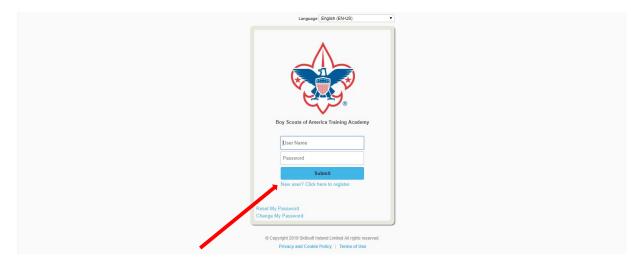
Seasonal Staff Harassment Prevention Training

Boy Scouts of America maintains a respectful and safe workplace for all employees, therefore it is equally important that all seasonal staff complete Harassment Prevention Training as it is for our full-time staff. Seasonal employees will use the link below to log into the BSA Skillsoft Academy to access the training: www.skillsoftcompliance.com/academy/default.aspx?orgid=551502

IMPORTANT: Employees needing assistance with the BSA Skillsoft Academy should call 866-754-5435 or access online support at <u>https://support.skillsoft.com/contact.asp</u>.



Select "New user? Click here to register."

| Since this is y the requested | • New Account our first visit to the Academy, we need some additional information. After entering information, plasse press the submit button. sess to the Academy will be granted pending review by your corporate training |
|----------------------------------|---|
| User Name | * philmontscoutranch |
| Password | * |
| First Name | * Philmont |
| Last Name | * Scout Ranch |
| Email Addres | s philstaff@philmontscoutranch.org |
| Employee Ty | e * |
| Location | * Philmont Scout Ranch |
| | Cancel Submit New user? Citch here to register |
| | |

Complete all required fields (with red asterisk). Note: An email is not required but highly recommended so that you can send in your completion certificate if you do not have access to a printer when you complete your training.

Employee Type: Select "Employee" or "Supervisor" from the drop-down menu as it pertains to your position.

Location: Select "Philmont Scout Ranch" from the drop-down menu.

Once you have completed all required fields, click "Continue" to finish registering your account.

| 🕸 Boy Scouts of America Tr | raining Academy |
|---|---|
| | English (EN-US) |
| 2019-JAN-07 Your account was created. Welcom 2019-JAN-07 You have a new required assignmen 2016-OCT-10 You have ③ new items on your new | t available Workplace Harassment Prevention for Managers – Version 3.0. Go there now, |
| Image: News Feed Navigating Academy Navigating Academy 2018-00T- Help and Contact Activity and News Feeds | ating Academy 10 Learner Guide New to the Academy? View the Learner Guide first. It is a quick-start guide to get you up and running with online training. Link here. |
| ۲ | Home Indicated by a "house" icon, the Home page is where you are now. When you first log in, we will check your browser settings to ensure they are compatible with Academy. If not, you will see a message warning you of any incompatible settings. Most commonly, pop-up blockers must have this site listed as an exception so that courses can launch property. |
| ۲ | Learning Plan The "stacked list of items" icon denotes your personal Learning Plan. If you have any required assignments, a number in a red circle will overlap this icon to notify you. This is a quick look into how many assignments you must complete. On your Learning Plan, you will find a list of assignments that you have access to. These may either be required or optional. Optional assignments, as the name suggests, do not have to be completed by any specific date. Additionally, if you have any overdue assignments, they will be moved to the too of the Learning Plan so you |

You can access your Harassment Prevention Training by clicking either your "Learning Plan" icon or the "Go there now." Link in your Training Academy notifications bar (see red arrows).

| Boy Scouts of America Training Academy | L Sign Out |
|--|--------------------------------------|
| | English (EN-US) |
| 2019-JAN-07 Your account was created. Welcome! 2019-JAN-07 You have a new required assignment available <i>Workplace Harassment Prevention for Ma</i> 2018-OCT-10 You have 3 new items on your news feed. | anagers - Version 3.0. Go there now, |
| | Search |
| Required Assignments (1) | 0 |
| Trite | ▲ Info Launch Date Due ♦ |
| Source Harassment Prevention for Managers – Version 3.0 | 3 2019-JAN-21 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

To begin your training, click the green "Launch" button. Be aware of the Due Date next to the Launch button and make sure to complete your training <u>before</u> the due date.

Once you complete your training, save your proof of completion and provide to Philmont as instructed.