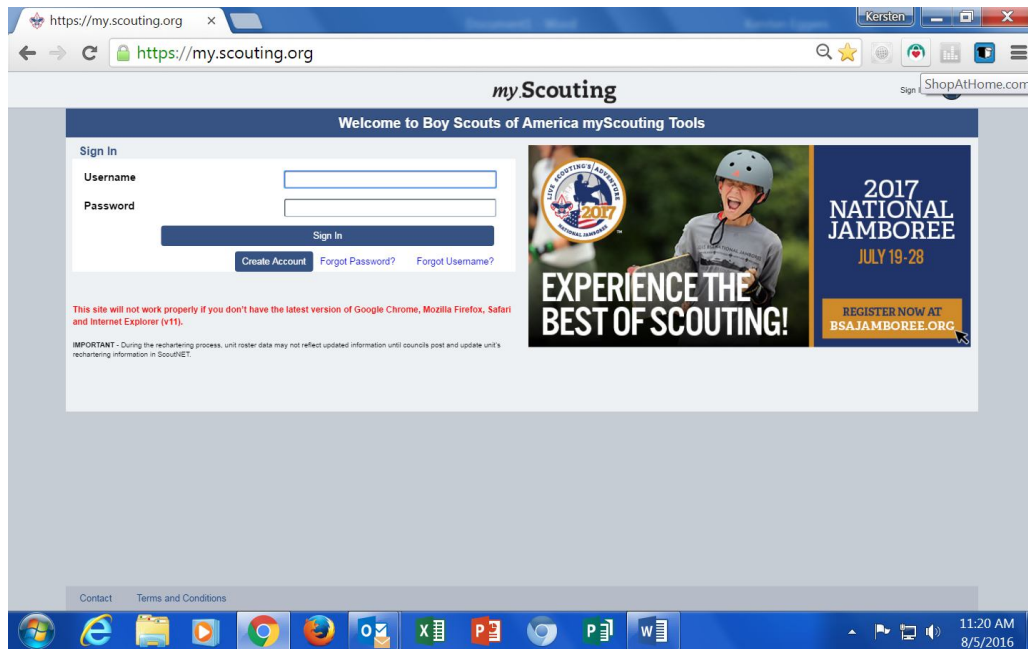


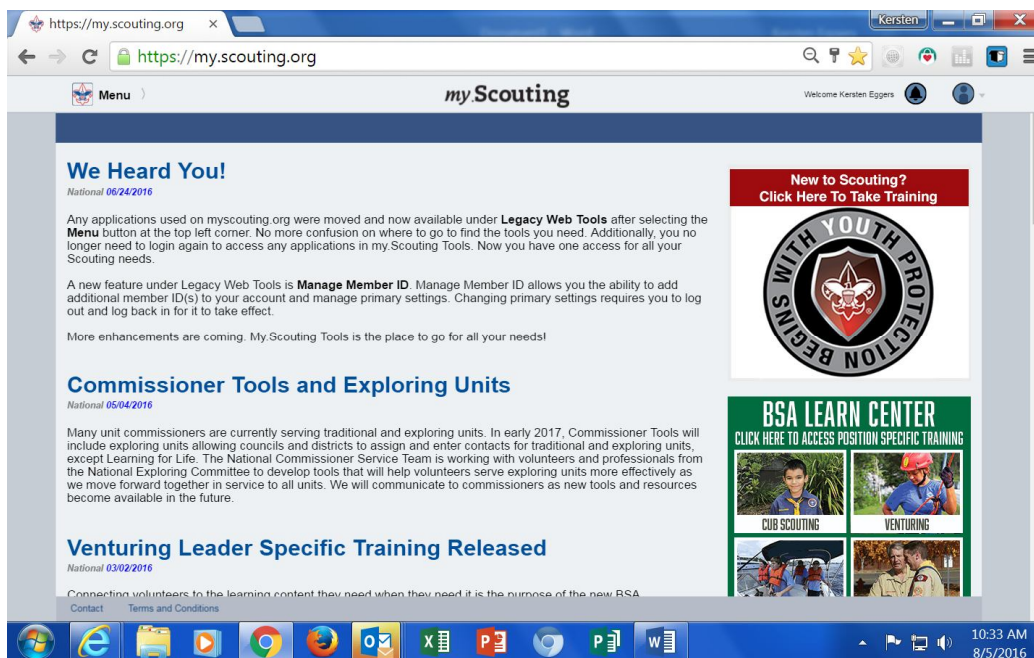
# How To Get In to “Service Hours Reporting” System For Logging Service Hours For Unit Service Projects and Eagle Service Projects

## Service Projects Are Required For #8 On The Journey To Excellence Scorecard

Log In To Your [My.Scouting.org](https://my.scouting.org) Account



Once Logged In Your Screen Will Look Like This:



- Click on  in top left corner;
- Click on “Legacy Web Tools”;
- Click on “Service Hours Reporting”.

## Your Screen Will Look Like This:

The screenshot shows a web browser window with the URL <https://servicehours.scouting.org/UI/Security/Login.aspx>. The page has a red header with a link to "Return to Service Hours Reporting Information Page" and another link "Click here for Help". The main content area contains a paragraph explaining service projects and a login form with fields for "Username:" and "Password:", a "Login" button, and a link for "Forgot your password?". A footer contains copyright information for Boy Scouts of America and a note about browser compatibility.

If you have never accessed the account for your unit click on **“New Users Click Here”**.  
After the **Confidential Statement** information click on **“I Agree”**.

## Your Screen Will Look Like This:

The screenshot shows a web browser window with the URL <https://servicehours.scouting.org/ui/register/register.aspx>. The page has a red header with a link to "Return to Service Hours Reporting Information Page" and another link "Click here for Help". The main content area contains a paragraph explaining the registration process and a registration form with fields for "Unit ID:", "Unit Type:", "Local Unit Number:", "First Name:", "MI Name:", "Last Name:", "Address:", "City:", "State:" (set to Alabama), "Zip Code:", "E-Mail:", "Username:", "Password:", and "Verify Password:". There are "Register" and "Cancel" buttons at the bottom of the form.

Complete the information requested on the screen.

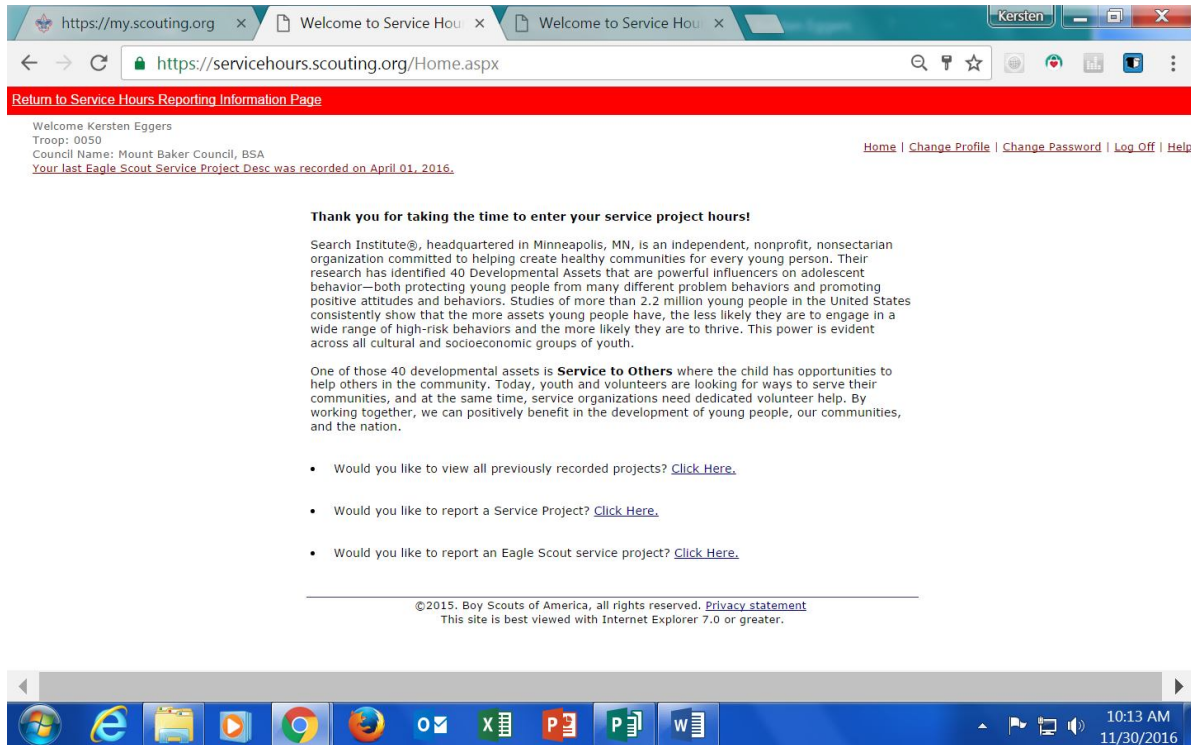
Call the **Everett Service Center at 425-338-0380** for your **Unit’s ID #** if you do not already know the number.  
Please note that for **Local Unit Number**, you must enter 4 numbers (example 0050 not 50).

For **Username**, we suggest something simple so others in your unit can access the account (example *Unit ####*).

For **Password**, again, we suggest something simple so others in your unit can access the account for future service hours reporting.

Click on **“Register”**.

Your Screen Will Then Look Like This:



**Please call the Everett Service Center at 425-338-0380 if you need further assistance.**

**Thank you for reporting your Service Hours for Journey To Excellence!!**