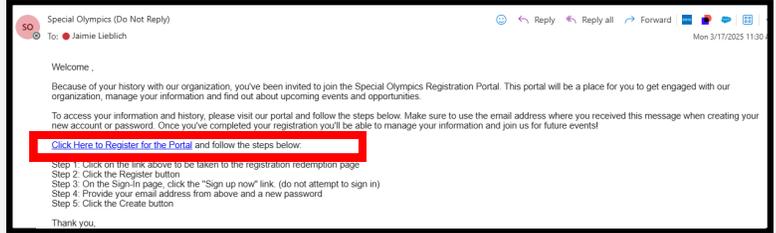


Claiming your Profile & Creating a Portal Account

You have received an email from Special Olympics (Do Not Reply) <portals@specialolympics.org> inviting you to claim your profile on our new registration portal. Please follow these steps to complete the process!

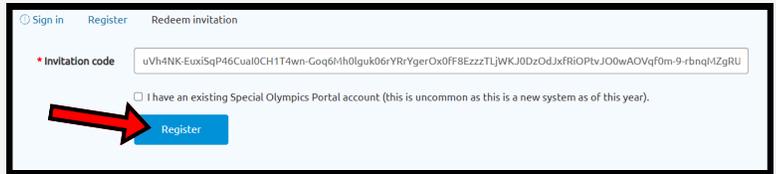
1.

Open your email from **Special Olympics (Do Not Reply)**. Click on the link in the email you received.



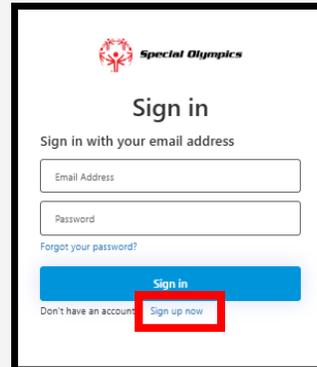
2.

On your browser, your invitation code should be automatically filled in the text field. Click **“Register”**



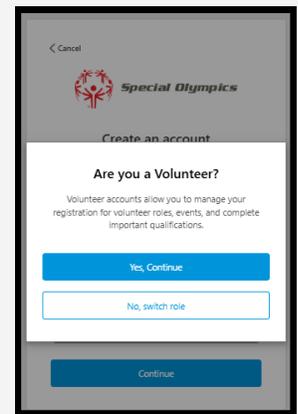
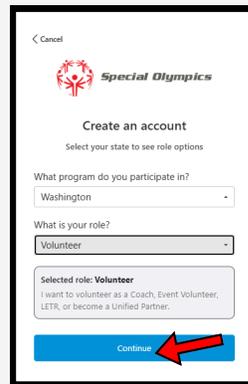
3.

On the next sign in screen, select **“Sign up now.”** This is important as you have never logged into this system before and will need to create your account.



4.

On the next sign in screen, you will be asked to select the program you participate in and your role. After pressing continue, you will be asked to verify you are registering for the correct role. Be sure to read the description provided.



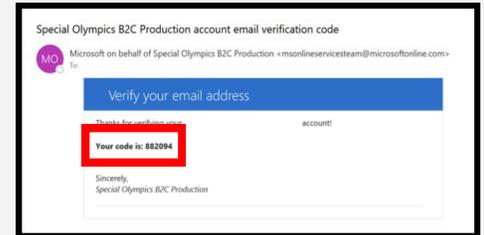
Claiming your Profile & Creating a Portal Account

5.

Next enter the **same email address** you received the Claim Your Profile email to. Then click **"Send Verification Code"**

You will receive an email from: **Microsoft on behalf of Special Olympics B2C Production** 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"**.

Create a secure password that meets the password requirements. Type your first and last name then click **"Create."**

7.

The first time you log in, you will be asked to verify or complete your profile information. The questions with the **red asterisks*** are required.