Coach Profile - NEW Coach

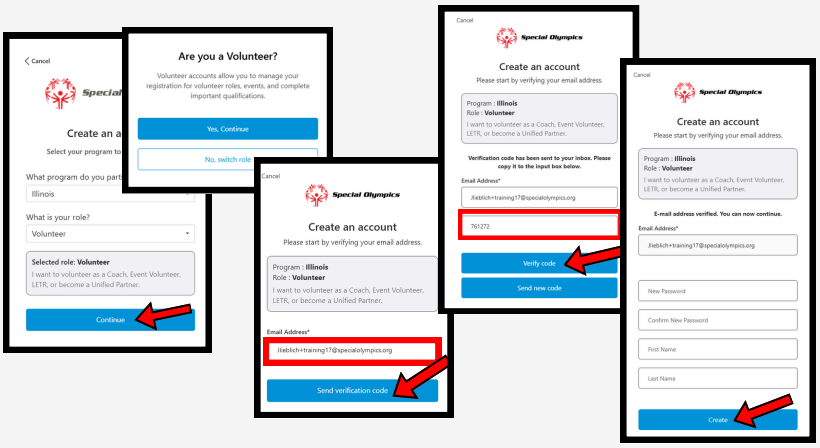
To begin, visit portals.specialolympics.org It is recommended that you bookmark this link, as this is how you will log in in the future. Once on the Special Olympics Portal, you will select "Create An Account" and follow the prompts to create your profile.

1.

Choose the state you participate in and the role you are applying for, **"Volunteer"**.

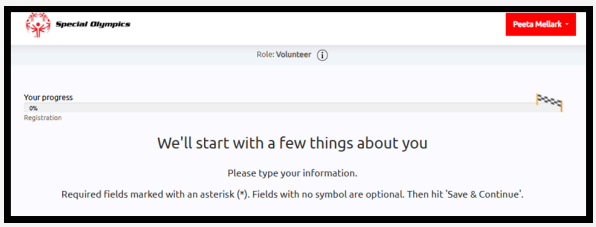
Read the role description and confirm you are indeed applying for the correct role, **"Volunteer"**.

Enter your email address, select **"Send verification code"**. A code will be sent to the email address entered. Copy the code in the **"Verification Code"** box. Then select **"Verify Code"**



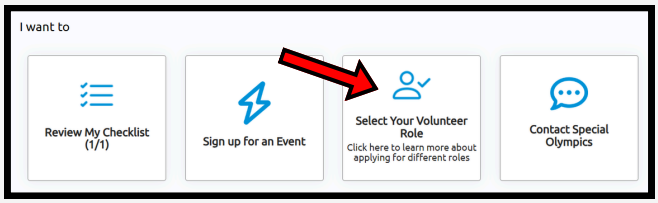
2.

You will then need to complete your profile. The questions with the red asterisks* are required.



3.

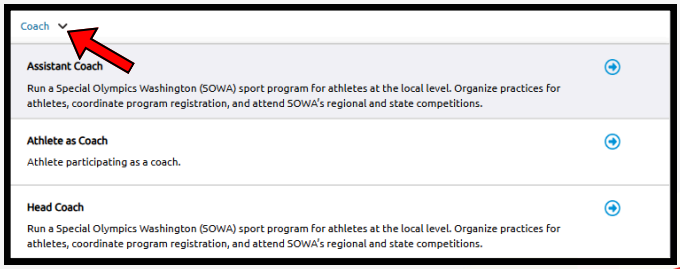
Once you have completed your profile, on the Volunteer Zone select **"Select Your Volunteer Role"** to apply for the Coach Role.



4.

Under the **"Coach"** category, select the role you are applying for. If you are unsure, speak with your local SO contact to determine which role is best for you.

(Depending on your program the list under "Coach" may vary).



Access Portal

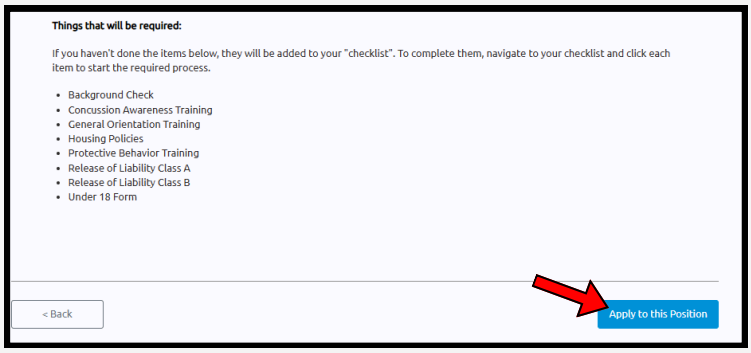
Special Olympics
Center of Excellence

Coach Profile - NEW Coach

5.

Once you select your coach role, the next screen will show more details on the role including what other forms are required to for that role. Select **"Apply to this Position".**

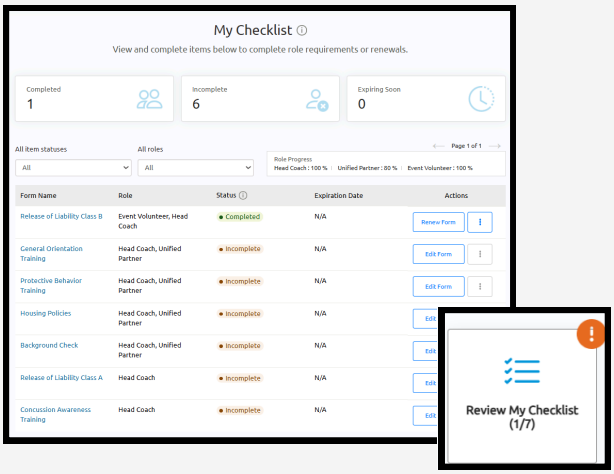
After applying, you will have new items to complete in your checklist.



6.

Navigate to **"My Checklist"** to start completing the added required forms. Click the blue hyperlink or the "Edit Form" button to complete each form.

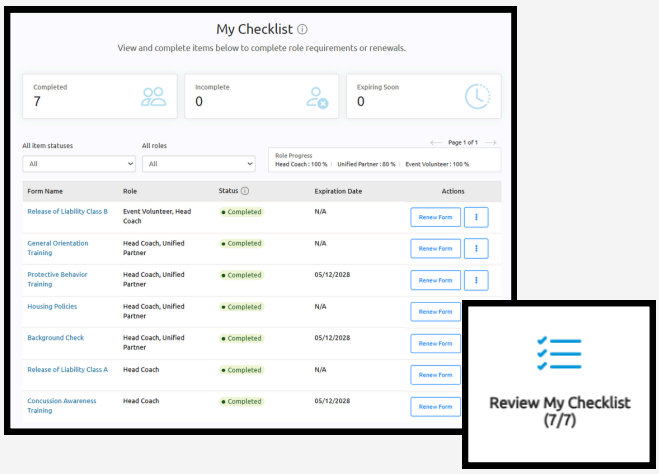
Required forms will differ by program.



7.

Now that you have completed all the role qualifications, and the status of your checklist items are marked as **"Complete"** you are finished with the registration process to become a Coach.

Some items may need to be reviewed by SO staff and will be in the "Submitted" status until reviewed and approved.



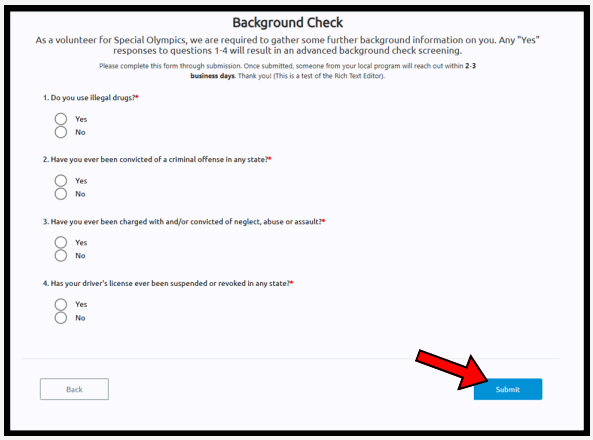
NOTES: See below for specific details for the background check process.

Background Check Process

1.

Once you have selected the hyperlink for the background check you will answer the questions listed then **"Submit"**.

Clicking **"Submit"** triggers the **start** of the background check this **does not** submit your full background check.

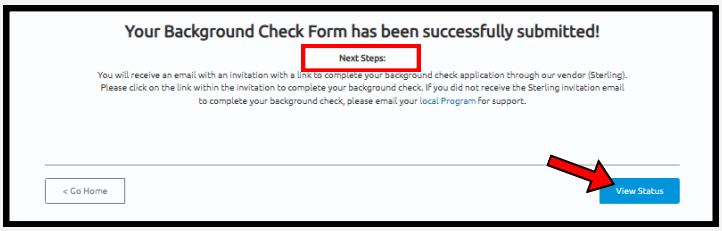


2.

The following screen will tell you what the ***next steps*** are to fully complete your background check.

You will receive an email with the subject **"Invitation to Complete Special Olympics clearances"** with an invitation link to complete your background check application through our vendor (**Sterling**).

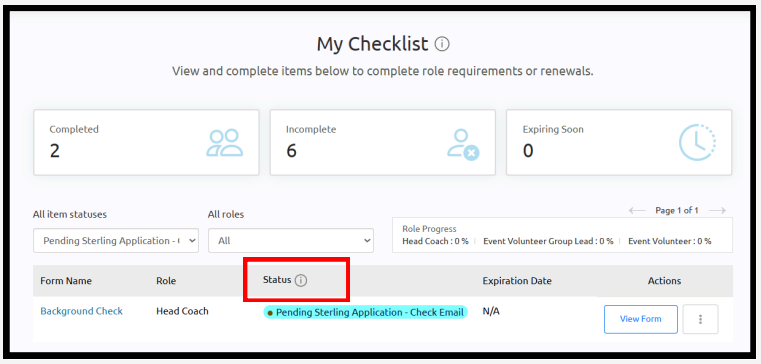
NOTE: *You have not fully submitted your background check until you do so on the Sterling website.*



3.

At any time you can check your status within your Checklist. The below statuses will let you now where your background check is in the process:

1. **Incomplete:** you have not started the process to complete your background check.
2. **Pending Sterling Application - Check Email:** An email has been sent to complete your background check from Sterling Volunteers.
3. **Submitted:** You have successfully submitted your background check though Sterling Volunteers and your Special Olympics program is reviewing the results.
4. **Completed:** your background check has been reviewed and approved.



Access Portal

Special Olympics
Center of Excellence