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1. Go to: <https://my.scouting.org>
2. Sign in by entering your User ID and Password (the same user ID and password for myscouting.org)
3. Click the  button in the top left corner
4. Select the unit where you are registered as a council commissioner, assistant council commissioner, district commissioner, or assistant district commissioner (unit commissioners do not have access to assign a unit commissioner to a unit)
5. Select the  button.
6. In the Organization Navigator on the left side of the page, select the appropriate Service Area for the unit.
7. In the Organization Navigator on the left side of the page, select the appropriate District for the unit.
8. From the list of Commissioners on the right side of the page, select the appropriate unit commissioner. It may be necessary to click the “Load More” button at the bottom of the list.
9. Click the  button.
10. In the Organization Navigator on the left side of the window, select the appropriate Service Area for the unit.
11. In the Organization Navigator on the left side of the window, select the appropriate District for the unit.
12. In the Organization Navigator on the left side of the window, select the appropriate Sub District for the unit.
13. In the Organization Navigator on the left side of the window, select the appropriate unit. It may be necessary to click the “Load More” button at the bottom of the list.
14. Click the  button.
15. Click the  button in the Organization Navigator to repeat steps 11 – 14 to make additional assignments.