

## ***Internet Advancement in the Andrew Jackson Council***

*Internet Advancement* is now enabled and ready for use by units within the Andrew Jackson Council. To begin use of Internet Advancement, the Committee for your unit should first make a determination as to the person who will be authorized to use Internet Advancement for the unit. The *Committee Chairman* should then send an email to Vaneesa Harris, our Council Register as of April 1, 2010 (please welcome Vaneesa!), at [vharris@bsaemail.org](mailto:vharris@bsaemail.org), with the following information:

- A. The unit number for which Internet Advancement is requested to be authorized;
- B. The name and email address of the person (who must be a registered member of the Boy Scouts of America) who will be authorized to utilize Internet Advancement for your unit.

Upon receipt of the request, Vaneesa will send an email to the person authorized to utilize Internet Advancement for the unit, containing (a) the BSA ID registration number for that person, and (b) the BSA Internet Advancement Unit Number for your unit (note: there will be a different number for Internet Charter Renewal; Charter Renewal will be covered separately). That person will then follow the following instructions:

1. Point your web browser to [www.scouting.org](http://www.scouting.org), and when the page loads, click on the link in upper right corner "**Log In**";
2. A new page will load, in which you will either (a) *Sign in* if you already have a "*My Scouting Account*", or "*Create an Account*", in which you will create your "*My Scouting Account*". You will need your BSA ID registration number to create the "*My Scouting Account*";
3. After signing into your "*My Scouting Account*", a new page will load, and on the left side of the page, click on the link "**Internet Advancement**";
4. A new page will load, giving you the option to (a) register as a "**First Time User**", or (b) log in as a "**Returning User**"; Click on the link "**First Time User**", where you will enter (i) the Unit ID number (obtained from the Council), (ii) the unit type (Pack, Troop, Crew), and (iii) Unit # (use a 4 digit number, for instance, Troop 3 would be 0003). **Here you will create a password unique to you for use of the BSA Internet Advancement;**
5. After registering your unit and creating the Internet Advancement password unique to yourself, to log in you will use the link "**Returning User**", where you will sign in with your Unit ID # (obtained from the Council) and your unique Internet Advancement password;
6. You will then have the option to (a) upload an advancement file created by a ScoutNet approved program such as "*Troopmaster*", or (b)

- manually update the individual files (Rank, Merit Badge or Awards) for the members of your Unit;
7. When completed, click “Next”, where you will have the opportunity to Review the Advancement Report prior to submitting to the Council, and upon ensuring the accuracy of the report, you will click on the link to “**Submit to Council**”;
  8. You will need to print the report, which will be styled “Advancement Report” (with a heading “Internet Advancement-Advancement Report Package”), and upon properly signing and dating the report, with the proper signatures (committee members for a Board of Review), submit the signed and dated report to the Scout Shop in order to purchase the awards. If you desire a copy of the report, submit a duplicate copy which will be signed by a sales associate in the Scout Shop and returned to you for your records.

Use of Internet Advancement is intuitive to use, and provides instantaneous advancement for the youth of your unit. However, because advancement is now instantaneous, careful use of the system and protection of your passwords is mandatory.