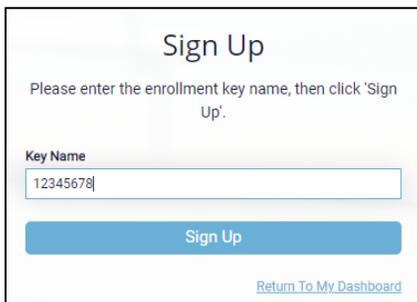


## USING AN ENROLLMENT KEY TO ACCESS COURSES

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

2. At the bottom right select Enrollment Key. 

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



The screenshot shows a 'Sign Up' form. At the top, it says 'Sign Up' and 'Please enter the enrollment key name, then click 'Sign Up'.'. Below this is a text input field labeled 'Key Name' containing the text '12345678'. A blue 'Sign Up' button is positioned below the input field. At the bottom right of the form, 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.
5. Locate the course by selecting either **My Courses** or **Catalog** on the Home screen after signing up.

## ACCESSING AND TAKING A COURSE

1. Select **My Courses**. 

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 it will show a Resume button.