

# Viewing your Training Record on Compass

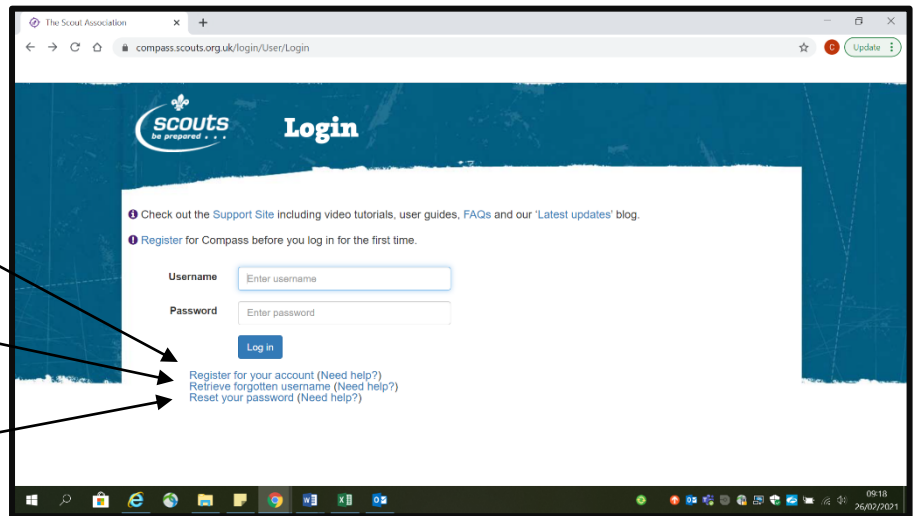
## Step 1:

Go to [www.compass.scouts.org](http://www.compass.scouts.org) and login.

*If you haven't used compass before, click register for your account.*

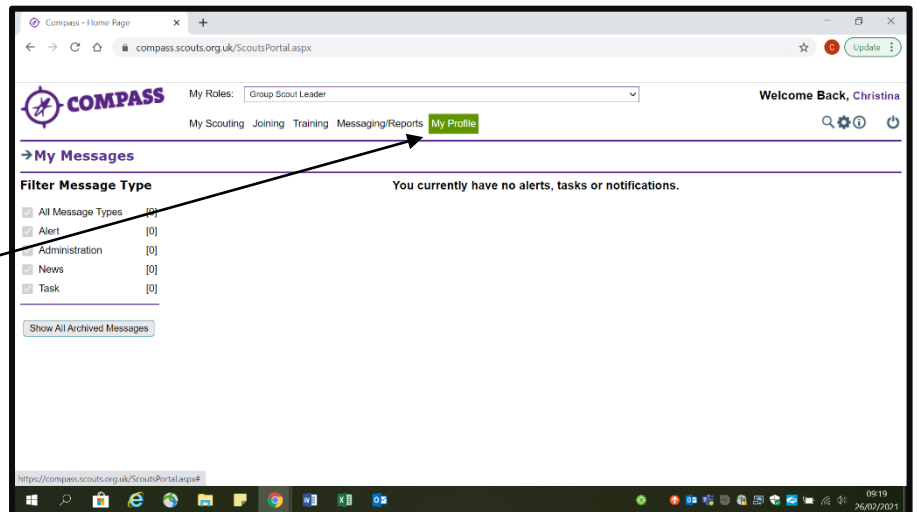
*If you've forgotten your username click the link to retrieve it*

*If you've forgotten your password, click the link to reset it.*



## Step 2:

From the menu along the top select "My Profile"

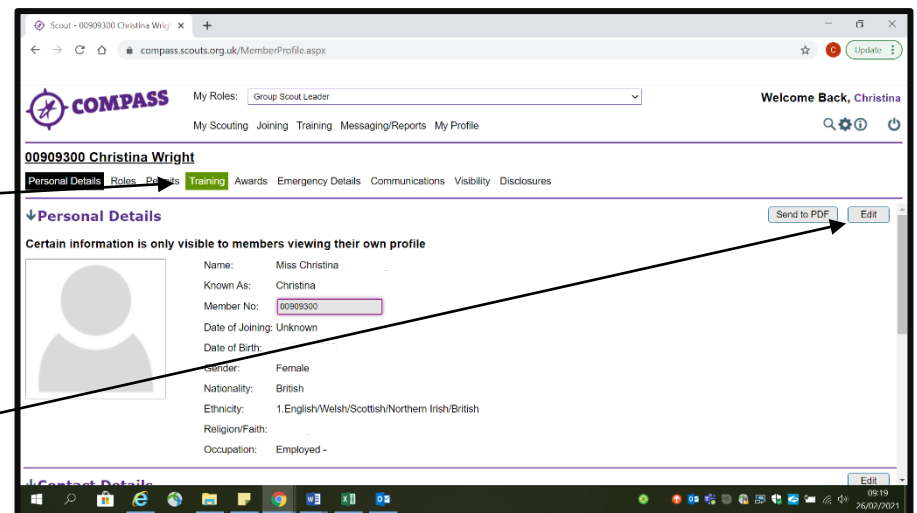


## Step 3:

From the menu under your name select "Training"

*You can also use this opportunity to make sure your personal and contact details are correct.*

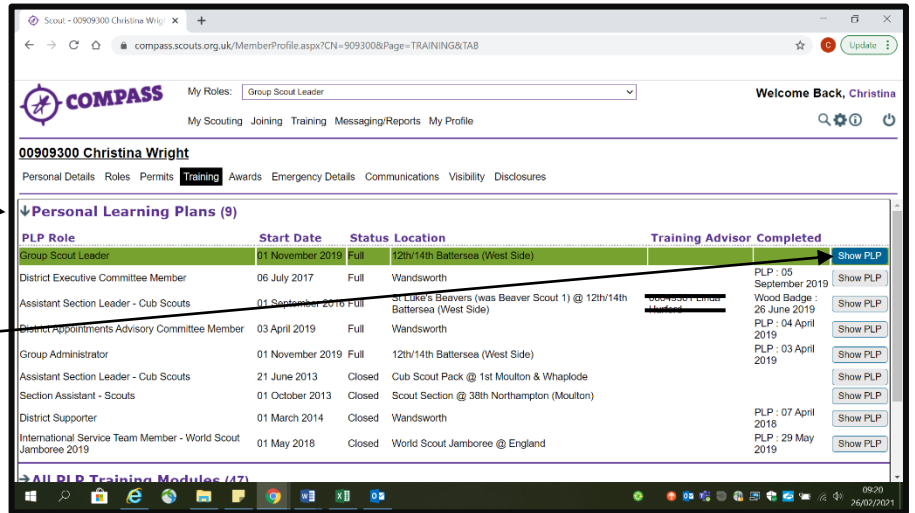
*If you need to change them, select the edit button.*



### Step 4:

Select the drop down “Personal Learning Plans”

Select the role you wish to check the training for, and click “Show PLP”

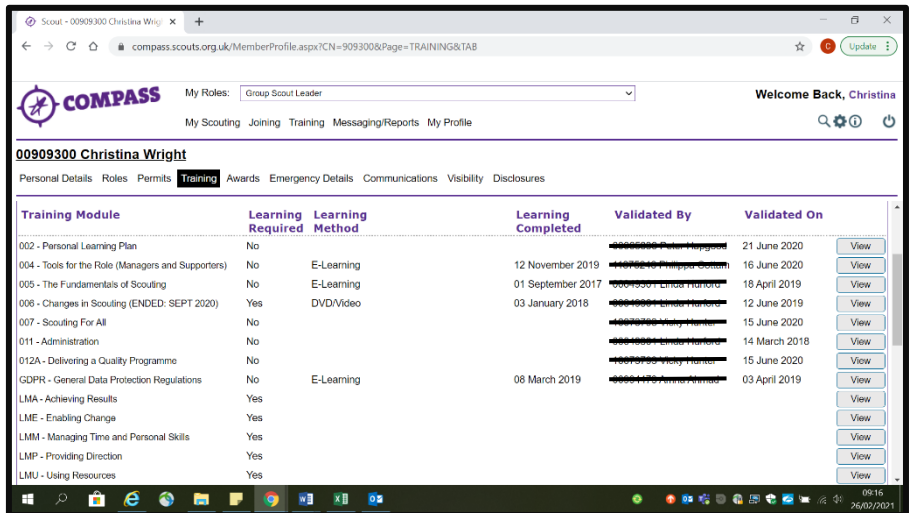


### Step 5:

You will then see all the required modules for that role.

You will then be able to see which modules require learning, and which require validation.

Any that have been validated are complete.



### Step 6:

You will also need to check your mandatory ongoing learning.

Scroll down and select “Mandatory Ongoing Learning”

You should then be able to see the three modules: First Aid, Safety and Safeguarding.

