*my.*Scouting - Organization Security Manager FAQ

Q: **Who has access to the Organization Security Manager Tool?**

A: Only Key 3s at each organization level (unit, district, council, area, region, national) have access to the Organization Security Manager Tool.

Q: **Who can be assigned functional role(s)?**

A: Only persons in eligible roles are available for assignment by Key 3s in their organization structure. For a list of eligible roles, click on the information button next to Functional Position in the Organization Security Manager tool. NOTE: Tiger Cub Adult Partner and Executive Officer (IH) cannot be assigned a functional role.

Q: **How many people can be assigned the role of Key 3 Delegate?**

A: 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. For a list of Key 3 Delegate eligible roles, click on the information button next to Functional Position in the Organization Security Manager tool.

Q: **Can a Key 3 Delegate grant additional members the Key 3 Delegate role?**

A: No, Key 3 Delegate can only assign other available functional roles and has the ability to update certain member profile information, add training, print membership cards, etc., similar administrative tasks as a Key 3. However, some responsibilities cannot be delegated, such as accepting youth member or adult leaders. NOTE: Additional functional roles will be available as needed and as new tools are developed.

Q: **Once a member is assigned a functional role, how long before member can access the tools?**

A: Member will get access to the tools upon next login to my.scouting.org. Similarly, the system will automatically expire a member's access on the expiration date entered in the tool.

Q: **How long can a member be assigned a functional role?**

A: Unit - The system defaults member's assignment tenure up to the unit's charter period. The system will automatically expire member(s) from their assigned role once the charter expires, or upon change of the expiration date.

District – Role expires when membership expires; or when a district is expired by the council, or on the expiration date entered by your Key 3.

For councils and above, role expires when membership expires, or on the expiration date entered by your Key 3.

Q: How do I expire a member's functional role?

A: In Organization Details, click on the functional position, then select the member whose functional position you wish to expire. Enter an expiration date.

Q: Once a member's functional role has been assigned or expired, do they get notified?

A: No, however notification will be an enhancement in a future release.

Q: Where can I find instructions on how to use the tool?

A: Click on the Help Manual button in the lower right corner in the Organization Security Manager Tool. A PDF document will download with screenshots and instructions.