Creating Your Special Olympics Online Learning Account

**STEP 1**

- Go to the registration homepage by typing learn.specialolympics.org into your internet browser*
- Click the orange text below the login button to create an account
  
  - *Google Chrome, Mozilla Firefox, or Internet Explorer is required to use the Online Learning Portal*

**STEP 2**

- Once you have clicked “Create Account”, your screen will redirect you to “New User Registration- Part I”
- Complete the fields as directed
- Note Red Asterisk * fields are required
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STEP 3

- Under “Learning Area” select “Sport”

STEP 4

- Once you have responded to the fields in “New User Registration- Part I” enter the security information as it appears on YOUR screen, and check the boxes to agree to the Privacy Policy and Terms and Conditions
- Click “Register”

STEP 5

- After entering the security information, you will be redirected to “New User Registration- Part II”
- Respond to the required fields in “New User Registration- Part II”
- Once you have responded to required fields, click the red “Submit” button at the bottom of the page
STEP 6

- Once you have clicked “Submit”, you will be redirected to a confirmation message
- Click “Done”

STEP 7

- To confirm your account, login to the email you used to register *
- You will receive an email from the sender “Okta” with the subject “Welcome to Special Olympics”, as seen below
- Click this email

*Some users will need to wait up to 48 hours for account approval
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STEP 8
- Once inside the email sent by “Okta”, click the green “Activate” button to activate your account
- You will be redirected to the homepage

Welcome to Special Olympics!

Hi Athena,

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

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

Click the following link to activate your Special Olympics account:

[Activate Special Olympics Account]

This link expires in 30 days.

STEP 9
- Once on the Learning Portal Homepage, learn.specialolympics.org, login using your email and password