

Creating a Portal Account

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To complete the step by step SONY COE Portal Account Creation, Please use this link to access the portal:
URL: <https://portals.specialolympics.org/>

1. To create an account, please follow the instructions below:
Click this link:
<https://portals.specialolympics.org/>

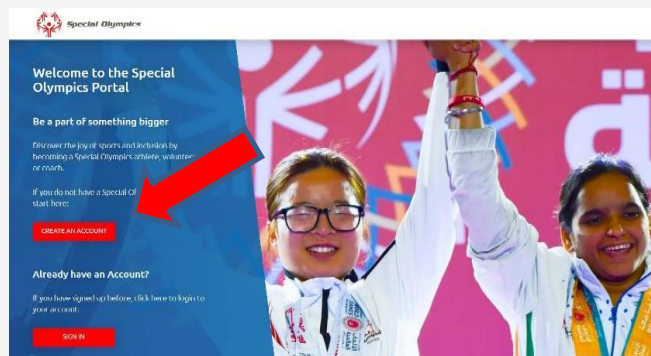
At the website, click on the "Create an account" button to sign up

2. Select the "New York" State and Confirm your Role as "Volunteer". All volunteers including coaches are considered Volunteers

3. Confirm your role by selecting "Yes, Continue".

4. Enter an email address that you have access to and wish to use for communication regarding a portal account. Click "Send Verification"

1.



2.

This is a screenshot of the 'Create an account' form. It has a 'Cancel' button at the top left. The form asks 'What state do you participate in?' with a dropdown menu showing 'New York'. It then asks 'What is your role?' with a dropdown menu showing 'Volunteer'. Below this, there's a section titled 'Selected role: Volunteer' with a description: 'I want to volunteer as a Coach, Event Volunteer, IEP, or become a Unified Partner'. At the bottom is a blue 'Continue' button.

3.

This is a confirmation screen titled 'Are you a Volunteer?'. It contains the text: 'Volunteer accounts allow you to manage your registration for volunteer roles, events, and complete important qualifications.' There are two buttons: a blue 'Yes, Continue' button and a light blue 'No, switch role' button.

4.

This is a screenshot of the account creation form. It has a 'Cancel' button at the top left. The form asks 'Please provide the following details.' and has several input fields: 'Email' (containing 'brucebanner@bruce.com'), 'New Password', 'Confirm New Password', 'First Name', 'Last Name', and 'Preferred Name'. There's a blue 'Send verification code' button. Below the 'Preferred Name' field is a 'Program' dropdown menu set to 'Program'. At the bottom is a blue 'Create' button.

CONTACT

Please complete this [form here](#) for support or visit our [Portal Support Webpage](#)



[Access Portal](#)

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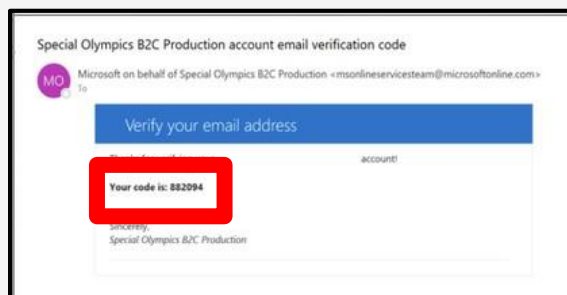
5. You will receive an email from: Microsoft on behalf of Special Olympics B2C Production <msonlineserviceteam@microsoftonline.com> with a unique verification code. Check your spam folder if you don't receive it within ~5 mins.

6. Copy and paste the code into the verification code text box and click "verify code."

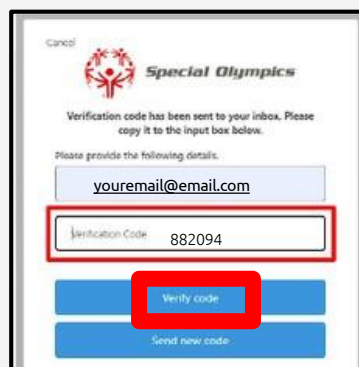
7. Create a secure password that meet the password requirements. Type your first and last name. Then click "Create."

8. The first time you log in, complete your profile information.

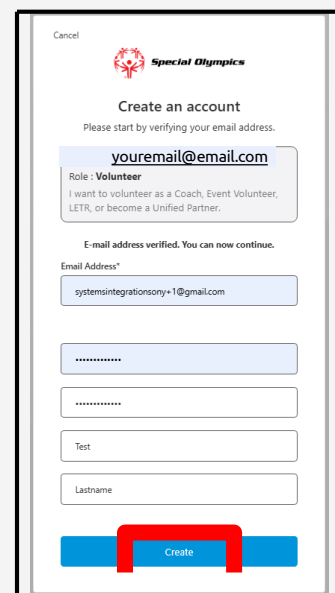
5.



6.



7.



8.

We'll start with a few things about you Your Name

Please type your information in all required fields marked with an asterisk (*). Fields with no symbol are optional. Then hit 'Save & Continue'.

First Name *	Middle Name
Bruce	
Last Name *	Suffix
Banner	
Phone *	Email
0000-XXXX-XXXX	soweme3001@anwarb.com

Back Save & Continue



Creating a Portal Account

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Once you've completed your initial account setup, please use the following directions to sign up as a Sport Assistant and/or Level 1 Coach.

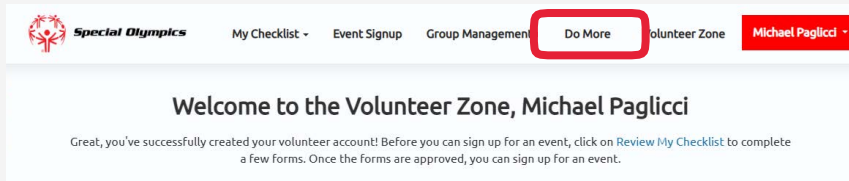
9. Click on the "Do More" menu option at the top of the page.

10. You'll then be taken to the Volunteer Opportunities page. Click on "Coach" and select "Sport Assistant" or "Coach - Level 1" to start.

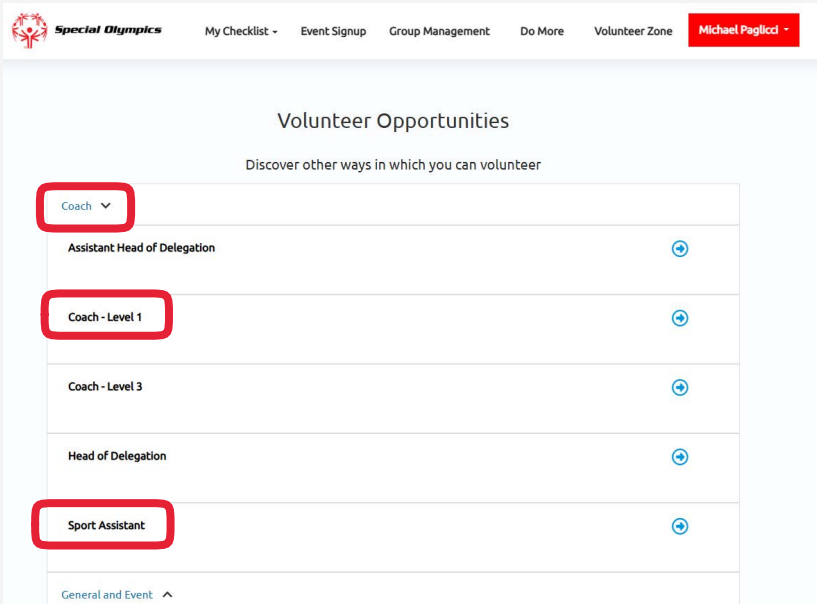
11. On the next page, scroll down until you see the blue "Apply to this Position" button. Click on it.

12. Once it successfully processes, you should see a trophy screen confirming you applied to the role. Click on the blue "Go to My Checklist" button to be taken to your online trainings screen.

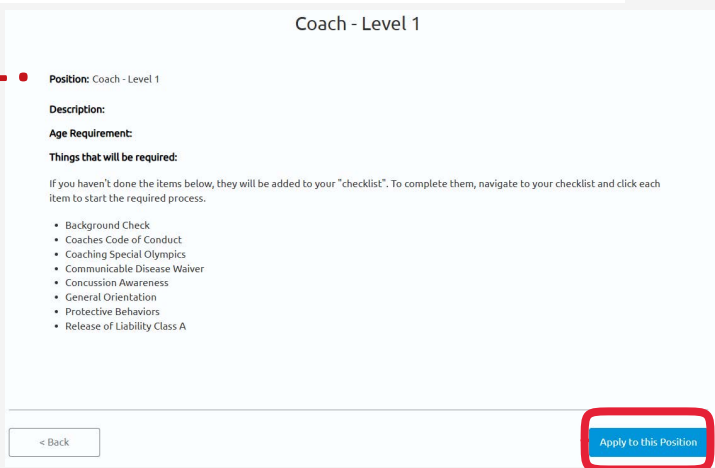
9.



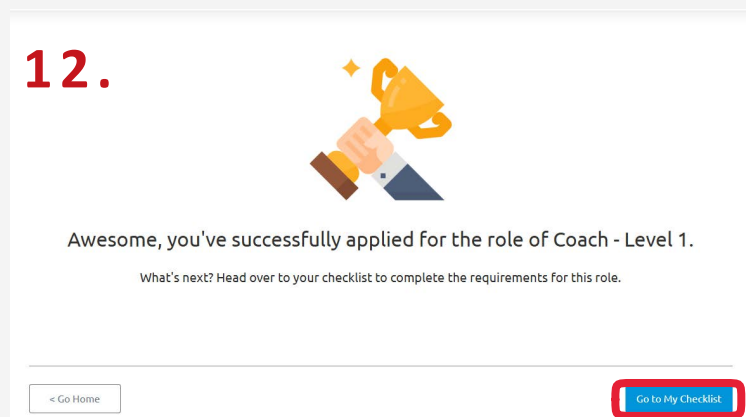
10.



11.



12.



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Once you've completed your initial account setup, please use the following directions to sign up as a Sport Assistant and/or Level 1 Coach.

13. Once on the My Checklist page, you can begin to complete the required trainings by clicking on the checklist Item. "Coaching Special Olympics" will be used as an example.

14. Click the blue "Start" button to begin the course/required item. Complete the subsequent screens to finish the course/training.

15. Once you complete a module/training, you'll be shown another trophy screen. To continue with additional trainings, click the blue "My Checklist" button to be taken back to the My Checklist screen.

16. Continue taking courses and signing forms until all required checklist items are complete.

13.

My Checklist

If you have a role listed below and you are not seeing checklist items, please refresh your browser to show your updated checklist.

Roles: Coach - Level 1, Event Volunteer, Event Volunteer Group Lead

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Checklist Items:	Source:	Status:
SONY Class C Release	Event Volunteer	Completed
Coaching Special Olympics	Coach - Level 1	Incomplete
Background Check	Coach - Level 1, Sport Assistant	Incomplete
Release of Liability Class A	Coach - Level 1, Sport Assistant	Incomplete
Coaches Code of Conduct	Coach - Level 1, Sport Assistant	Incomplete
Communicable Disease Waiver	Coach - Level 1, Sport Assistant	Incomplete

14.



Special Olympics

My Checklist

Event Signup

Group Management

Do More

Volunteer Zone

Michael Paglicci

Coaching Special Olympics

Thank you for being part of the Special Olympics family. It is through the caring, concern and talents of all our athletes, families and volunteers that Special Olympics has become one of the most respected sports programs in the world. Your participation in the Coaching Special Olympics Program is just one more way that you demonstrate your dedication.

Please select "Start" for the training

< Back

Start

15.



Special Olympics

My Checklist

Event Signup

Group Management

Do More

Volunteer Zone

Michael Paglicci



Congratulations, you finished the training module !

Go Home

Go to My Checklist

