**Special Olympics Learning Portal**

**U.S. Unified Champion Schools Learning Area** **Registration Guide**

**For Special Olympics Program Staff**

Welcome to the Special Olympics Unified Champion Schools® (UCS) online professional development portal. This information sheet provides step by step instructions for:

* Registering on the Special Olympics Learning Portal as an individual learner within the U.S. UCS learning area, and
* Accessing the UCS Implementation courses through the portal catalogue.

If any questions or issues arise during the registration process please contact, [learn@specialolympics.org](mailto:learn@specialolympics.org), and someone will follow up to assist you as soon as possible.

**Instructions for Completing the Registration Form**

**Step 1**

**Go to** [**learn.specialolympics.org**](https://learn.specialolympics.org/) **and click** "**Register**"

* + Google Chrome is preferred

Graphical user interface, website

Description automatically generated

**Step 2**

**Select the following options:**

* + Learning Area: "**US – Unified Champion School**"
  + Registration status: “**Individual**”
  + Type*:* “**SO Program Staff** “

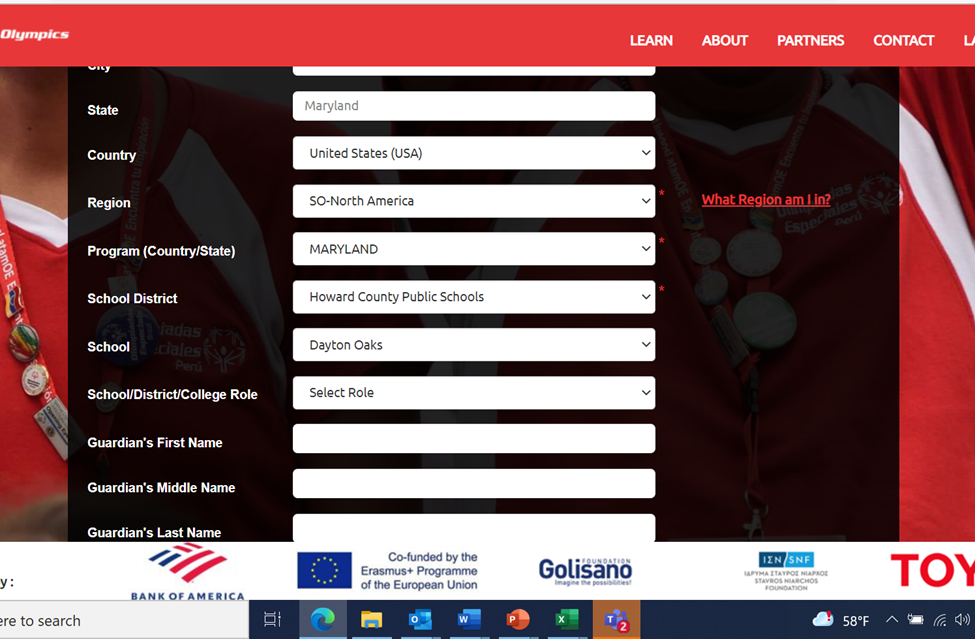
A screenshot of a computer

Description automatically generated with medium confidence

**­­­Step 3**

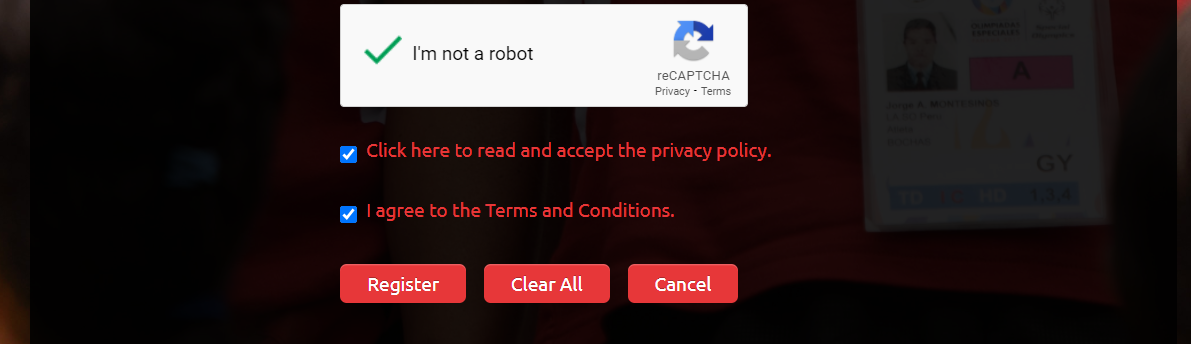
Next, fill in all fields marked by the red asterisks **\***

* Complete all required fields including State
* **For School District, select N/A from the dropdown**

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**Step 4**

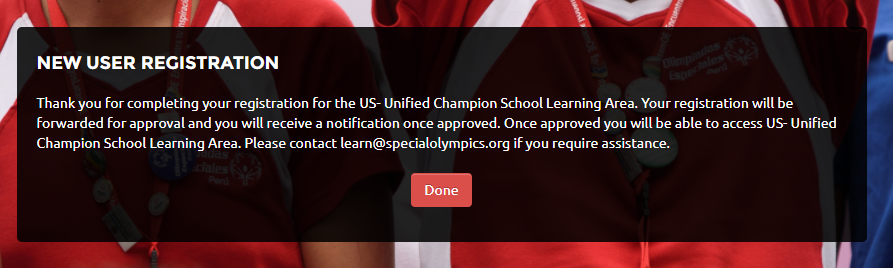
* Check "**I’m not a robot**” and **agree to the Privacy Policy**, Terms, and Conditions
* Click “**Register”**



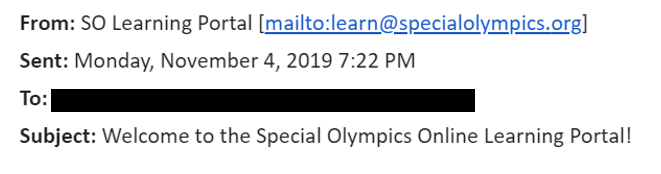
**Step 5**

Once you click “Register,” you will see the following notification:

* + Select **“Done”**



**After the account has been approved** by the Special Olympics Online Learning Portal Team, **the Learner will receive an email from** [**noreply@okta.com**](mailto:noreply@okta.com) **with the subject “Welcome to Special Olympics!”**

* Follow the prompt and select “**Single Use Special Olympics Account Activation Button**”
* **Once the Learner’s account has successfully activated**, they will receive an email from [learn@specialolympics.org](mailto:learn@specialolympics.org) with the subject of “Welcome to the Special Olympics Online Learning Portal!”

**Step 7**