



How to Find and Complete Online Learning Portal Trainings

1. Click on this link: <https://learn.specialolympics.org/>
2. Log in to the Special Olympics Online Learning Portal



If you have not previously created a profile register your name and email. (Make sure to write down your username and password)

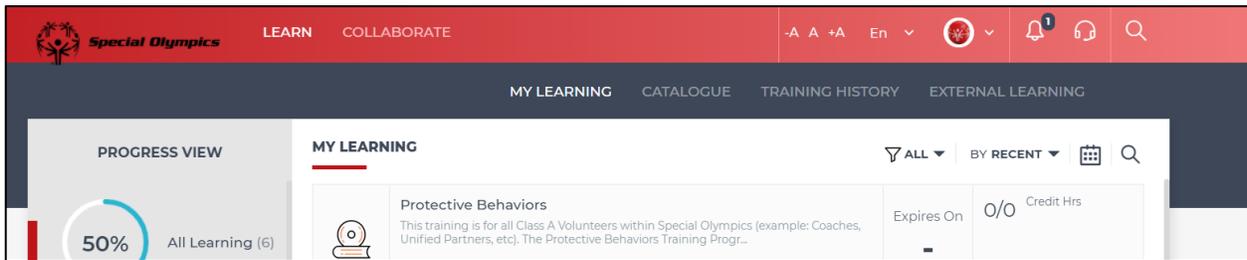
A screenshot of the "NEW USER REGISTRATION - PART I" form. The form is displayed over a background image of people. The form fields include: "Learning Area" (a dropdown menu), "First Name" (a text input field), "Last Name" (a text input field), "Email" (a text input field with a red link "Don't have an email?"), "Gender" (a dropdown menu), "Date of Birth" (fields for Year, Month, and Day), and "Position" (a dropdown menu). There is a close button (X) in the top right corner of the form.

If you have previously created a profile, login to your account.

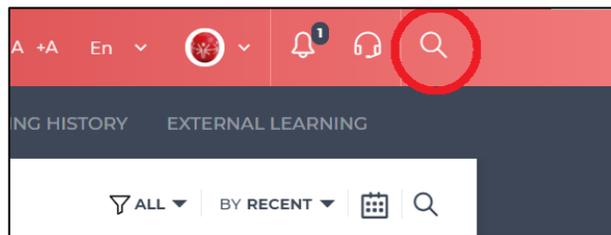
A screenshot of the "Special Olympics Learning Portal" login form. The form is displayed over a background image of people. The form fields include: "Email" (a text input field), "Password" (a text input field), and two red buttons: "Login" and "Register". There is a link "Forgot Password" below the buttons. There is a close button (X) in the top right corner of the form.



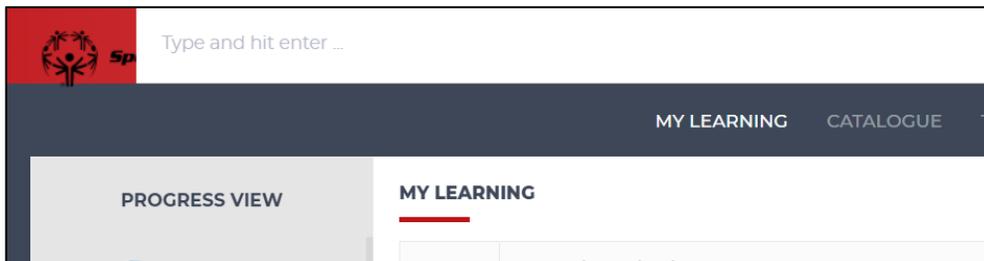
- When you have logged in, you will see the home page which includes the trainings you have gone through previously.



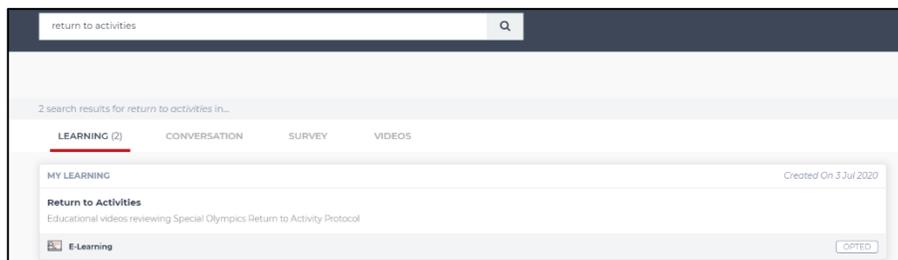
- At the top of the webpage there is a red banner, in the far-right side there is a magnifying glass, click on that symbol. (Picture below)



- Then a search bar will appear.

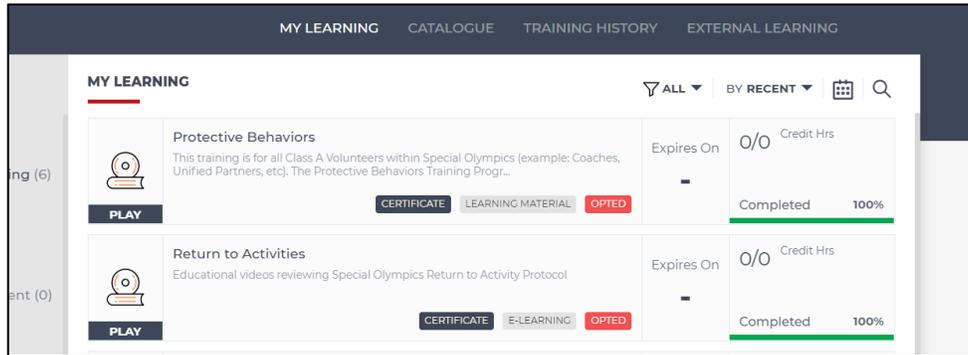


- Type in "Return to Activities", press enter, and complete the training.





7. When completed it will show up in your "My Learning" section.



8. Repeat steps 4-6, but search "Coronavirus Outbreak" and the Coronavirus Outbreak: What You Need to Know training will come up.

9. When you have completed both trainings, you will see them show up. Click on the certificate button when they show up in your "My Learning" section. (Picture below)



10. Download the certificates for those trainings and send them to your regional forms email!

