

## Special Olympics Learning Portal

### Registering under the US-UCS Learning Area

If you've previously created an account on the Online Learning Portal, maybe from taking courses such as Protective Behavior, Health, or Sport, you do not need to re-register. Email your involvement or desire to take UCS courses to [learn@specialolympics.org](mailto:learn@specialolympics.org), and someone will follow up to assist and guide you based on your individual circumstance.

Please note that all required fields will be indicated with a red \*

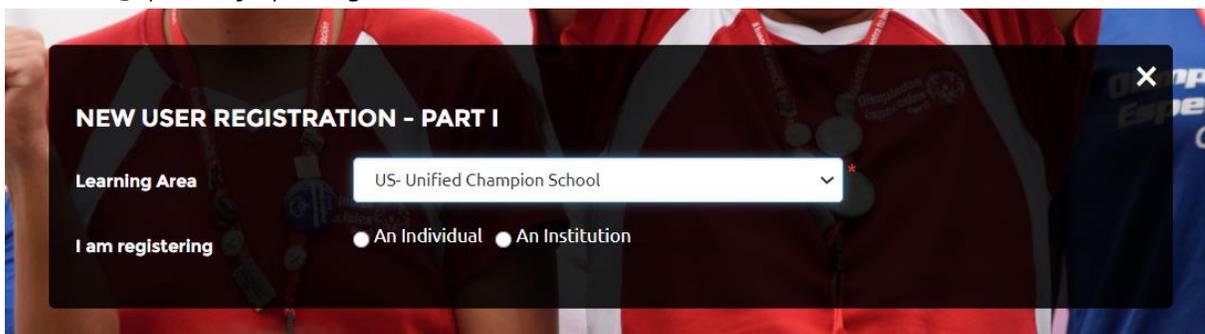
#### Step 1

- Go to [learn.specialolympics.org](http://learn.specialolympics.org) and click "Register"
  - Google Chrome is preferred



#### Step 2

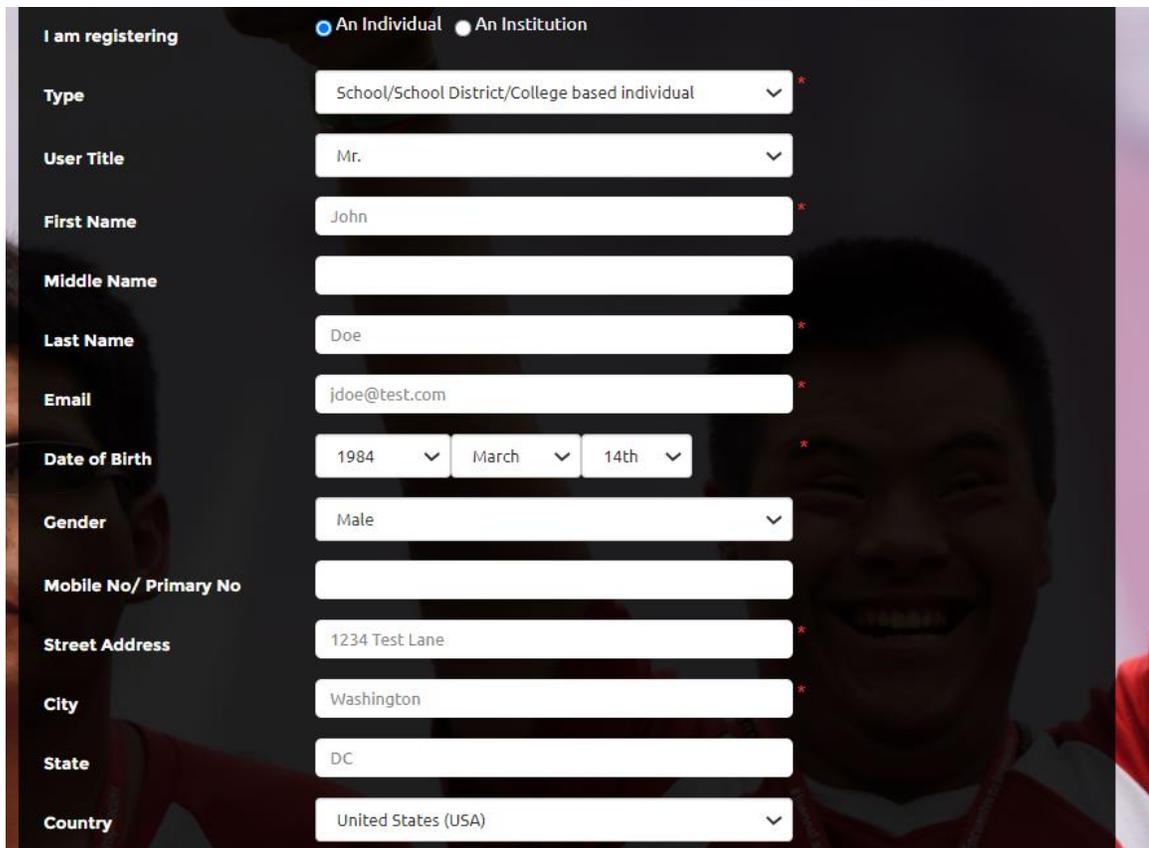
- Select "US – Unified Champion School" as your Learning Area
- If you are registering as an individual, click "An Individual"
  - Continue to the section on this document titled "Registering as an Individual"
- If you are registering as an institution, click "An Institution"
  - Continue to the section on this document titled "Registering as an Institution"
- If you are unsure if you should register as an individual or institution, email [learn@specialolympics.org](mailto:learn@specialolympics.org)



## Registering as an Individual

### Part 1

- Select your type \*
  - If you a staff member at a Special Olympics Program, SONA, or SOI, select “SO Program Staff”
  - If you are a School, School District, or College Based Individual, including administrators and students, select “School/School District/College based Individual”
- Select your User Title
- Enter your Name \*
- Enter your Email \*
  - Your email address will become your login information and will be the email associated with your account
- Enter your Date of Birth\*
  - If you are under 18, you will be prompted to enter a guardian’s name and email at the end of this form
- Select your Gender
- Enter your Phone Number
- Street Address, City, State, Country \*
  - This can be your office or school address

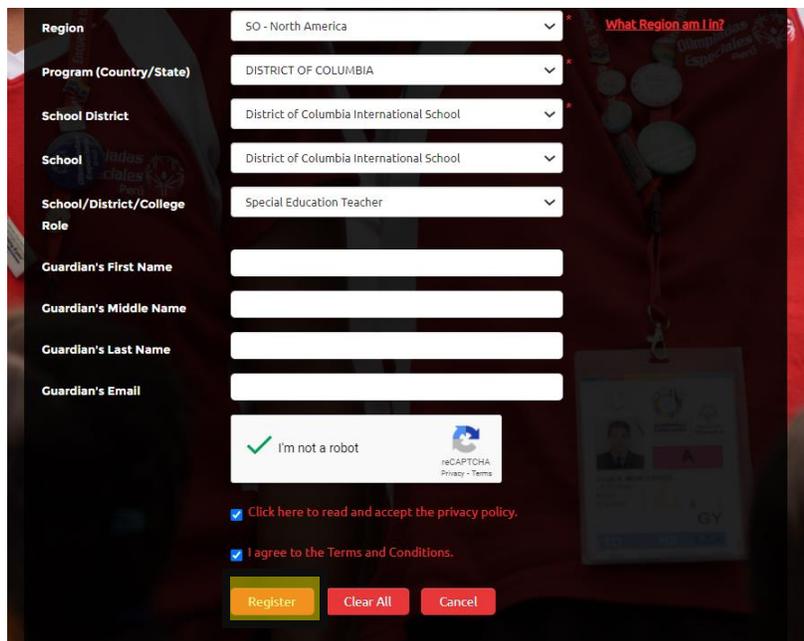


The screenshot shows a registration form titled "I am registering" with two radio buttons: "An Individual" (selected) and "An Institution". The form fields are as follows:

Field	Value
Type	School/School District/College based individual
User Title	Mr.
First Name	John
Middle Name	
Last Name	Doe
Email	jdoe@test.com
Date of Birth	1984, March, 14th
Gender	Male
Mobile No/ Primary No	
Street Address	1234 Test Lane
City	Washington
State	DC
Country	United States (USA)

## Part 2

- Select your Region \*
  - This registration is for US UCS, so select the default which is SO – North America
- Select your Program \*
  - This is your Special Olympics Program, and will most often be your state
- School District \*
  - If you are “SO Program Staff”
    - Select the default “N/A” for School District and School
      - This may take a few moments to load, and you may need to click the District filter option more than once
  - If you are “School/School District/College based Individual”
    - Select your District
    - Select your School
      - If you do not see your school, email [learn@specialolympics.org](mailto:learn@specialolympics.org)
- School/District/College Role
  - If you are “School/School District/College based Individual”
    - Select your role
- Guardian Information
  - If you are under the age of 18
    - Enter your Guardian Information
  - If you are above the age of 18
    - Skip these questions, if they appear
- Check “I’m not a robot” and agree to the Privacy Policy, Terms, and Conditions
- Click “Register”

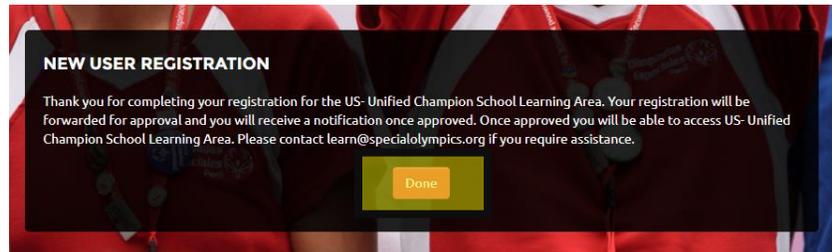


The screenshot shows a registration form with the following fields and options:

- Region:** SO - North America (dropdown menu)
- Program (Country/State):** DISTRICT OF COLUMBIA (dropdown menu)
- School District:** District of Columbia International School (dropdown menu)
- School:** District of Columbia International School (dropdown menu)
- School/District/College Role:** Special Education Teacher (dropdown menu)
- Guardian's First Name:** (text input field)
- Guardian's Middle Name:** (text input field)
- Guardian's Last Name:** (text input field)
- Guardian's Email:** (text input field)
- I'm not a robot:** (checkbox with reCAPTCHA logo)
- Privacy Policy:**  Click here to read and accept the privacy policy.
- Terms and Conditions:**  I agree to the Terms and Conditions.
- Buttons:** Register (yellow), Clear All (red), Cancel (red)

### Part 3

- Once you click “Register” you will see the following notification
  - Select “Done”



- Once your account has been approved by the Special Olympics Online Learning Portal Team, you will receive an email with the subject “Welcome to Special Olympics!” from [noreply@okta.com](mailto:noreply@okta.com)
  - Follow the prompt and select “Single Use Special Olympics Account Activation Button”

Welcome to Special Olympics!

Hi Test,

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.

[Single Use Special Olympics Account Activation Button](#)

If you have already activated your account, you can access the Special Olympics Online Learning Portal at [learn.specialolympics.org](http://learn.specialolympics.org).  
This link expires in 30 days.

- Once your account has successfully activated, you will receive an email from [learn@specialolympics.org](mailto:learn@specialolympics.org) with the subject of “Welcome to the Special Olympics Online Learning Portal!”

**From:** SO Learning Portal [<mailto:learn@specialolympics.org>]

**Sent:** Monday, November 4, 2019 7:22 PM

**To:** [REDACTED]

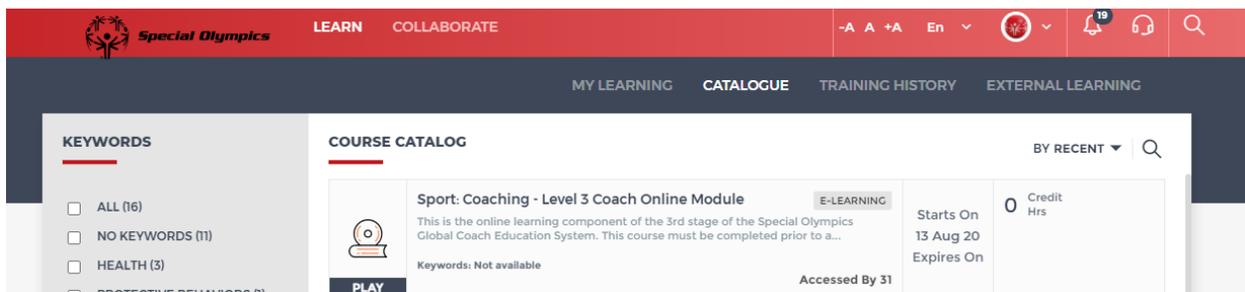
**Subject:** Welcome to the Special Olympics Online Learning Portal!

## Part 4

- Go to learn.specialolympics.org
- Log on using your email and the password you created and clicking “Login”



- For all public courses you have access to, go to “Catalogue”
- For all non-public courses that have been assigned to you, go to “My Learning”



## Registering as an Institution

### Part 1

- Select your institution type \*
  - Select either a School, a School District, or a University
- Enter your institution's liaison's name\*
- Enter your institution's liaison's email address\*
  - This email address will be your liaison's log on information

The screenshot shows a registration form titled "NEW USER REGISTRATION - PART I". It includes the following fields and options:

- Learning Area:** A dropdown menu with "US- Unified Champion School" selected.
- I am registering:** Radio buttons for "An Individual" (unselected) and "An Institution" (selected).
- Type:** A dropdown menu with "A School" selected.
- First Name of Liaison:** A text input field containing "Jane".
- Middle Name of Liaison:** An empty text input field.
- Last Name of Liaison:** A text input field containing "Doe".
- Email of Liaison:** A text input field containing "jdoe@testing.com".

### Part 2

- Enter your institution's phone number
- Enter your institution's street address\*
- Select your institution's Country
- Select your institution's Region\*
  - This registration is for US UCS, so select the default which is SO – North America
- Select your institution's Program \*
  - This is your Special Olympics Program, and will most often be your state

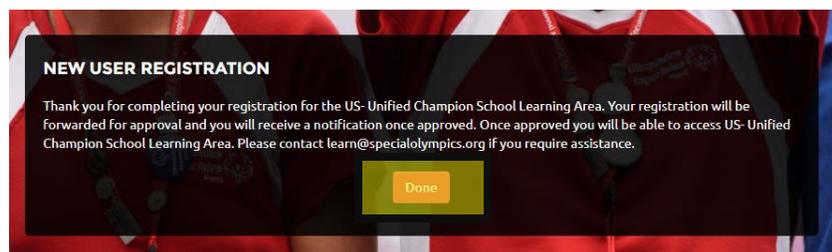
The screenshot shows the lower portion of the registration form with the following fields filled out:

- Institution Phone Number:** 1234567890
- Institution Street Address:** 1234 Test Place \*
- Institution City:** Washington \*
- Institution State:** DC
- Institution Country:** United States (USA) ▾
- Region:** SO - North America ▾ \* [What Region am I In?](#)
- Program (Country/State):** DISTRICT OF COLUMBIA ▾ \*

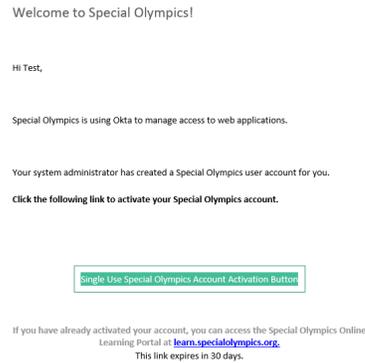
- Select your school
  - If you do not see your school, email [learn@specialolympics.org](mailto:learn@specialolympics.org)
- Select your institution's type
- Select the level(s) of the institution
  - Check all that apply
- Select the enrollment of the institution
- Select the percentage of students eligible for free/reduced price meals
  - If your institution is a school or school district
- Check "I'm not a robot" and agree to the Privacy Policy, Terms, and Conditions
- Click "Register"

#### Part 4

- Once you click "Register" you will see the following notification
  - Select "Done"



- Once your institution has been approved by the Special Olympics Online Learning Portal Team, the institution’s liason will receive an email with the subject “Welcome to Special Olympics!” from [noreply@okta.com](mailto:noreply@okta.com)
  - The institution’s liason needs to follow the prompt and select “Single Use Special Olympics Account Activation Button”



- Once your institution’s liason has successfully activated their account, 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!”

**From:** SO Learning Portal [<mailto:learn@specialolympics.org>]  
**Sent:** Monday, November 4, 2019 7:22 PM  
**To:** [REDACTED]  
**Subject:** Welcome to the Special Olympics Online Learning Portal!

#### Part 4

- Go to [learn.specialolympics.org](http://learn.specialolympics.org)
- The Institution’s liason can log on by entering their email address and the password they created and clicking “Login.”



- For all public courses you have access to, go to “Catalogue”
- For all non-public courses that have been assigned to you, go to “My Learning”

The screenshot displays the Special Olympics LMS interface. At the top, there is a red navigation bar with the Special Olympics logo, the text "LEARN COLLABORATE", and utility icons for font size, language, notifications, and search. Below this is a dark blue secondary navigation bar with links for "MY LEARNING", "CATALOGUE", "TRAINING HISTORY", and "EXTERNAL LEARNING".

The main content area is divided into two sections:

- KEYWORDS:** A sidebar on the left with a red underline, containing a list of keyword categories:
  - ALL (16)
  - NO KEYWORDS (11)
  - HEALTH (3)
  - PROTECTIVE BEHAVIORS (1)
- COURSE CATALOG:** The main area showing a list of courses. The first course is "Sport: Coaching - Level 3 Coach Online Module", which is an E-LEARNING course. It includes a description, a "PLAY" button, and metadata such as "Starts On 13 Aug 20", "Expires On", and "0 Credit Hrs".