

# Creating Your Special Olympics Online Learning Account



## STEP 1

- Go to the registration homepage by typing [learn.specialolympics.org](http://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\*

A screenshot of the Special Olympics Learning Portal login page. The page has a dark background with a person in a white shirt. At the top, it says "SPECIAL OLYMPICS LEARNING PORTAL". Below that, it says "Please enter your Email and password to login:". There are two input fields: "Email" and "Password". Below the fields is a red "Login" button. Underneath the button is a link that says "Forgot Password". Below that is a link that says "Don't have an account? Create one", which is highlighted with a red box and an orange arrow pointing to it. At the bottom, it says "Recommended Browser - Mozilla Firefox & Google Chrome latest version or IE 10 or above version."

## 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

A screenshot of the "NEW USER REGISTRATION - PART I" form. The form is on a light yellow background. It has several fields: "User Title" (a dropdown menu with "--Select Title--"), "First Name", "Middle Name", "Last Name", "Email", "Gender" (a dropdown menu with "Select Gender"), and "Date of Birth". Each field has a small red asterisk to its right, indicating that these fields are required.

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## STEP 3

- Under “Learning Area” select “Sport”

A screenshot of a web form. On the left, the text "Learning Area" is displayed. To its right is a dropdown menu with a white background and a blue border. The word "Sport" is visible in the menu, and a small downward-pointing arrow is on the right side of the menu box.

## 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”

A screenshot of a registration page. At the top, there is a graphic with the text "TA2GC6" and a blue particle effect. Below this, the text "Enter values shown in above image" is followed by a text input field containing "TA2GC6". Below the input field are two checkboxes, both of which are checked. The first checkbox is labeled "Click here to read and accept the privacy policy." and the second is labeled "I agree to the Terms and Conditions." At the bottom of the form, there are three buttons: "Register", "Clear All", and "Cancel". A red box highlights the "Register" button, and a blue arrow points to it from the left.

## 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

A screenshot of a registration page. The question "How did you hear about this training?" is at the top. Below it are four radio button options: "A Previous Volunteer Experience", "Special Olympics Staff", "Professional Volunteer", and "Other:". The "Special Olympics Staff" option is selected, indicated by a blue dot. At the bottom of the form, there are two buttons: "Submit" and "Cancel". A red box highlights the "Submit" button, and a blue arrow points to it from the left.

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## STEP 6

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

**NEW USER REGISTRATION**

Thank You, you will receive account activation link from OKTA via email, once your registration is approved.

**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

<input type="checkbox"/>	☆	SO Learning Portal	New Course Assigned! - Dear Al
<input type="checkbox"/>	☆	SO Learning Portal	New Course Assigned! - Dear Al
<input type="checkbox"/>	☆	SO Learning Portal	New Course Assigned! - Dear Al
<input type="checkbox"/>	☆	SO Learning Portal	New Course Assigned! - Dear Al
<input type="checkbox"/>	☆	Okta	Welcome to Special Olympics! -

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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](http://learn.specialolympics.org), login using your email and password

A screenshot of the Special Olympics Learning Portal login page. The page title is "SPECIAL OLYMPICS LEARNING PORTAL". Below the title, it says "Please enter your Email and password to login:". There are two input fields: "Email" and "Password". Below the "Password" field is a red "Login" button. To the left of the "Email" and "Password" fields, there are two orange arrows pointing towards them. Below the "Login" button, there is a link for "Forgot Password" and a link for "Don't have an account? Create one". At the bottom, it says "Recommended Browser - Mozilla Firefox & Google Chrome latest version or IE 10 or above version." The background of the screenshot shows a person in a white shirt with arms raised.