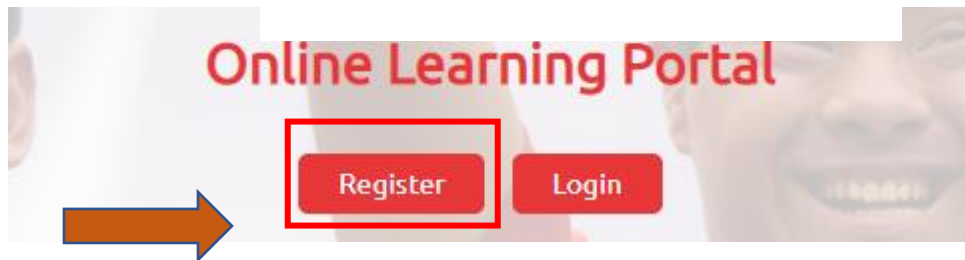


Creating Your Special Olympics Online Learning Account-LETR



STEP 1

- Go to the registration homepage by typing in learn.specialolympics.org into your Internet browser*
- Select the "Register" button
- *Google Chrome, Mozilla Firefox, or Internet Explorer is required to use the Online Learning Portal*



STEP 2

- Your screen will redirect you to "New User Registration- Part I"

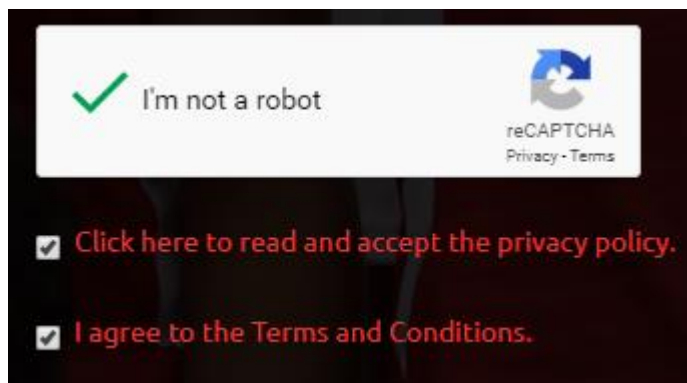
STEP 3

- Select the Learning Area "Protective Behaviors"
- Complete the other fields as directed
- Note Red Asterisk * fields are required

A screenshot of the "NEW USER REGISTRATION - PART I" form. The form is titled "NEW USER REGISTRATION - PART I" and contains several fields: "Learning Area" (dropdown menu with "Protective Behaviors" selected), "First Name", "Last Name", "Email", "Gender" (dropdown menu with "Select Gender" selected), "Date of Birth" (Year, Month, Day dropdown menus), "Street Address", "City", "State", "Region" (dropdown menu with "Select" selected), "Program (Country/State)" (dropdown menu with "Select" selected), and "Primary Language" (dropdown menu with "English" selected). There are also checkboxes for "I'm not a robot", "Click here to read and accept the privacy policy.", and "I agree to the Terms and Conditions.". At the bottom are buttons for "Register", "Clear All", and "Cancel".

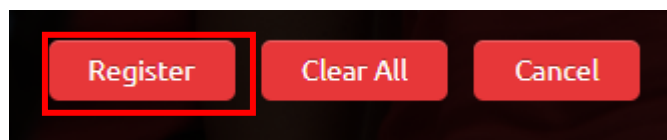
STEP 4

- Once you have responded to the fields in “New User Registration-Part I” check the “I am not a robot” box and check the boxes to agree to the Privacy Policy and Terms and Conditions



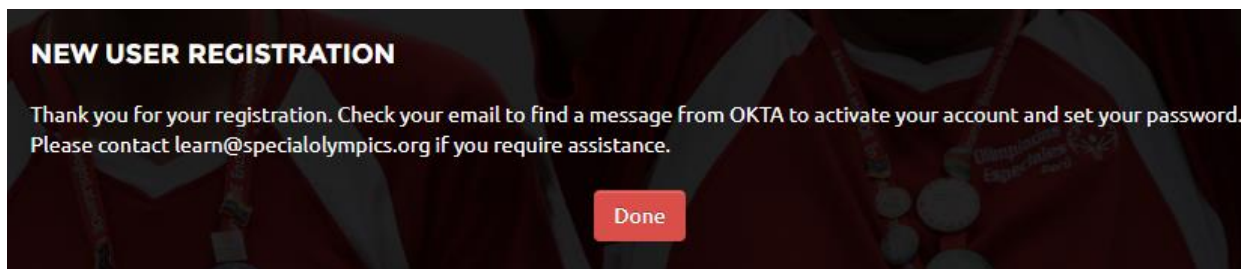
STEP 5

- Click “ Register”



STEP 6

- Once you have clicked “Register”, you will be redirected to a confirmation message
- Click “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

		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! -

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

Hi Kelly,

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.
This link expires in 30 days.

STEP 9

- Enter your new password and select a picture for your security image

Welcome to Special Olympics, Kelly!
Create your Special Olympics account

 Enter new password


Password requirements:

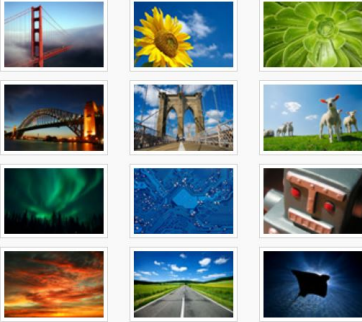
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

Repeat new password

Creating Your Special Olympics Online Learning Account-LETR

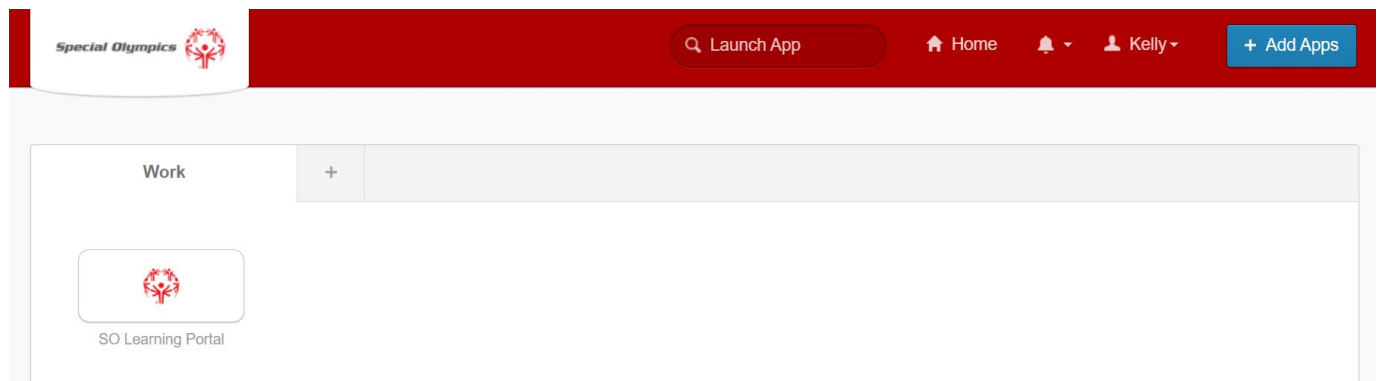



 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



STEP 10

- You will be taken to the OKTA page
- Please select SO Learning Portal
- Log into the Learning Portal





Special Olympics Learning Portal

Please enter your email and password to login:

Please specify user name and password.

Email

Password