



SPECIAL OLYMPICS ONLINE LEARNING PORTAL HOW TO CREATE A LEARNING PORTAL ACCOUNT

OVERVIEW

The **Special Olympics (SO) Online Learning Portal** is a resource that provides educational, interactive courses for Youth Leaders, adult mentors, coaches, health professionals, and more. Leading up to the Global Youth Leadership Summit, this portal will be used to access pre-Summit work, complete e-learning courses, and submit materials leading up to the Summit. This guide will help you set up an account to the portal.

First start by going to <u>learn.specialolympics.org</u> then follow along with the step-by-step guide below.

Step-by-Step Guide to Set-Up Your Account



STEP 1

If you already have an account you can press **Login** and enter your username and password (and skip to Step 7)

If you do not have an account, click **Register**



STEP 2

Fill out the registration page

Learning Area: Global Youth Engagement

User Type: Youth Leader or Adult Mentor

Then ceritfy you have read and accepted the terms and conditions

Once all boxes are complete press **Register**







STEP 3

Check your email for a message from OKTA and set your account password

Press **Done** when complete

Special Olympics

Welcome to Special Olympics!

Hi Inclusion,

Special Olympics is using Okta to manage access to web applications.

STEP 4

Your system administrator has created a Special Olympics user account for you.

Click the following link to activate your Special Olympics account.

Single Use Special Olympics Account Activation Button

If you have already activated your account, you can access the Special Olympics Online Learning Portal at <u>learn.specialolympics.org.</u> This link expires in 30 days. Check your email and click Single Use Special Olympics Account Activation Button

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

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Enter new password

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Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

Repeat new password

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STEP 5

Create your account password and select an image



Special Olympics

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STEP 6

Congratulations! You have now sucessfully created your account!

Click **SO Learning Portal** to access the Summit e-Learning Course

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STEP 7

This page is where you will be assigned the Summit e-Learning Course

You can also opt-in to other courses through this portal



Trouble with your account?

Email learn@specialolympics.org for support



Questions about the e-learning portal? Click <u>here</u> to view an FAQ