

## Internet Advancement Login Instructions

ALL Units are required per the National BSA, to post all advancements; ranks, awards, and even belt loops earned within a timely basis, at least quarterly, and all should be posted no later than December 31st.

Login as a First Time User to set-up the unit's Internet Advancement Account using this link:

<https://scoutnet.scouting.org/iadv/UI/home/default.aspx>

This link can also be accessed through the council's website, [www.wccbsa.org](http://www.wccbsa.org), see menu on left side, under Online Tools, Internet Advancement or through [MyScouting.org](http://MyScouting.org), Unit Tools, Internet Advancement.

**When you login and load the unit council roster, if any scout is not listed or showing up online, this means he is not currently registered to your unit. Please contact the council office immediately to determine where membership may be for this youth and for further instructions.**

Unit ID number:  
Unit Type:  
Unit Number:  
Password:

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Once you login, you will be asked to update your name, email address, phone number, and to set-up a password. Your **password** should be (i.e., {###scouts}).

After the initial First-Time User account set-up, each time you login after this you will login as a Returning User using the Unit ID number and Password.

### **IMPORTANT STEPS TO REMEMBER**

**Always load the Council Roster.**

**KEEP YOUR UNIT ID NUMBER AND PASSWORD HANDY!**

Internet Advancement is only supported by the following browsers; IE 9, 10, or 11, Google Chrome, and Firefox. Any other browser, Mozilla, or MAC **will not work**. If you get started on a Internet Advancement Report and get interrupted, remember click on NEXT and click on SUBMIT TO COUNCIL or you can LOG-OUT, it will automatically save your progress and bring you back to where you left off. **If you do not log-out, your progress will not be saved.**

**Always click on the SUBMIT TO COUNCIL button and then PRINT YOUR REPORTS.**

No paperwork needs to be mailed to the council office.

**The BSA requires all Troops to keep paper advancement records on file for seven years.**

### **REPORTING COMMUNITY SERVICE HOURS THROUGH GOOD TURN FOR AMERICA**

This same Unit ID Number is used to login and report Community Service Hours in JTE (Journey To Excellence),

<https://servicehours.scouting.org/UI/Security/Login.aspx>

Please save this login information for future reference.

### **THINGS UNITS CAN DO WITH INTERNET ADVANCEMENT**

Print current Unit Rosters

Print Unit Advancement Summary report

Print individual Member Summary

View and print previous Internet Advancement Reports

Print temporary BSA Membership Cards

**Contact Sandy Elkins, [sandy.elkins@scouting.org](mailto:sandy.elkins@scouting.org), with questions.**