

## **Register and Log-in**

You must register as a new user for each separate unit, including cases where you are the unit advancement processor for more than one unit. Create a password that is easy to remember, and do not keep it with the unit ID number.

You can begin updating advancements in Internet Advancement and stop before finishing. When you return, log in as a returning user.

The unit ID number does not change so long as the unit remains an active, registered unit of the local council. If the unit advancement processor for the unit does change, the council must be notified to reset the user profile so that a new processor may register as a first time user. In this case, any advancement entry in progress is retained.

The council can also reset data in Internet Advancement, which means that all updates are deleted. The roster returns to the roster downloaded from ScoutNET.

If the unit appoints a new unit processor, contact the council to reset the unit's profile. The new unit advancement processor registers as a first time user. The council can reset the profile if the current unit advancement processor wants to change information such as e-mail address or telephone.

### **If you are a new user:**

1. At the Internet Advancement home page, click the First Time User button.
2. At the registration page, enter your information into the following fields:
  - Unit ID (the unit ID number is provided by the council)
  - Unit Type (choose one from the drop-down list)
  - Unit Number
3. Click Continue.
4. Read the confidentiality statement. Click I Agree.
5. At the contact information page, enter your information. All fields are required.
6. Click Register.
3. Click Continue
4. Read the confidentiality statement. Click I Agree.
5. At the contact information page, enter your information. All fields are required.
6. Click Register.

### **If you are a returning user:**

1. At the Internet Advancement home page, click the Returning User button.
2. At the Log In screen, enter the unit ID and the password.
3. Click Log In.