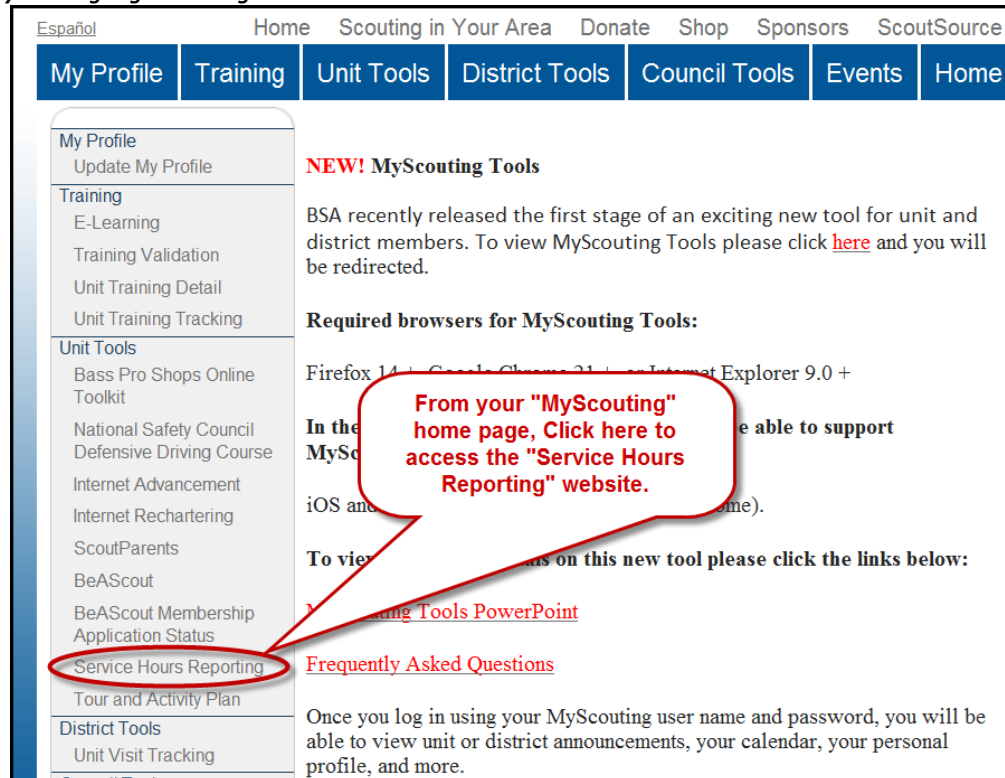


Entering Unit Service Hours online

- Creating a user profile -

To access the Service Hours website, login as you normally would to your “MyScouting” home page, then select the **“Service Hours Reporting”** link shown below. -- Or optionally the website can be accessed directly by going to: <https://servicehours.scouting.org/UI/Security/Login.aspx> .

MyScouting.org Home Page



In order to create a login, you will need to obtain your unit’s ID number. It is 5 to 11 digit (usually a 5 or 9 digit) number - (It is also the same number that is used as the user ID to access your online “Internet Advancement” system).

You will only need this number to initially “create” your username and password.

Contact your District or Unit Commissioner to obtain this number.

Service Hours Website – Login Page

The screenshot shows the login page of the Service Hours Website. At the top, there is a red header bar with the text "Return to Service Hours Reporting Information Page" on the left and "Click here for Help" on the right. Below the header, there is a paragraph of text explaining service projects. A red callout bubble points to a link that says "Click here to create a new username and password to Access the website." Below this, the text "New Users Click Here" is circled in red. Further down, there are input fields for "Username:" and "Password:", followed by a "Login" button. Below the login button, there is a link for "Forgot your password?" and another link "Click Here to Lookup your Password." At the bottom, there is a copyright notice for 2011 Boy Scouts of America, a privacy statement link, and a TRUSTe Certified Privacy logo.

Return to Service Hours Reporting Information Page [Click here for Help](#)

A service project is a special Good Turn that puts Scouts to work on conservation projects. But Good Turns are often a busy street, going to the store for an elderly neighbor, sign, doing something special for a brother or sister, school. Anyone can get involved in a Good Turn. If you want to project to benefit your community, contact your local Scout Council.

To report information about a service project in which your Scout group participated, enter your username and password.

[Click here to create a new username and password to Access the website.](#)

New Users Click Here

Username:

Password:

Login

Forgot your password?
[Click Here to Lookup your Password.](#)

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This site is best viewed with Internet Explorer 7.0 or greater.

TRUSTe
CERTIFIED PRIVACY

To create your unique login, click The “[New Users Click Here](#)” link shown above.

Service Hours Website – Confidentiality Page

The screenshot shows the confidentiality page of the Service Hours Website. At the top, there is a red header bar with the text "Return to Service Hours Reporting Information Page" on the left and "Click here for Help" on the right. Below the header, there is a "Confidentiality Statement" section. A red callout bubble points to the "I Agree" link, with the text "Click 'I Agree' to continue." Below the statement, there are two links: "I Agree" and "I Disagree". The "I Agree" link is circled in red.

Return to Service Hours Reporting Information Page [Click here for Help](#)

Confidentiality Statement

You are about to enter information confidential to your unit and Service Hours Reporting. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Service Hours Reporting on a need to know basis.

You agree this information will not be distributed or shared outside of the Service Hours Reporting.

[I Agree](#) [I Disagree](#)

Click the “I Agree” link to continue.

Service Hours Website – Profile Creation Page

The screenshot shows the 'Profile Creation Page' of the Service Hours Website. At the top, there is a red banner with the text 'Return to Service Hours Reporting Information Page' and a link 'Click here for Help'. Below the banner, there is a paragraph: 'About a service project in which your unit/group participated, you must report Service Hours Reporting. Please provide us the following information.' This is followed by a bold instruction: 'If you do not have your Unit ID or Local Unit Number then please contact your Unit Serving Executive or your Local Council.' The form contains several fields: 'Unit ID:', 'Unit Type:', 'Local Unit Number:', 'First Name:', 'MI Name:', 'Last Name:', 'Address:', 'State:' (with a dropdown menu showing 'Alabama'), 'Zip Code:', 'E-Mail:', 'Username:', 'Password:', and 'Verify Password:'. At the bottom are 'Register' and 'Cancel' buttons. Red callouts provide specific instructions: one points to the 'Unit ID:' field with the text 'Enter the (5 to 11) digit UNIT ID NUMBER here.'; another points to the 'Local Unit Number:' field with the text 'The LOCAL UNIT NUMBER is your regular Pack, Troop, Team, or Crew number. It must be entered as a 4 digit number. example: "Pack 123" would be entered as "0123".'; and a third points to the 'Username:' field with the text 'Create your own unique USERNAME here.'. Red arrows also point to the 'Unit Type:', 'First Name:', 'MI Name:', 'Last Name:', 'Address:', 'State:', 'Zip Code:', 'E-Mail:', 'Password:', and 'Verify Password:' fields.

The next page is where you'll create your user profile. Enter all the required fields as prompted.

One common error is that the LOCAL UNIT NUMBER must be entered as a 4 digit number. Just add leading zeros to your unit number (if needed). For example, Troop "123" would be entered as "0123".

When finished, click the REGISTER button at the bottom of the screen. If the Username you've selected is already in use, you will be prompted to choose a different one. Remember to re-enter the password and click REGISTER again.

The process of entering, reviewing and editing Service Hour entries is fairly straight forward. For additional help and information on completing these tasks, go to:

<https://servicehours.scouting.org/includes/files/popHelp.htm> .