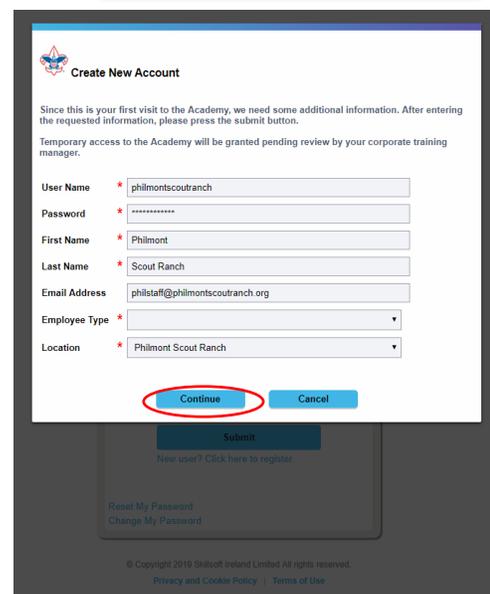
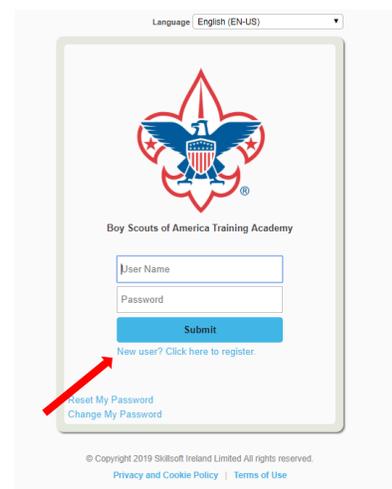


SKILLSOFT TRAINING GUIDE

Due to licensing restrictions, compliance training not developed by the Boy Scouts of America is hosted on a website called Skillsoft Compliance. These include the Harassment Prevention Training which is required for all seasonal and full-time BSA employees.

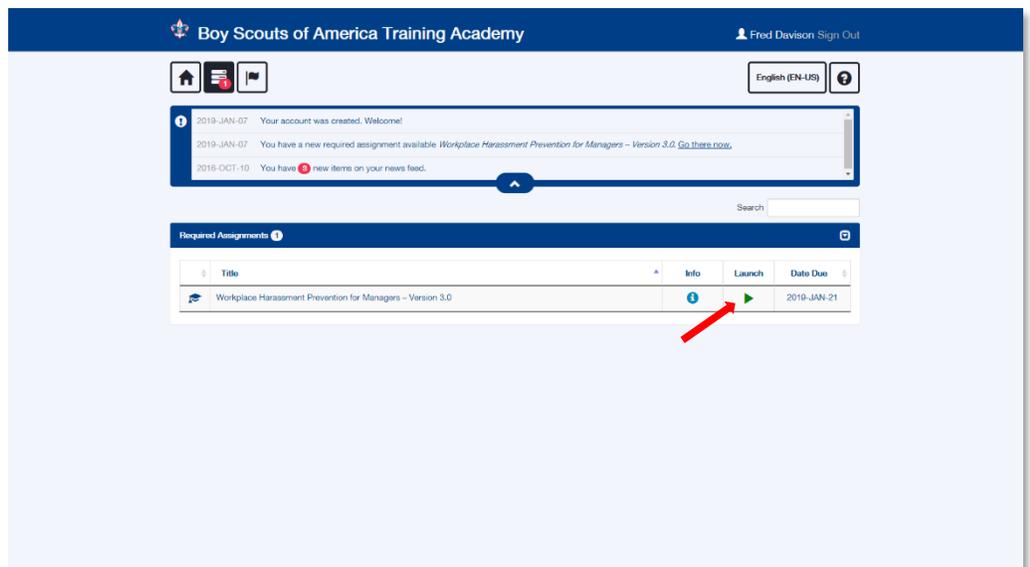
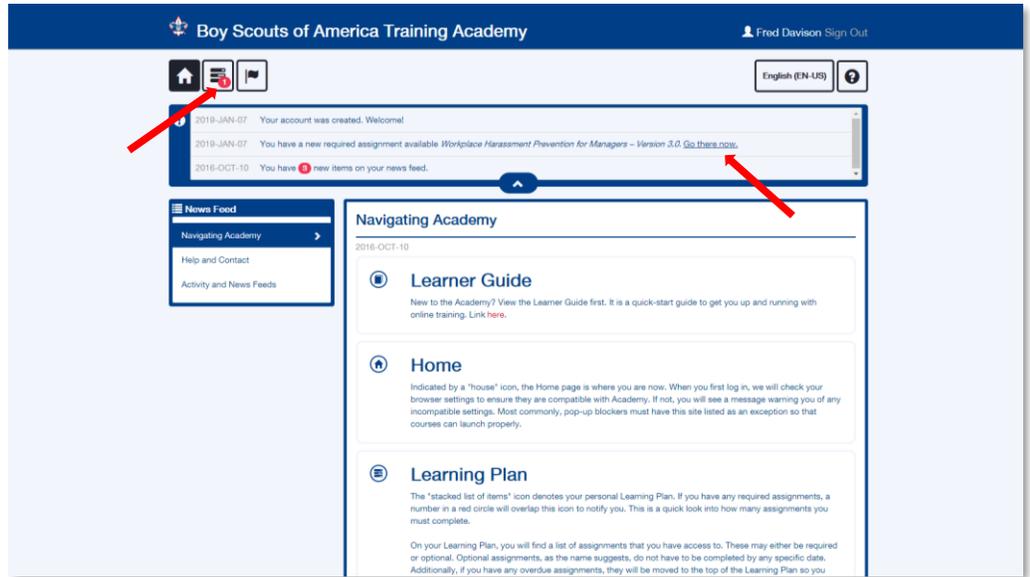
Accessing the Skillsoft Compliance Website

1. Access the Skillsoft Website. Full-time employees will be automatically enrolled for this training via their BSA network accounts and emailed a link to begin the course. Seasonal employees can access this training via the following link:
 - a. www.skillsoftcompliance.com/academy/default.aspx?orgid=551502
 - b. **IMPORTANT:** Employees needing assistance with the BSA Skillsoft Academy should call 866-754-5435 or access online support at <https://support.skillsoft.com/contact.asp>.
2. Login to the Skillsoft Training Website
 - a. Select “New user? Click here to register” (enter username and password if set up and skip to step 3)
 - b. Complete all required fields (marked with red asterisk) in the “Create New Account” page.
 - i. Create a unique username and password
 - ii. Enter your first and last name
 - iii. Enter your email address (not required, but highly recommended to regain access in case of lost password or certificate)
 - iv. Under employee type choose either “employee” or “supervisor” as it pertains to your position.
 - v. Under location: Select “Philmont Scout Ranch.”
 - c. Click the “complete” button to be taken to the training home page.
3. You will now be redirected to the training home page on Skillsoft Compliance.



Accessing Training

1. Use the instructions above to access your Skillsoft Compliance homepage.
2. Access the required training by either clicking on the “Learning Plan” menu button or the “Go there now link” for the training you are trying to access (see red arrows on right).
3. From the learning plan page you can select the green “launch” button to begin the training. Selecting this or the “go there now” button will open the training in a new browser window or tab.
4. Watch all videos and complete all quizzes.
5. Take the final the final test.



Accessing Your Completion Certificates

1. Use the steps above to complete your required compliance training and access the Skillssoft Compliance Home Page.
2. Click on the “transcript” button (waving flag icon).
3. Click on the “Actions” menu next to the training.
4. Choose “View Certificate”
5. Click the printer icon on the top left.
6. Use your browser’s printer driver to download the certificate as a .pdf or image file (or print and scan).

