

INSTRUCTIONS:

1. **Connect to your account.** You will connect either as a new or returning learner.
 - a. Go to this [link](#) only to begin. If you already have an account, reach out to your organization's admin or the help portal [here](#) to request help on signing in.
 - b. A “**Sign Up**” page will appear. Add your information and click **Sign Up**.
 - c. Please enter the **Record ID: RID57444751** in the field labeled “Organization Member ID”.

Organization Member ID (or enter N/A)	Required
<input type="text"/>	

- d. Please enter one of the choices below in the field labeled "Name of Sport or Community Organization." These are both required fields.
 - United States Ju-Jitsu Federation
 - United States Martial Arts Federation
 - USA Traditional Kodokan Judo
 - d. You will be navigated back to your dashboard..
2. Once logged into your newly created account. On the Home Page, select the **Catalog** tile.



3. **Identify your course.**
From your home page, go to the **My Courses** and select the course title required by your organization. Select the cart at the bottom of the tile to purchase the course. (Do not select any course that indicates Completed. Purchase 1 course type at a time)

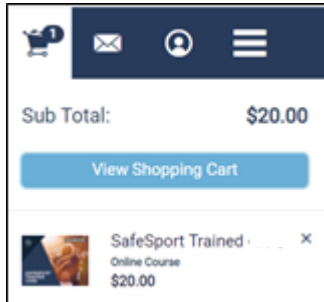


4. A Shopping Cart icon is displayed at the top right.
5. Select the Shopping Cart icon.



- The course you selected displays. **Select the View Shopping Cart** button.

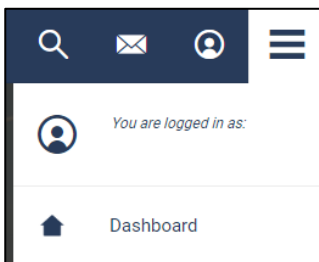
Note: If you want to remove a course from your cart, select the **X** icon at the right of that course.




- The Shopping Cart information displays. Update the number of courses you want to purchase in the **Quantity** field on the right. This is 1 seat if you are purchasing for yourself.
- Select the **Proceed to Checkout** button at the right.

Proceed to Checkout

- Follow the prompts to complete your purchase. Purchases with 2+ seats will be issued a link and enrollment key to share with their staff.
- To take the course return to your personal dashboard to view your course by selecting the menu option on the right corner.



- Select **My Courses**. 
OR scroll down to view your courses.

12. **Begin your training.** Find your course tile. Click “**Start**” to begin your training. (You can pause and resume the course as needed.)
13. **Complete your course.** Remember to save this certificate and send to your group administrator.

***Reminders:**

- You will receive an email receipt.
- 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 1-course type at a time.
- Single seats purchased will be issued to your own account and are non-refundable.

Need technical assistance? You can contact our Help Desk by clicking here: [Help Portal](#).

*Give your organization, location, email associated to your profile, and the issue you are having.
The Help Desk hours are: M – F: 8am – 9pm EST; Weekends: noon – 5pm EST.*

Thank you for being part of the U.S. Center for SafeSport training. Champion Respect. End Abuse.