update will be posted when online registration is rolled out later this year.

- Council Membership Standards Designee
- Cashier (Council)
- Registrar (Council)
- Registration Inquiry (National, Region, Area, Council, District, Unit)
- Council Membership Committee Chair
- District Membership Committee Chair
- Unit Membership Chairman

The following functional roles are now available for assignment granting access to the following:

- JTE Camping (Council) – Camping Manager Tool
- JTE Data (Council) – District JTE Data Tool
- JTE TAY (Council) – District Total Available Youth Tool
Only persons in eligible roles are available for assignment. Additionally, up to three people can be assigned the role of Key 3 Delegate, and they must also occupy a role that requires a background check be completed. Click the ‘i’ button for more information.
Additionally, the following positions have “Extended Key 3” access without needing to assign them the Key 3 Delegate role.

- Assistant Scout Executive
- Borough Scout Executive
- Director of Field Service
- Asst. Director of Field Service
- Field Director
- Senior District Executive
- District Director
- Council Admin (code 66)
To assign a functional role, select a role under “Functional Positions”.
Click the plus sign to add. A window box appears. Click the down arrow in the Person field. A list of members eligible to be selected appears. Select the person you wish to assign the functional role. Enter an effective date and expiration date, then click Save. NOTE: For units, the effective and expiration dates will default to the unit’s charter period.
The member’s name will then appear next to the functional position. Continue with the next functional position until you’ve assigned each desired role.

NOTE: Member’s with “training” in their role or Youth Protection Champion will only have access to the Training Manager tool. Those assigned a Key 3 Delegate role will have most of the administrative capabilities as Key 3s.
At anytime if you wish to remove/expire a member from a functional role, select the functional position. Then select the member’s name. A window appears where you can enter an expiration date. Click Save. The member will be removed from the list under Functional Positions.
Selecting the Roster tab displays list of members in the selected organization with their registered position. You may perform a search, filter by Youth and Adult, and filter by positions. You can also assign a functional role while in roster view by selecting a member in the list. Remember, only members in certain registered positions are available for assignment.
Once you select a member, click the plus sign by Position Information. A window appears where you can select the position you wish to assign in the drop-down list, and enter the effective and expiration dates. Click Save.
The assigned functional role will appear below the registered position title for that member.

NOTE: Registered positions cannot be assigned or expired.
To re-assign a functional role already assigned to one member to a different member in the organization, select the new member in the roster. Click the plus sign and a window box appears. Select the functional role that’s currently assigned to a member and enter the effective and expired dates. The system will automatically retire and remove the functional role previously assigned and reassign it to the new member selected.
For questions or concerns regarding the Organization Security Manager tool please contact the BSA National Support Center at: 

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