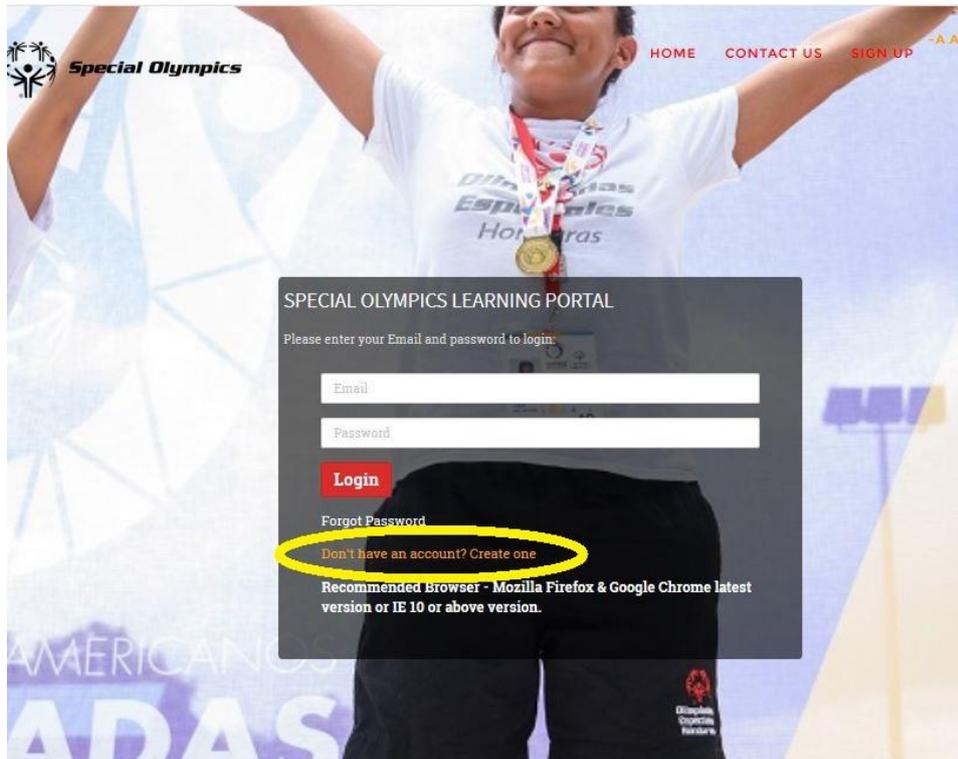


How to Guide:

- Navigate to <https://learn.specialolympics.org>

Creating a New Account

- Select Create a new account



- Complete all details on registration Page Part 1.

SCREENSHOT

TOP TIP: Check your email address to ensure there are no typos. An account activation email will be sent to the email address you enter. If it is incorrect, you will be unable to access your account.

- Complete Registration Form Part 1 – there are certain indicated fields which are compulsory to complete your registration.
 - First Name
 - Gender
 - Country
 - Primary Language
 - Surname
 - Email
 - Region
 - Date of Birth
 - City
 - Programme

You will also be required to complete the

- Other fields are optional, however, the more information you provide, the more we can target the course information we send to you.

Encuentra tu INSPIRACION

Special Olympics

HOME CONTACT US LOGIN English

NEW USER REGISTRATION - PART I

User Title: --Select Title--

First Name:

Middle Name:

Last Name:

Email:

Gender: Select Gender

Date of Birth:

Mobile No/ Primary No:

Street Address:

City:

State:

Country: No Country

Learning Area: Select

Region: Select

Program: Select

Primary Language:

Additional languages and level:

YVZ98D

Enter values shown in above image:

Click here to read and accept the privacy policy.

I agree to the Terms and Conditions.

Register Clear All Cancel

- Most other fields are optional, however, the more information you provide, the more we can target the course information we send to you.

Data Privacy and Terms and Conditions

- You will be required to provide your consent to Special Olympics Data Privacy Policy and Terms and Conditions. Both documents may be accessed by clicking on the links beside the check box.

Note: You must provide your explicit acceptance and agreement in order to create an account. If you do not provide your acceptance and agreement you will not be permitted to create an account to access the Special Olympics Learning Portal. However, you may still be able to access many of the courses on the portal in a classroom/field based training at your local programme.

- Click Register.

Depending on whether you have selected your Learning Area as Sport or Health, you will be brought to the Registration Part II.

Sport User Registration

NEW USER REGISTRATION - PART II

Sport 1 selected

Check all Uncheck all

- Athletics
- Badminton
- Basketball
- Bocce

DOCUMENTS: doc/docx/ppt/pptx/xls/xlsx
/txt/pdf
IMAGE: jpeg/jpg/gif/png/bmp/tif

Years Coaching

Current Certification Level

Please upload current certification documents, if available.

Select the Sport(s) in which you coach, the number of years you have been coaching.

Select your current certification level from the drop down menu. If you don't see something that matches, select "Unknown".

NEW USER REGISTRATION - PART II

Sport Select

Years Coaching

Current Certification Level Select

Please upload current certification documents, if available.

Upload

- The maximum file size for uploads is 300 MB
- The file types allowed are
DOCUMENTS: doc/docx/ppt/pptx/xls/xlsx
/txt/pdf
IMAGE: jpeg/jpg/gif/png/bmp/tif

Area of Expertise Select

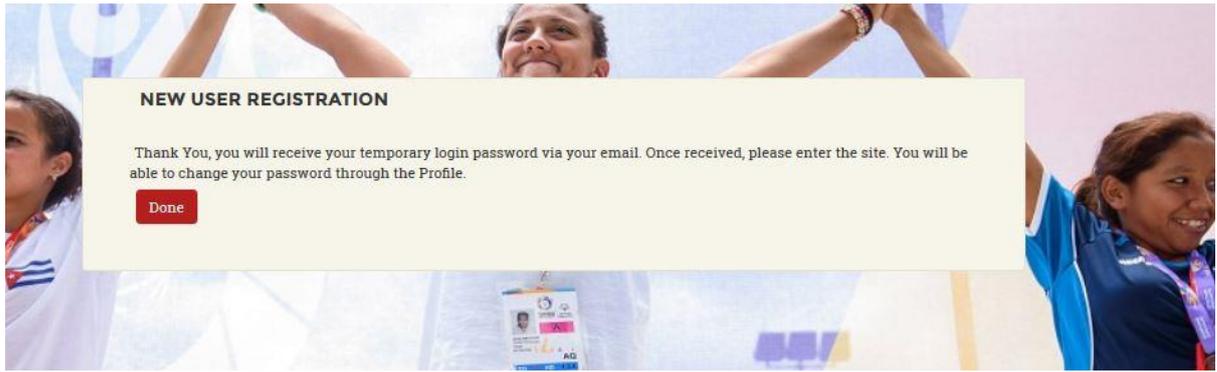
Unified Sports Knowledge Yes No

Submit **Cancel**

If you have an electronic of your most recent/highest level of certification, you may upload it by clicking on the upload link. Please read the document parameters permissible in the text box below.

Finally select your area(s) of expertise and identify whether or not you have Unified Sports experience.

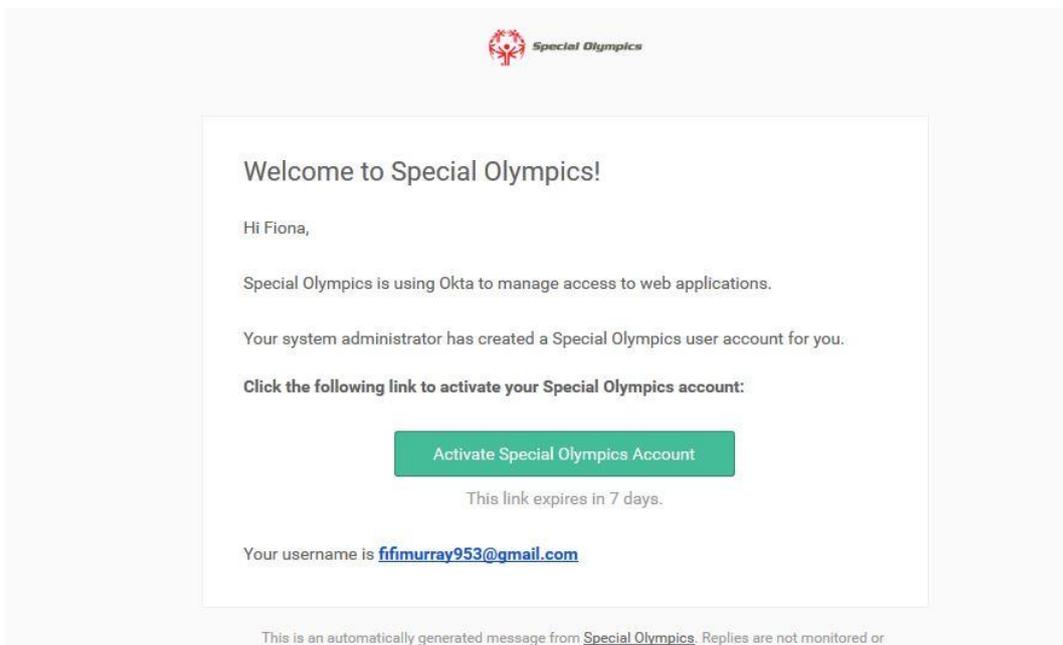
Now you have completed your registration form – Click Submit.



Account Activation

Now that you have completed the registration process you will receive an email from Okta with the subject line "Welcome to Special Olympics"

Tip: If you do not see this email in your inbox, please check your Spam/Junk Folders. If the email still has not arrived, please email learn@specialolympics.org with the subject line: Okta Account Activation Email Not Received



Click on the green "Activate Special Olympics Account" box.

You should see the screen below. Enter your chosen password (ensuring you fulfil the requirements).

Welcome to Special Olympics, Fiona!
Create your Special Olympics account



Enter new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username.

Repeat new password



Choose a forgot password question

What is the food you least liked as a child? ▾

Answer

Select your chosen security question and answer and select a security image.



Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



Create My Account

Finally click on "Create My Account".

NOTE: You may also receive and email from SO Learning Portal (learn@specialolympics.org) or an additional email from Okta with the subject line "New Course Assigned". These emails will be received where there is compulsory learning assigned to your user group (e.g. Sport/Health).

Now that your account has been activated, you can return to the login screen at <https://learn.specialolympics.org> and access the SO Learning Portal using the email and password you have just set.

