
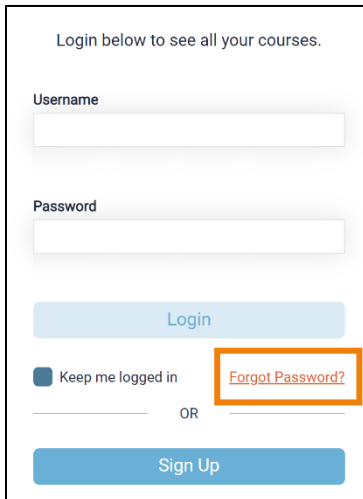


## HOW TO ACCESS YOUR ACCOUNT

### 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.



Login below to see all your courses.

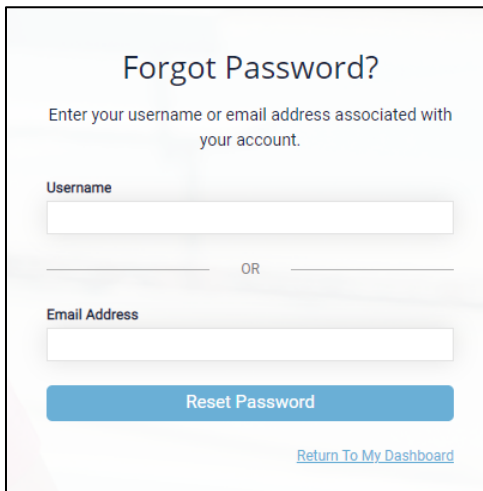
Username

Password

Keep me logged in [Forgot Password?](#)

OR

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



Forgot Password?

Enter your username or email address associated with your account.

Username

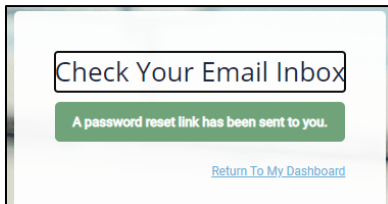
OR

Email Address

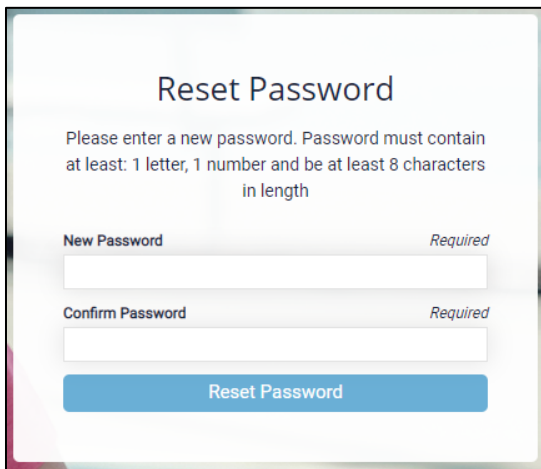
[Return To My Dashboard](#)

5. Then, select the **Reset Password** button.

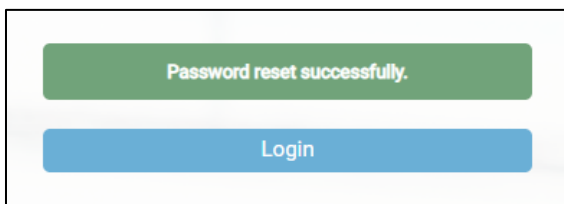
6. You are notified to check your email. Check your email and select the link provided to reset your account.



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.

A screenshot of the "Reset Password" page. The title is "Reset Password". Below the title, it says "Please enter a new password. Password must contain at least: 1 letter, 1 number and be at least 8 characters in length". There are two input fields: "New Password" and "Confirm Password", both with "Required" labels to their right. Below the fields is a blue button labeled "Reset Password".

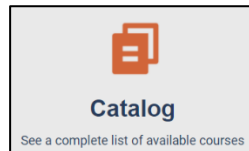
8. Then select the **Reset Password** button.
9. You receive a prompt letting you know that your password what reset successfully. Select the **Login** button.
- Note:** If your passwords do not match or the format is incorrect you will receive an error message to try again.



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.

