



## MyParticipation

### **How do I log into MyParticipation?**

You must create an account, or if you already have a MyScouting account, use the same user name and password to access MyParticipation.

### **What are the system requirements for MyParticipation?**

For optimal performance, we suggest at least 512 MB of RAM. The supported browser is Internet Explorer 7.0 (or more recent).

### **How do I get my member ID?**

Your member ID is located on your Explorer membership card. You can also contact your local Learning for Life office to obtain this information. You can create an account without entering your member ID. Enter it at a later date by logging on to MyParticipation and selecting My Profile. Click Modify Profile, and then click Modify Membership Information. Enter your member ID, scroll down to the bottom of the form, and click Submit.

### **How do I add my member ID to my account?**

Log into MyParticipation, and click My Profile. Enter your member ID(s) and select the appropriate Learning for Life offices then click ADD.

### **Why do I get this message: LFL office number and member ID number do not match?**

You must have a current Explorer registration to enter your member ID, and your member ID must match the Learning for Life office where you are registered.

### **What if I don't receive the confirmation e-mail?**

If you do not receive a confirmation e-mail, check your Junk E-mail folder or any alternate Inbox to which your Internet provider may direct spam e-mail. This is only a precaution in case your e-mail from the MyParticipation administrator with your MyParticipation Registration Confirmation is misdirected.

### **The confirmation e-mail I received is blank. How can I activate my account?**

For assistance, e-mail [myparticipation@learningforlife.org](mailto:myparticipation@learningforlife.org) and include your user name and contact information. Please include your Learning for Life office name and headquarters city. Our representatives are available between 7 a.m. (CT) and 7 p.m. (CT) Monday through Friday. You will receive a response by the close of business on the day following your inquiry.

### **How do I print a certificate after I complete a training course?**

After you complete a training course, return to the course selection page, and click E-Learning on the left side of the page to refresh the browser. The course status is now Completed. Click View Certificate to view and print your training certificate.

### **Need assistance?**

E-mail [myparticipation@learningforlife.org](mailto:myparticipation@learningforlife.org) and include your user name and contact information. Please include your Learning for Life office name and headquarters city. Our representatives are available between 7 a.m. (CT) and 7 p.m. (CT) Monday through Friday. You will receive a response by the close of business on the day following your inquiry.