

STEP 1 CONNECT TO YOUR ACCOUNT

New Learners: Click the sign up now button to the right to begin. The “Sign Up” page will appear. Fill in your information and click “Sign Up.” Enter your Record ID in the “Organization Member ID” field. **This is a required field.** You will then be navigated back to your dashboard.

SIGN UP NOW

NOTE: If you already have an account, please do not use these instructions. Reach out to the [help portal](#) to request help signing in.

Organization Member ID:

Once logged into your new account, go to the Home Page and select the “Catalog” tile.

STEP 2 IDENTIFY YOUR COURSE

From your Home Page, go to “My Courses” and select your course. Click the cart at the bottom of the tile to purchase. **Do not select any course that indicates “Completed.” Purchase one course type at a time.**

Below are the selected courses required by your organization.



STEP 3 SHOPPING CART

Select the Shopping Cart at the top right. The course you selected will display. Click on the “View Shopping Cart” button.

Shopping Cart information will display. Update the number of courses you are purchasing in the “Quantity” field on the right (one seat if you are purchasing for yourself, two or more if purchasing for others).

Be sure to create a separate account from your learner account if purchasing seats for other profiles.

Enter the coupon code if one was provided by your organization, then click “Apply.” **Do not enter your enrollment key here.**

NOTE: Make sure to press the **refresh button** to update the quantity of courses.



To delete a course from your cart, click the “X” to the right of the course.

Coupon Code:

STEP 4 CHECKOUT

Click the “Proceed to Checkout” button on the right. Follow the prompts to complete your purchase. **Purchases with two or more seats will be issued a link and enrollment key to share with staff.**

[Proceed to Checkout](#)

To take your course, return to your dashboard and select the Menu option in the upper right. Select “My Courses,” or scroll down to view your courses.

STEP 5 BEGIN TRAINING

Find your course tile and click “Start” to begin. **You can pause and resume the course as needed.**

Complete your course. Remember to save your certificate and send to your group administrator.

Reminders:

- Purchases are final; only a completed purchase of two or more seats will receive a key and link for other profiles to access.
- You will receive an email receipt. Add your Enrollment Link and Key to the template, save, and then share instructions.
- Do not share this information publicly as you want to control who uses the key.
- An Enrollment Key is considered used once a user enrolls in the course, not when completed.
- Purchase one course type at a time.
- You must purchase two or more seats if purchasing for others. **Single seats purchased** will be issued to your own account and are non-refundable.

Need technical assistance?

[CONTACT HELP DESK](#)

You will be asked to provide your organization, location, email associated to your profile and the issue at hand. Help Desk hours are 8 a.m. to 9 p.m. EST on weekdays; noon to 5 p.m. EST on weekends.

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