HOW TO ACCESS YOUR ACCOUNT

LOGGING IN – FORGOT PASSWORD

Use this option when you already have an account created but forgot your password.

1. Access the SafeSport Trained website: https://safesporttrained.org

2. At the top right select the Login button.

3. The Login window displays. Select the Forgot Password link.

4. The Forgot Password page displays. Enter your email address into the Email Address field.

5. Then, select the Reset Password button.
6. You are notified to check your email. Check your email and select the link provided to reset your account.

7. Upon selecting the link you are directed to the Reset Password page. Enter your new password in the New Password field then reenter your password in the Confirm Password field.

8. Then select the Reset Password button.

9. You receive a prompt letting you know that your password what reset successfully. Select the Login button.

   **Note:** If your passwords do not match or the format is incorrect you will receive an error message to try again.

10. You are redirected to the Login page to enter your new credentials. Enter your username and new password then select the Login button.

11. You are now signed into the https://safesporttrained.org website
ACCESSING AND TAKING A CURRICULUM

To access all curriculums that are available to you search your Catalog using the steps below.

1. Select Catalog.
2. Your curriculums display. To start the necessary curriculum, select the Start button.
3. The Course Content page displays. Select the Start button at the right.
4. Upon completion of the curriculum the Start button changes to Completed.
   Note: If you need to pause the curriculum and come back later it will show a Resume button.