**Special Olympics Learning Portal**

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

**For Educators**

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*:* “**School/School District/College based individual** “

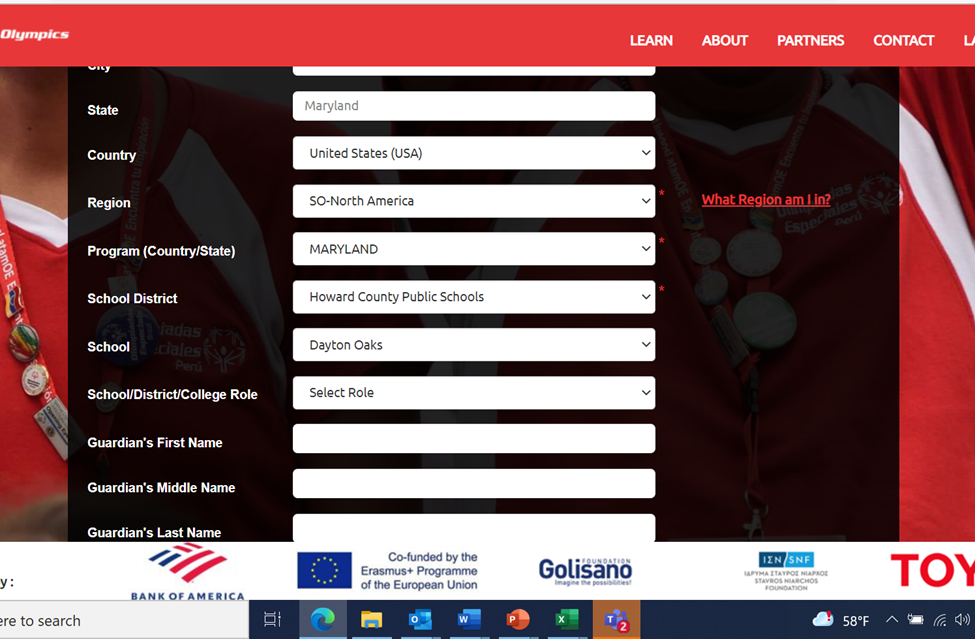
A screenshot of a computer

Description automatically generated with medium confidence

**­­­Step 3**

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

* Name, Email, Date of Birth, Address
* Region: Select “**SO – North America**”
* Program: This is your Special Olympics Program, select your **State**

****

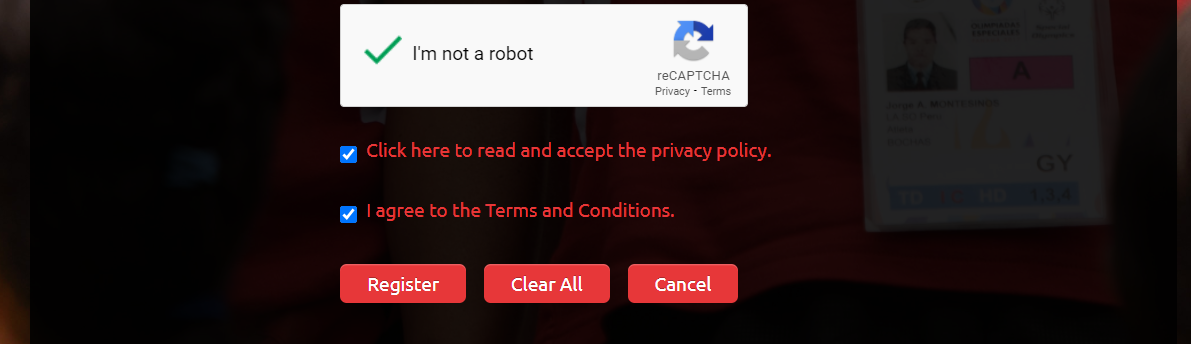
* School District - **click the arrow on the upper right** **corner** and a drop down list of school districts in your state will appear. **Select your school district**. **If you do not find your school district listed, select “N/A”**. (**You must fill in your State** for the system to generate the dropdown list of Districts, once you select your district a dropdown list of schools will be generated.
* School - **click the arrow in the upper right corner** and a drop down list of the schools in your school district will appear. Select your school. (**You must fill in your School District** for the system to generate the dropdown list of Schools). Again, **if you do not see your school listed, select “N/A”**.

Graphical user interface

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**Step 4**

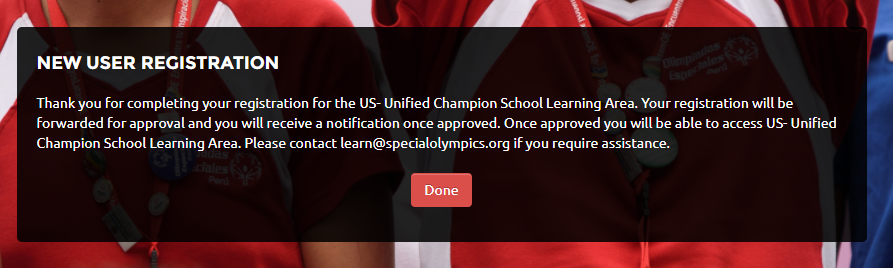
* Check "**I’m not a robot**” and **agree to the Privacy Policy**, Terms, and Conditions
* Click “**Register”**



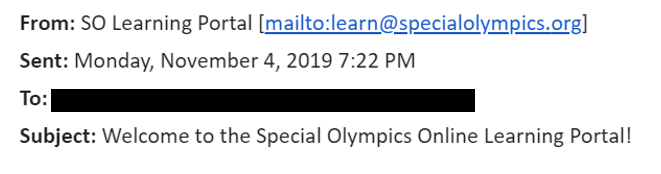
**Step 5**

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

* + Select **“Done”**



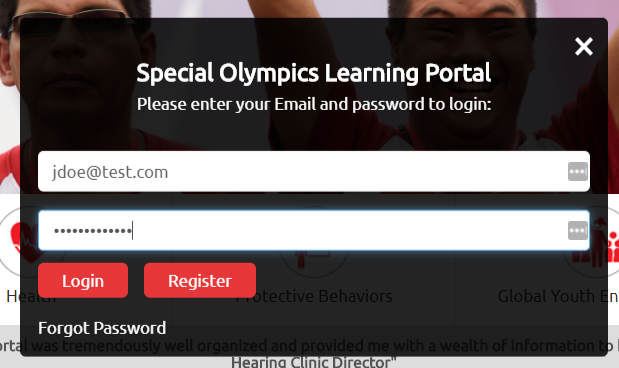
**After the account has been approved** by the Special Olympics Online Learning Portal Team, **the Learner will receive an email from** [**noreply@okta.com**](mailto:noreply@okta.com) **with the subject “Welcome to Special Olympics!”**

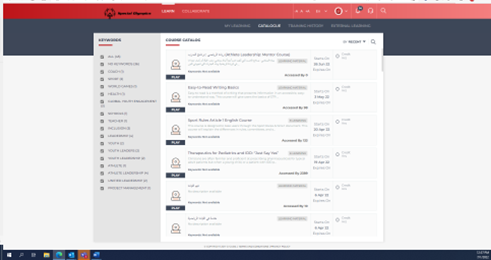
* Follow the prompt and select “**Single Use Special Olympics Account Activation Button**”
* **Once the Learner’s account has successfully activated**, they will receive an email from [learn@specialolympics.org](mailto:learn@specialolympics.org) with the subject of “Welcome to the Special Olympics Online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

**Step 7**

**Instructions for Accessing the UCS Online Courses Through the Learning Portal Catalogue**

* Go to [learn.specialolympics.org](https://learn.specialolympics.org/)
* The **Learner can log in on using the email and the password they created** and clicking “Login”



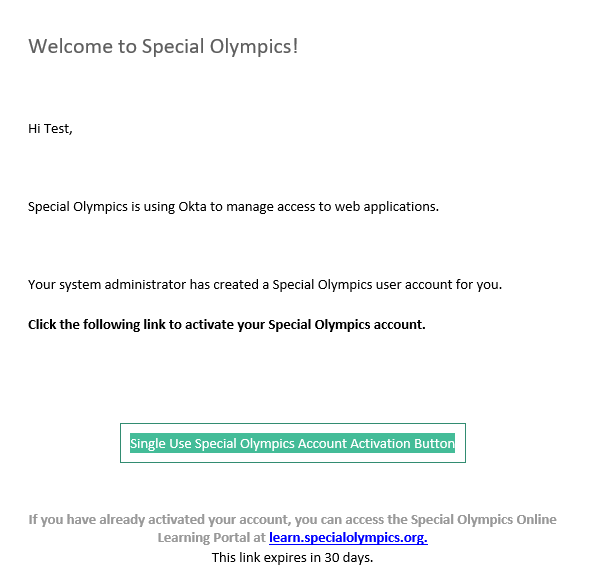
* Once registered, the Learner can access the Unified Champion Schools Implementation for Educators courses by **clicking on “Catalogue”** in the navigation bar.
* ****Next, go to the **RED BAR** **at the top** of the page anc **click the** **SEARCH ICON**. Next, type **“UCS**” into the search box.



* The four UCS Implmentation for Educators courses will appear, the Learner then selects the course they would like to take. A Learner can take one or more courses by returning to the catalogue.

Graphical user interface, application, Teams

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**Thank you for taking the time to improve your Unified Champion Schools understanding, knowledge and skills.**

**Enjoy your learning!**

**Please email** [**learn@specialolympics.org**](mailto:learn@specialolympics.org) **with any additional questions**