



U. S. C E N T E R F O R
SAFESPORT[™]

CHAMPION RESPECT. END ABUSE.

LMS GUIDE

Getting Started

ABSORB GETTING STARTED GUIDE

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LOGGING IN USING ENROLLMENT KEYS

Many organizations are provided two enrollment keys that serve separate uses. If your organization has been provided two enrollment keys, the below instructions detail how each key is used. The two provided keys will be identified by their access level. Example:

New User Access: Access to training site with association to organization.

Course Access: Access to training site with association to organization and access to one or more courses pre- or post-paid by the organization.

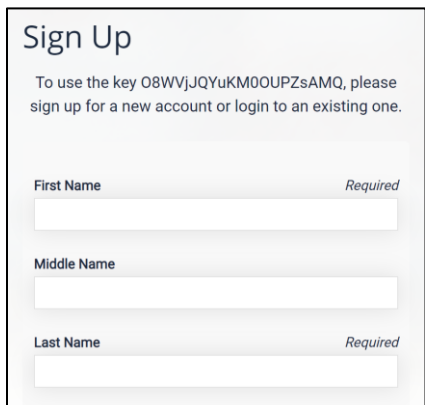
Note: NGBs – Generally National Governing Bodies will only receive one key that provides access to the site with association as well as users having free access to the courses.

NGB'S – NATIONAL GOVERNING BODIES

NGB NEW USER ACCESS – LINK

Use this option if you do not have an account on the previous system, Safesport.org or on the current system Safesporttrained.org and need to create one using the link provided by your organization.

1. Select the link to access the SafeSport Trained website.
2. You are directed to the SafeSport Trained website and prompted to sign up for a new account. Enter the required information needed as well as any optional information you want to include.




Sign Up

To use the key 08WVjJQYuKM00UPZsAMQ, please sign up for a new account or login to an existing one.

First Name *Required*

Middle Name

Last Name *Required*

3. Select the **Sign Up** button.
- 
4. You are successfully logged into the website, placed in the correct organization, and have access to your courses! NGBs – Generally National Governing Bodies will only receive one key that provides access to the site with association as well as users having free access to the courses.

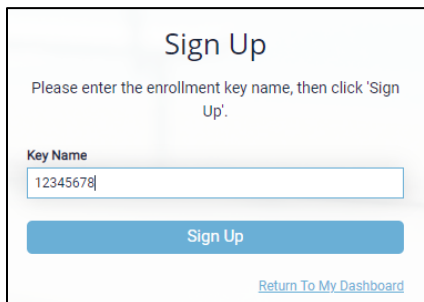
NGB NEW USER ACCESS – ENROLLMENT KEY ENTRY

Use this option if you do not have an account on the previous system, Safesport.org or on the current system Safesporttrained.org and need to create one using the enrollment key provided by your organization.

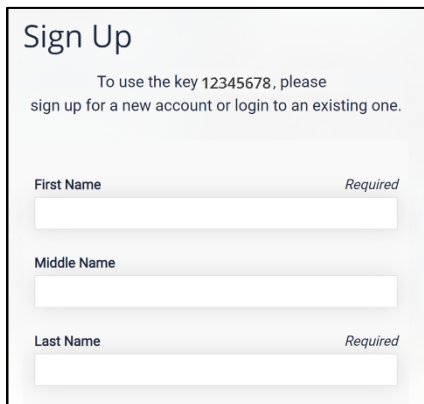
1. Access the SafeSport Trained website: <https://safesporttrained.org>
2. At the bottom select the **Enrollment Key** tile.



3. The Sign Up page displays. Enter the enrollment key, then select the **Sign Up** button.

A screenshot of the "Sign Up" page. The title "Sign Up" is at the top. Below it, the text "Please enter the enrollment key name, then click 'Sign Up'." is displayed. There is a text input field labeled "Key Name" containing the text "12345678". Below the input field is a blue "Sign Up" button. At the bottom right, there is a link that says "Return To My Dashboard".

4. You are prompted to sign up. Enter the required information needed as well as any optional information you want to include.

A screenshot of the "Sign Up" page. The title "Sign Up" is at the top. Below it, the text "To use the key 12345678, please sign up for a new account or login to an existing one." is displayed. There are three text input fields: "First Name" (with "Required" next to it), "Middle Name", and "Last Name" (with "Required" next to it).

5. Select the **Sign Up** button.



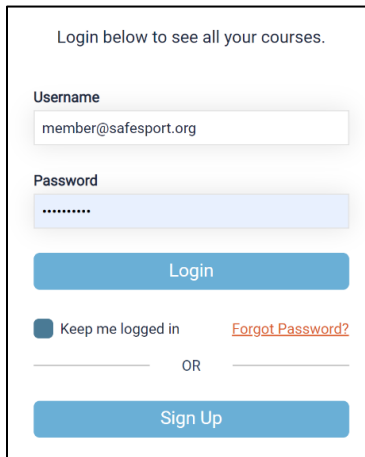
6. You are successfully logged into the website, placed in the correct organization, and have access to your courses! NGBs – Generally National Governing Bodies will only receive one key that provides access to the site with association as well as users having free access to the courses.

NGB EXISTING USER ACCESS – ENROLLMENT KEY ENTRY

Use this option if you already have an account, existing user, and need to enter the enrollment key provided by your organization.

1. Access the SafeSport Trained website: <https://safesporttrained.org>

1. At the top right select the **Login** button.
2. The Login window displays. Enter your Username and Password.



Login below to see all your courses.

Username
member@safesport.org

Password
.....

Login

Keep me logged in [Forgot Password?](#)

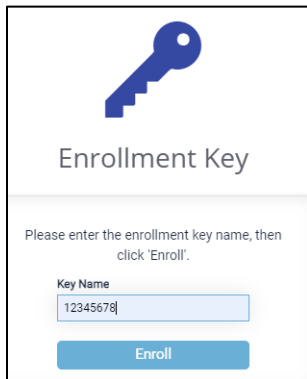
OR

Sign Up

3. Then select the **Login** button.
4. From your Home Page, select the **Enrollment Key** tile.



5. The Enrollment Key page displays. Enter the enrollment key in the **Key Name** field, then select the **Enroll** button.



Enrollment Key

Please enter the enrollment key name, then click 'Enroll'.

Key Name
12345678

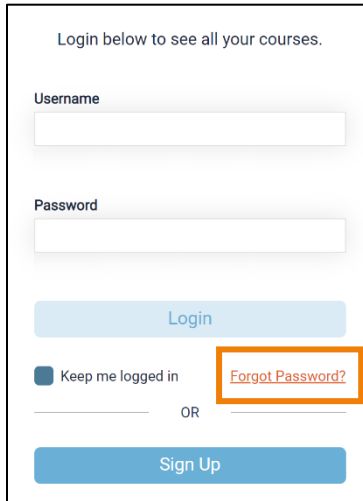
Enroll

7. You are successfully logged into the website, placed in the correct organization, and have access to your courses!

FORGOT PASSWORD

If you forgot your password use the below steps:

1. Select the **Forgot Password** link.



Login below to see all your courses.

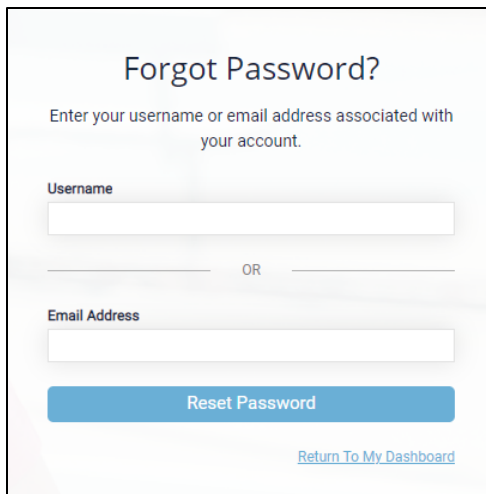
Username

Password

Keep me logged in [Forgot Password?](#)

OR

2. The Forgot Password page displays. Enter your email address into the **Email Address** field.



Forgot Password?

Enter your username or email address associated with your account.

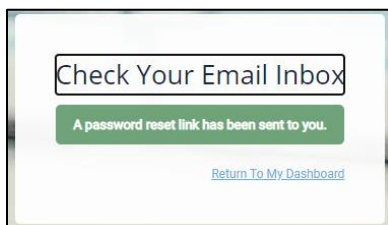
Username

OR

Email Address

[Return To My Dashboard](#)

3. Then, select the **Reset Password** button.
4. You are notified to check your email. Check your email and select the link provided to reset your account.

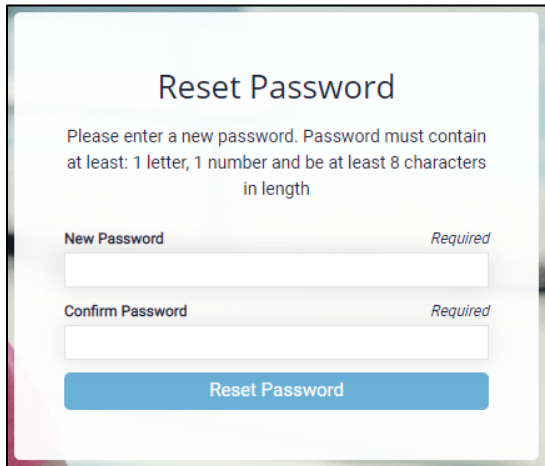


Check Your Email Inbox

A password reset link has been sent to you.

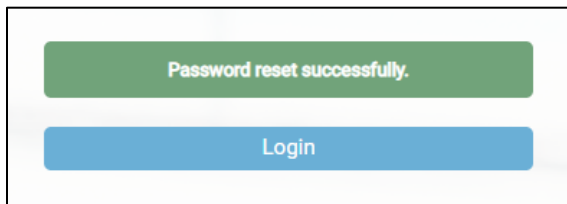
[Return To My Dashboard](#)

5. Upon selecting the link you are directed to the Reset Password page. Enter your new password in the New Password field then reenter your password in the Confirm Password field.



The screenshot shows a web form titled "Reset Password". Below the title is a message: "Please enter a new password. Password must contain at least: 1 letter, 1 number and be at least 8 characters in length". There are two input fields: "New Password" and "Confirm Password", both marked as "Required". Below the fields is a blue button labeled "Reset Password".

6. Then select the **Reset Password** button.
7. You receive a prompt letting you know that your password what reset successfully. Select the **Login** button.
Note: If your passwords do not match or the format is incorrect you will receive an error message to try again.



The screenshot shows a confirmation screen with a green button that says "Password reset successfully." and a blue button that says "Login".

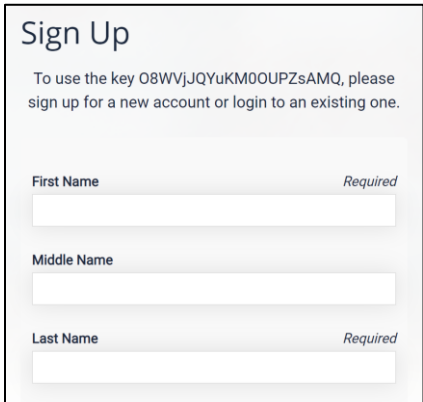
8. You are redirected to the Login page to enter your new credentials. Enter your username and new password then select the **Login** button.
You are now signed into the SafeSport Trained website.

NON - NGB

NON - NGB NEW USER ACCESS – LINK

Use this option if you do not have an account on the previous system, Athletesafety.org or on the current system Safesporttrained.org and need to create one using the link provided by your organization.

1. Select the link you were provided.
2. You are prompted to sign up. Enter the required information needed as well as any optional information you want to include.



Sign Up

To use the key O8WVjJQYuKM00UPZsAMQ, please sign up for a new account or login to an existing one.

First Name *Required*

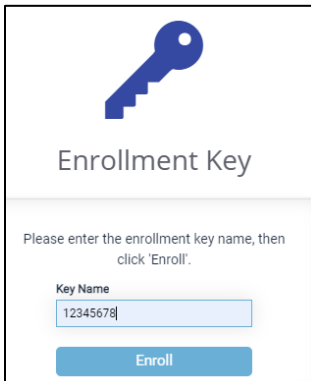
Middle Name


Last Name *Required*

3. Select the **Sign Up** button.
4. You are successfully logged into the website and are placed in the correct organization.
5. You may be provided a course enrollment key which you need to enter manually to access courses. To enter the enrollment key, follow the below steps.
6. From your Home Page, select the **Enrollment Key** tile.



7. The Enrollment Key page displays. Enter the enrollment key in the **Key Name** field, then select the **Enroll** button.




Enrollment Key

Please enter the enrollment key name, then click 'Enroll'.

Key Name

Enroll

You are successfully enrolled in the designated course(s)!

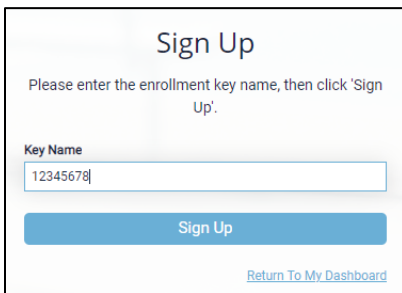
NON - NGB NEW USER ACCESS – ENROLLMENT KEY ENTRY

Use this option if you do not have an account on the previous system, Athletesafety.org or on the current system Safesporttrained.org and need to create one using the enrollment key provided by your organization.

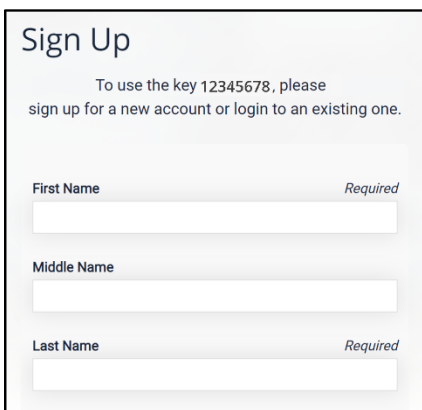
1. Access the SafeSport Trained website: <https://safesporttrained.org>
2. At the bottom select the **Enrollment Key** tile.



3. The Sign Up page displays. Enter the enrollment key.

A screenshot of a "Sign Up" page. The title "Sign Up" is at the top. Below it, the text reads: "Please enter the enrollment key name, then click 'Sign Up'." There is a text input field labeled "Key Name" containing the value "12345678". Below the input field is a blue button labeled "Sign Up". At the bottom right, there is a link that says "Return To My Dashboard".

4. Then select the **Sign Up** button.
5. You are prompted to sign up. Enter the required information needed as well as any optional information you want to include.

A screenshot of a "Sign Up" page. The title "Sign Up" is at the top. Below it, the text reads: "To use the key 12345678, please sign up for a new account or login to an existing one." There are three text input fields: "First Name" (with "Required" next to it), "Middle Name", and "Last Name" (with "Required" next to it). Each field has a white input box with a grey border.

6. Select the **Sign Up** button.

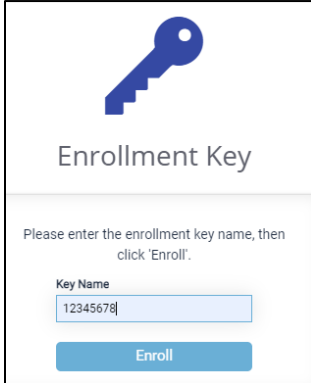


You now have access to the SafeSport Trained website.

7. You may be provided a course enrollment key which you need to enter manually to access courses. To enter the enrollment key, follow the below steps.
8. From your Home Page, select the **Enrollment Key** tile.



- The Enrollment Key page displays. Enter the enrollment key in the **Key Name** field, then select the **Enroll button**.



The screenshot shows a page titled "Enrollment Key" with a blue key icon. Below the title, it says "Please enter the enrollment key name, then click 'Enroll'." There is a text input field labeled "Key Name" containing the text "12345678". Below the input field is a blue button labeled "Enroll".

You are successfully enrolled in the designated course(s)!

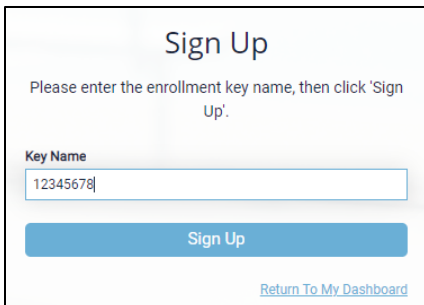
NON - NGB NEW USERS - USE AN ENROLLMENT KEY TO LOGIN THEN USE A COUPON/DISCOUNT CODE TO ACCESS COURSES

Use this option if you do not have an account on the previous system, Athletesafety.org or on the current system Safesporttrained.org and need to create one using the enrollment key provided by your organization.

- Access the SafeSport Trained website: <https://safesporttrained.org>
- At the bottom select the **Enrollment Key** tile.



- The Sign Up page displays. Enter the enrollment key, then select the **Sign Up** button.



The screenshot shows a page titled "Sign Up" with the instruction "Please enter the enrollment key name, then click 'Sign Up'." There is a text input field labeled "Key Name" containing the text "12345678". Below the input field is a blue button labeled "Sign Up". At the bottom right, there is a link labeled "Return To My Dashboard".

4. You are prompted to sign up. Enter the required information needed as well as any optional information you want to include.

Sign Up

To use the key 12345678, please sign up for a new account or login to an existing one.

First Name *Required*

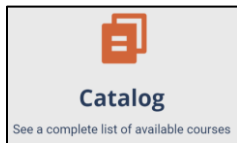
Middle Name

Last Name *Required*


5. When you complete the Sign Up information select the **Sign Up** button.



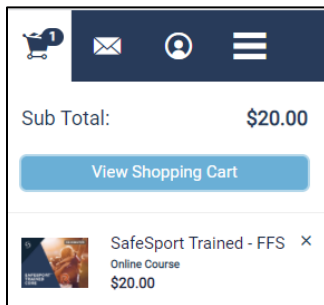
6. You now have access to the SafeSport Trained website.
7. Once you are logged into your account select the **Catalog** tile.



8. Select the course you want to redeem the coupon/discount for.

9. A Shopping Cart icon displays at the top right.  Select the Shopping Cart icon.
10. The course you selected displays. **Select the View Shopping Cart** button.

Note: If you want to remove a course from your cart, select the **X** icon at the right of that course.



11. The Shopping Cart information displays. Update the number of courses to 1 in the **Quantity** field at the right.

Price	Quantity	Subtotal
\$20.00	1	\$20.00

- Enter the coupon/discount code in the **Coupon/Discount Code** field, then select the **Apply** button.

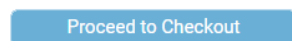


Item

 SafeSport Trained - FFS
Online Course

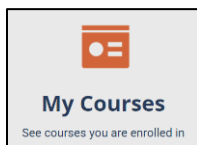
Coupon Code

- Select the **Proceed to Checkout** button at the right.



- Follow the prompts to complete your purchase.

- Locate the course by selecting **My Courses** on the Home screen after purchase.



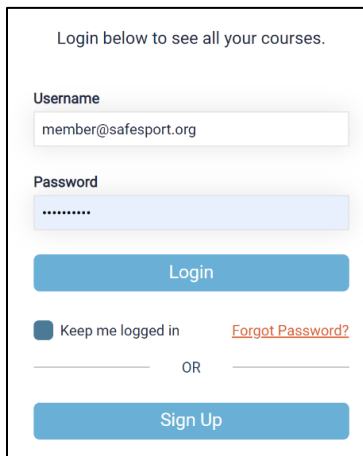
NON - NGB COURSE ACCESS FOR EXISTING USERS - ENROLLMENT KEY ENTRY

This course enrollment key gives you access to your designated course(s).

- Access the SafeSport Trained website: <https://safesporttrained.org>
- At the top right select the **Login** button.



- The Login window displays. Enter your Username and Password.



Login below to see all your courses.

Username

Password

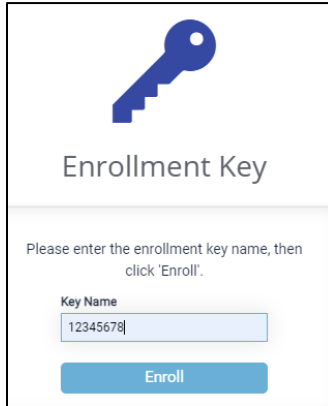
Keep me logged in [Forgot Password?](#)

OR

- Then select the **Login** button.
- From your Home Page, select the **Enrollment Key** tile.



- The Enrollment Key page displays. Enter the enrollment key in the **Key Name** field, then select the **Enroll button**.



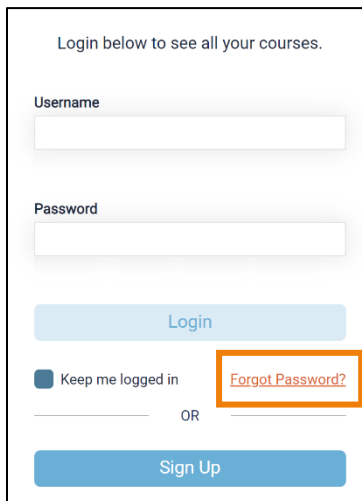
The screenshot shows a web page titled "Enrollment Key" with a blue key icon. Below the title, it says "Please enter the enrollment key name, then click 'Enroll'." There is a text input field labeled "Key Name" containing the text "12345678". Below the input field is a blue button labeled "Enroll".

You are enrolled in the designated course(s)!

FORGOT PASSWORD

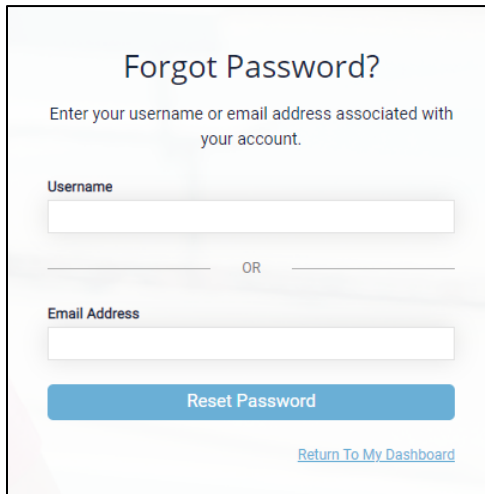
If you forgot your password use the below steps:

- Select the **Forgot Password** link.

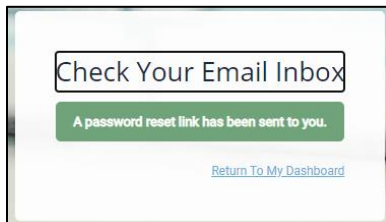


The screenshot shows a login page with the text "Login below to see all your courses." There are two input fields: "Username" and "Password". Below the "Password" field is a blue button labeled "Login". Below the "Login" button is a checkbox labeled "Keep me logged in" and a link labeled "Forgot Password?". Below the "Forgot Password?" link is the text "OR" and a blue button labeled "Sign Up".

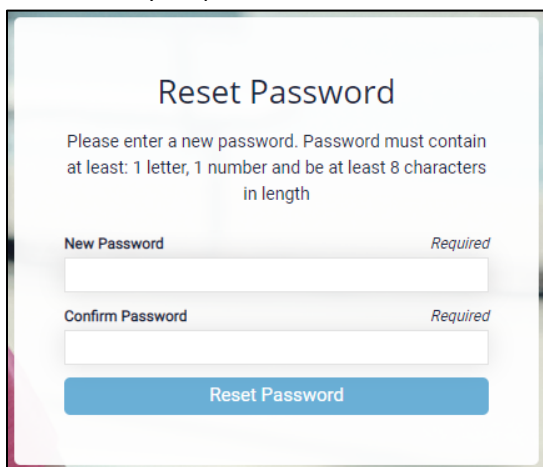
- The Forgot Password page displays. Enter your email address into the **Email Address** field.



- Then, select the **Reset Password** button.
- You are notified to check your email. Check your email and select the link provided to reset your account.

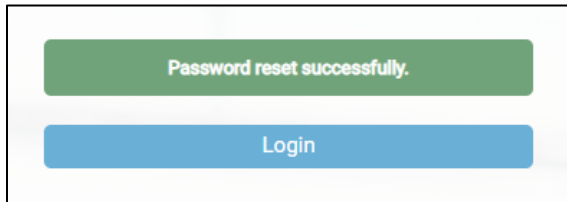


- Upon selecting the link you are directed to the Reset Password page. Enter your new password in the New Password field then reenter your password in the Confirm Password field.



- Then select the **Reset Password** button.

- You receive a prompt letting you know that your password what reset successfully. Select the **Login** button.
Note: If your passwords do not match or the format is incorrect you will receive an error message to try again.



- You are redirected to the Login page to enter your new credentials. Enter your username and new password then select the **Login** button.
You are now signed into the SafeSport Trained website.

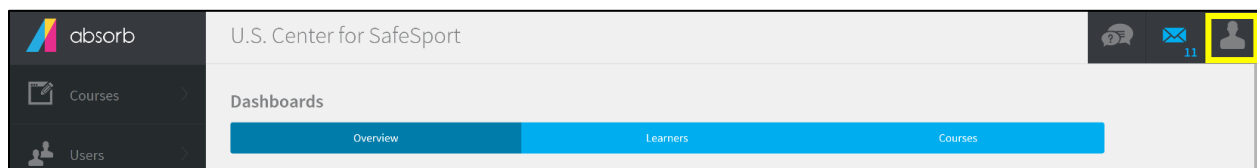
NON - NGB PURCHASING A COURSE

Course purchasing and coupons only apply to some organizations that are *not* National Governing Bodies under the US Olympic and Paralympic Movement.

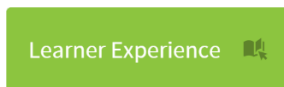
- Log into your SafeSport Trained account: <https://safesporttrained.org>

Note: Do not select Admin from the menu at the right.

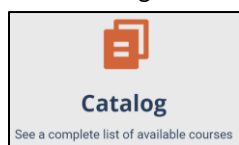
If you are currently logged in as an Admin select the person icon at the top right to access the learner experience.




- From the menu select **Learner Experience**.



- Once viewing the website as a learner/user, select the **Catalog** tile.

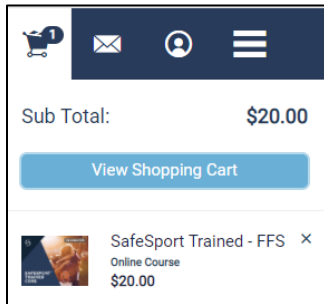


- Select the course you want to purchase.¹
- A Shopping Cart icon displays at the top right.  Select the Shopping Cart icon.

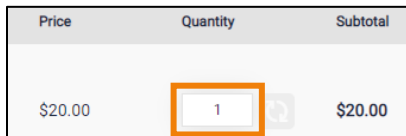
¹ Course purchasing and coupons only apply to some organizations that are not National Governing Bodies under the US Olympic and Paralympic Movement.

6. The course you selected displays. **Select the View Shopping Cart** button.

Note: If you want to remove a course from your cart, select the **X** icon at the right of that course.



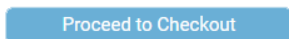
7. The Shopping Cart information displays. Update the **Quantity** field to 1.



8. If you have a coupon/discount code enter it in the **Coupon/Discount Code** field, then select the **Apply** button.

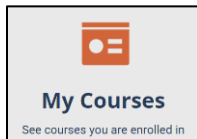


9. Repeat these steps for any additional courses you would like to purchase. Then, select the **Proceed to Checkout** button at the right.



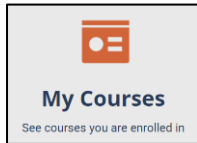
10. Follow the prompts to complete your purchase.

11. Locate the course by selecting the **My Courses** tile on the Home screen after purchase.



ACCESSING AND TAKING A COURSE – NGB & NON - NGB

1. Select the **My Courses** tile.



2. Your courses display. To start the course, select the **Start** button.



3. The Course Content page displays. Select the **Start** button at the right.



4. Upon completion of the course the Start button changes to **Completed**.

Note: If you need to pause the course and come back later a Resume button will display.

