How to Approve an Adult Application on MyScouting App

The following individuals can approve youth applications:
- Chartered Organization Representative

Adult applications are available for approval after an adult completes youth protection training and their training is recorded. They can be approved from your my.scouting.org account or from the MyScouting app. Search for the for "MyScouting" in the Google Play Store Apple app store or click here:
Android – https://play.google.com/store/apps/details?id=com.myscouting&hl=en_US
Apple – https://apps.apple.com/us/app/myscouting/id1186037730

1. Download the app and install it.

2. Sign-in to your account. If you have an account, but don't remember your username or password, click on **"Forgot username/password?"**
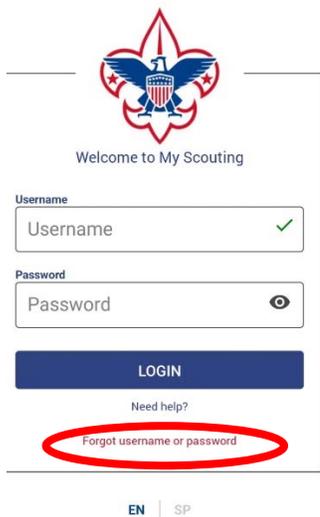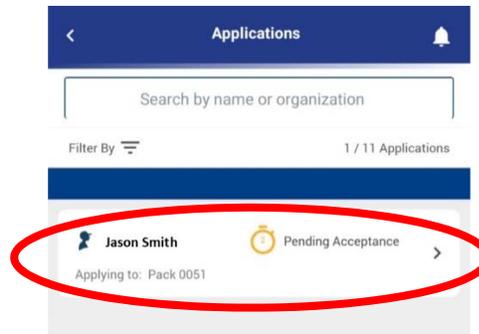

3. Click on **"Membership Manager"** and then click on the Pack, Troop, Crew, or Post that you are wanting to approve an application for.
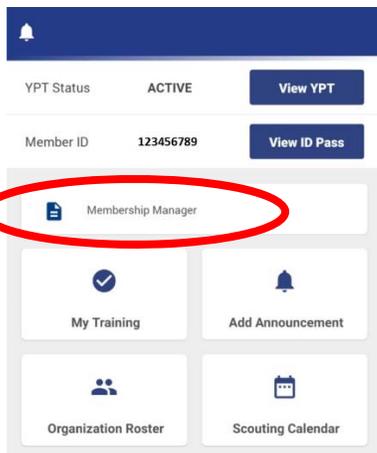
4. Click on **"Application Manager"** and then click on the unit you want to approve an application for.
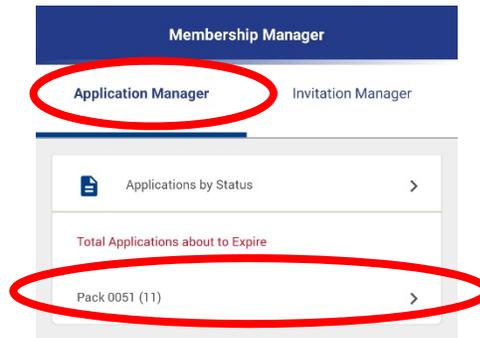
5. Click on the name of the adult you want to approve their application.

6. You will be able to review the applicant's information, otherwise, if you are ready to proceed, you will see one of two options at the bottom. The first is if they answered **"Yes"** to any of the screening questions. Click **"Review Background Responses"** and then proceed to step 7.


If they answered **"No"** to all of the screening questions, then you will see the options below. Skip to step 8.

7. If the applicant answered "Yes" to any of the screening questions, when you click on **"Review Background Responses,"** you will then see a popup. You will need to acknowledge that you have read the explanations given for each of the screening questions to which they affirmatively clicking the checks next to each question. You will also be asked to type in the comments that you have discussed these questions with the applicant. After you type your comments, the "I Acknowledge" button will become active and you and submit your comment.

8. You have several options at this point. **"Accept,"** **"Reassign," "Return Application,"** and **"Do Not Accept."** To approve the application and to register the adult, click on **"Accept."**


Special notes on the three other options under "More Actions," "Reassign," "Return Application," and **"Do Not Accept."**

Reassign – By selecting this option, you will not be accepting their application. The application will be forwarded up to the District and Council Key 3 so they can be reassigned to another unit. If you select this option, you will need to provide a reason for reassigning them. You can also post additional notes in the "Application Notes" section at the top of the page.
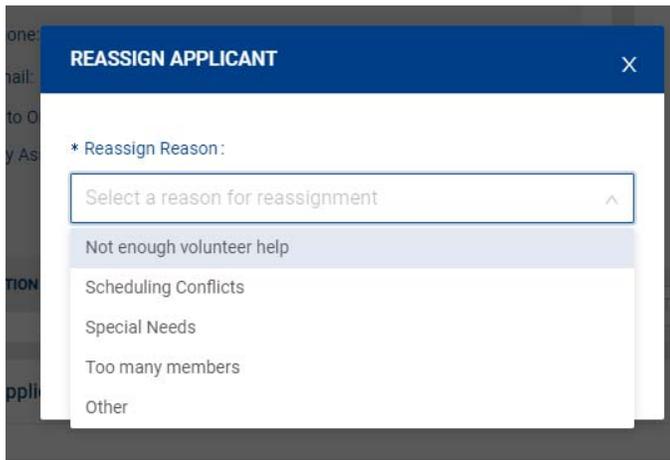
Do Not Accept – This will effectively reject their application. If you are rejecting an application for some reason, please contact the Council Scout Service Center to discuss the reason for the rejection of the application.

9. A window will popup and you will need to select the position for which you are approving the individual for. If you are unsure, be sure to talk to the individual and/or unit leadership before picking one. Select the appropriate position and click **"Save."**
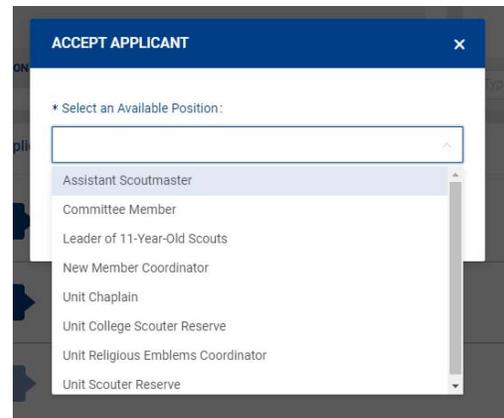
Return Application – After reviewing the application, if you still need more information you are encouraged to call the applicant directly to get the information you need or questions you have answered. If after that, you feel you need to return the application to have them provide additional information, click on "Return Application." When you select Return to Applicant, a message box will appear. Type your request in the space provided and an e-mail will be sent to the applicant asking them to log into their My.Scouting account and navigate to their application to supply the additional information you need. Your message must be typed in a single paragraph.