

Special Olympics Learning Portal U.S. Unified Champion Schools Learning Area Registration Guide

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, <u>learn@specialolympics.org</u>, and someone will follow up to assist you as soon as possible.

Instructions for Completing the Registration Form

Step 1

Go to <u>learn.specialolympics.org</u> and click "Register"

• Google Chrome is preferred





Select the following options:

- o Learning Area: "US Unified Champion School"
- o Registration status: "Individual"
- o <u>Type</u>: "School/School District/College based individual "

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	Last Name		•				DE 100



Step 3

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

- Name, Email, Date of Birth, Address
- <u>Region</u>: Select "SO North America"
- Program: This is your Special Olympics Program, select your State

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٩	School	Dayton Oaks		~			
9	School/District/College Role	Select Role		Ŷ			
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- <u>School District</u> 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.
- <u>School</u>- 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".

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64	Guardian's First Name	Mount Hebron High Mount View Middle Murray Hill Middle					
CONTRACTOR OF	Guardian's Middle Name	NA Northfield Elementary					
1	Guardian's Last Name	Oakland Mills High Oakland Mills Middle Patapsco Middle					
44	Guardian's Email	Patuxent Valley Middle Phelps Luck Elementary Pointers Run Elementary Reservoir High				100	6
Supported by :	111	River Hill High Rockburn Elementary Running Brook Elementary		IZN/SNE Istres Tstros Nations Powed Nations	тс	OYO'	TA



Step 4

- Check "I'm not a robot" and agree to the Privacy Policy, Terms, and Conditions
- Click "Register"





Once you click "Register," you will see the following notification:

o 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 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 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!



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

- Go to <u>learn.specialolympics.org</u>
- The Learner can log in on using the email and the password they created and clicking "Login"

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jdoe@t	est.com	
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Login	Register	
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- Once registered, the Learner can access the Unified Champion Schools Implementation for Educators courses by **clicking on "Catalogue"** in the navigation bar.
- Next, type **"UCS**" into the search box.

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• 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.

MY LEARNING	
US-UCS: College Implementation for Program Staff	
This course provides information, skills and resources to support SO State Program stalf with starting and growing high quality UCS College pr Schools strategy aligns college-level learning and development, provides examples of how Program staff can suppor	ograms. It explains how the Unified Champion
E Learning Material	
MY LEARNING	Created On 2) Oct
US-UCS: Unified Champion Schools® Elementary School Implementation for Educators	
This course provides information; skills and resources specifically focused on Unified Champions Schools (UCS) implementation at the elemen aligns with elementary school goals, best practices and real-life examples of implementation of each of the	tary school level. It includes how the UCS strategy
E Learning Material	
MY LEARNING	Created On 21 Oct
US-UCS: Unified Champion Schools® Middle Level Implementation for Educators	
This course provides information, skills and resources specifically focused on Unified Champions Schools (UCS) implementation in middle leve	I schools. It includes how the UCS strategy aligns

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

Enjoy your learning!

Please email learn@specialolympics.org with any additional questions