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, 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

1. Go to learn.specialolympics.org and click “Register”
   - Google Chrome is preferred

   ![Login Screen](image)

Step 2

1. Select “US – Unified Champion School” as your Learning Area
2. If you are registering as an individual, click “An Individual”
   - Continue to the section on this document titled “Registering as an Individual”
3. If you are registering as an institution, click “An Institution”
   - Continue to the section on this document titled “Registering as an Institution”
4. If you are unsure if you should register as an individual or institution, email learn@specialolympics.org

![Registration Screen](image)
Registering as an Individual

Part 1

• Select your type *
  o If you are a staff member at a Special Olympics Program, SONA, or SOI, select “SO Program Staff”
  o 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 *
  o Your email address will become your login information and will be the email associated with your account
• Enter your Date of Birth *
  o 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 *
  o This can be your office or school address
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
- 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”
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
  - Follow the prompt and select “Single Use Special Olympics Account Activation Button”

- Once your account has successfully activated, you will receive an email from 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: 
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

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
• Select your school
  o If you do not see your school, email learn@specialolympics.org
• Select your institution’s type
• Select the level(s) of the institution
  o Check all that apply
• Select the enrollment of the institution
• Select the percentage of students eligible for free/reduced price meals
  o 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”

![Screenshot of registration form]

Part 4

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

![Notification screenshot]
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.

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 with the subject of “Welcome to the Special Olympics Online Learning Portal!”

Part 4

- Go to 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”