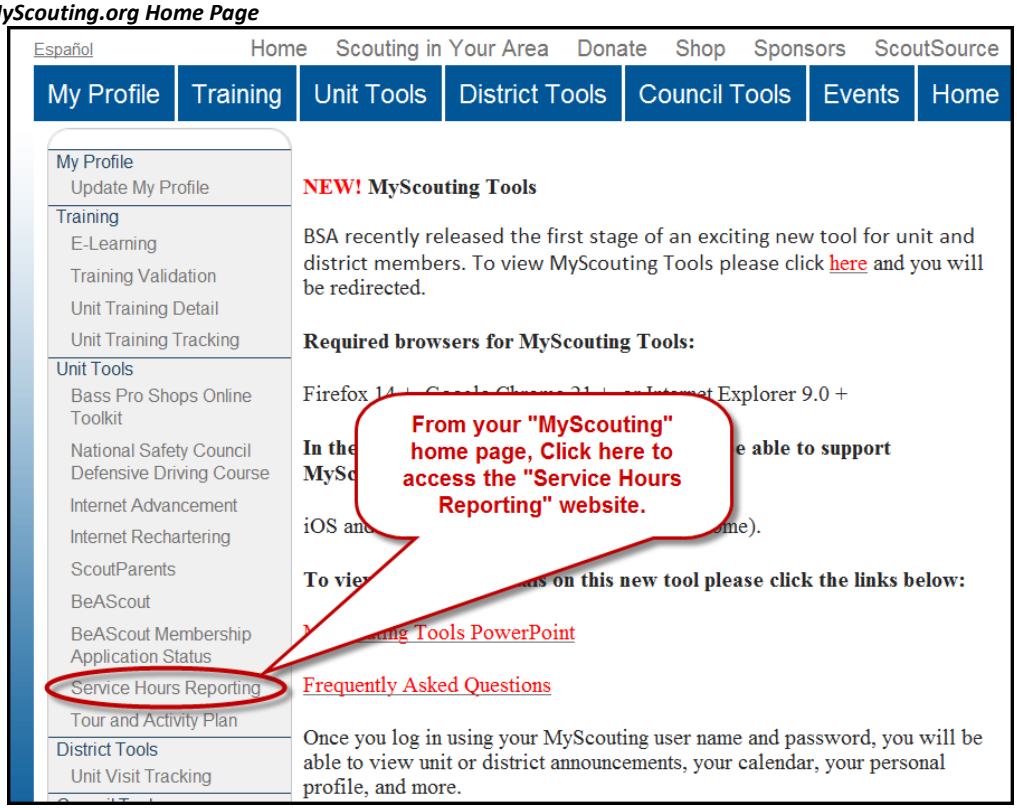
Entering Unit Service Hours online
- Creating a user profile -

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.

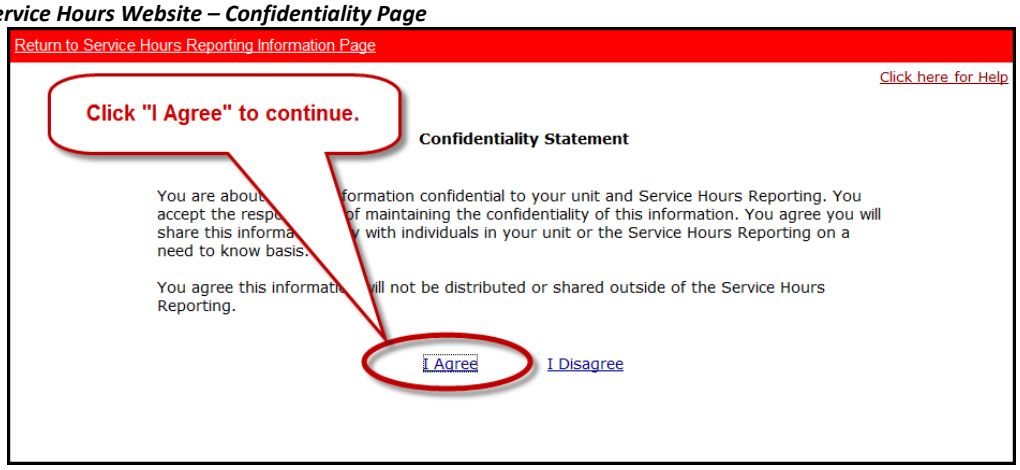
Contact your District or Unit Commissioner to obtain this number.

Service Hours Website – Login Page



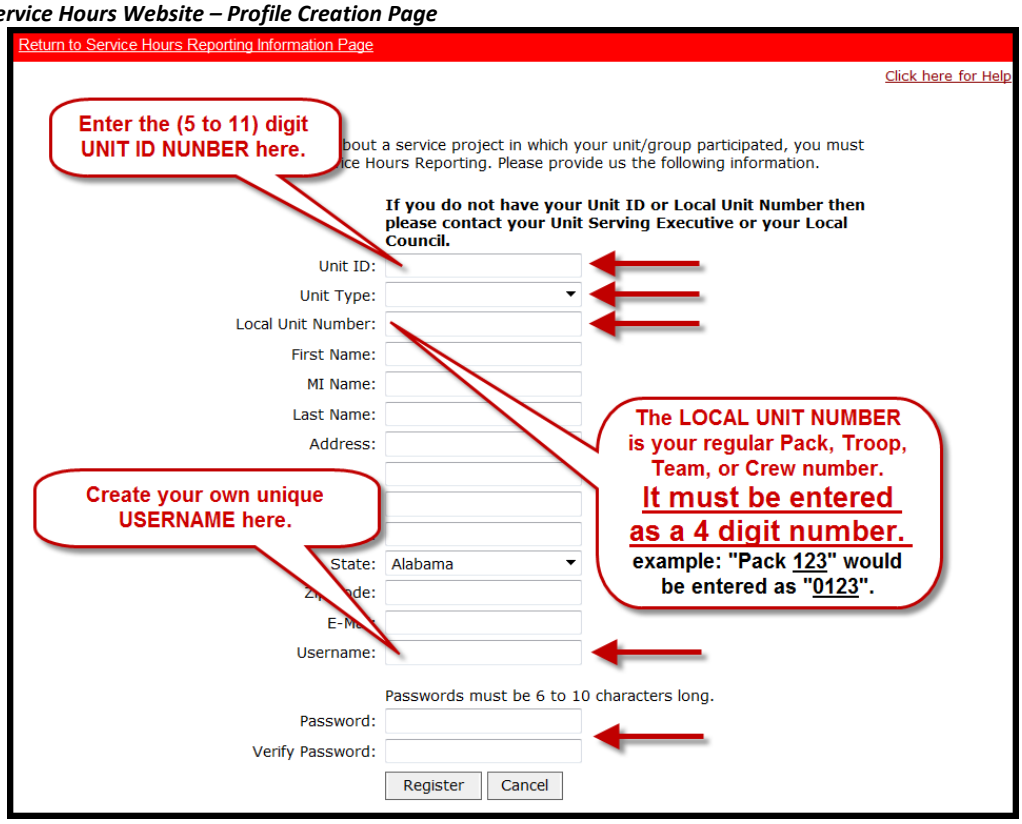
To create your unique login, click The "New Users Click Here" link shown above.

Service Hours Website – Confidentiality Page



Click the "I Agree" link to continue.

Service Hours Website – Profile Creation Page



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 .