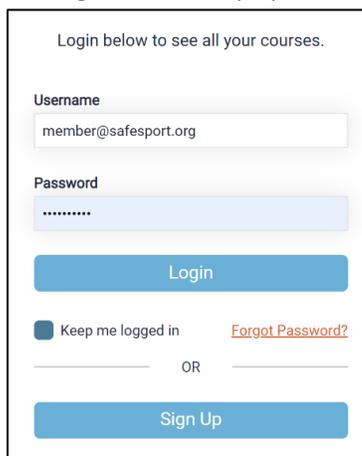


## LOGGING INTO ABSORB - USING ENROLLMENT KEYS AND COUPONS

### LOGGING IN – EXISTING USERS

1. Access the SafeSport Trained website: <https://safesporttrained.org>
2. At the top right select the **Login** button. 
3. The Login window displays. Enter your Username and Password.



The screenshot shows a login form with the following elements:

- Text: "Login below to see all your courses."
- Username field: "Username" label, input field containing "member@safesport.org"
- Password field: "Password" label, input field containing "\*\*\*\*\*"
- Login button: "Login"
- Keep me logged in:  "Keep me logged in" with a link "Forgot Password?"
- OR separator
- Sign Up button: "Sign Up"

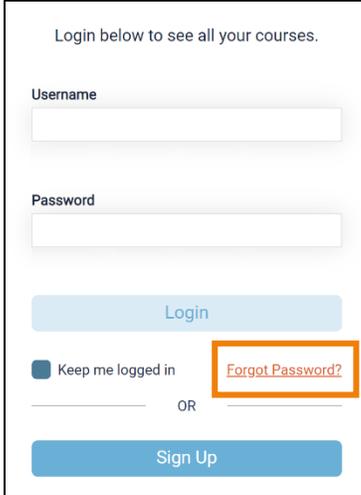
4. Then select the **Login** button.
5. The Home screen displays.

### 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

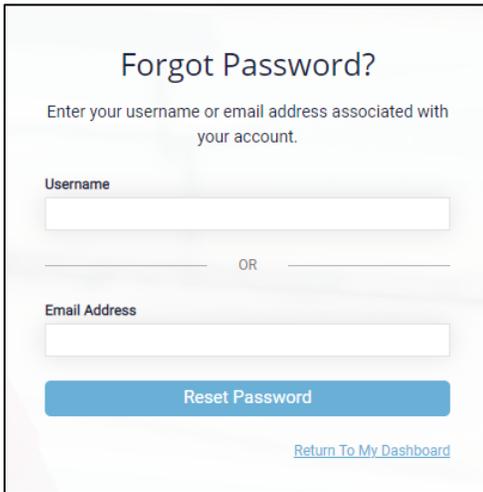
Login

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

OR

Sign Up

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

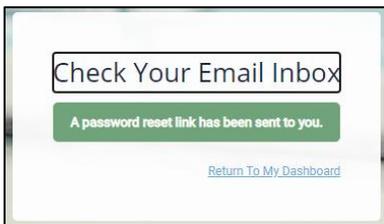
OR

Email Address

Reset Password

[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.

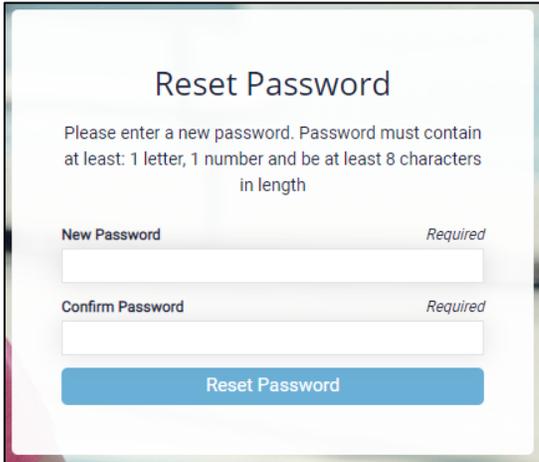


Check Your Email Inbox

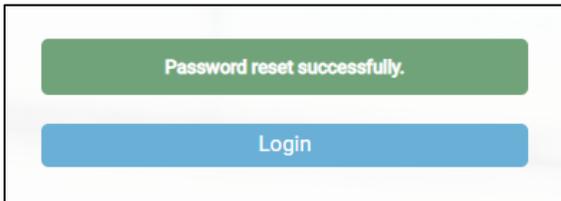
A password reset link has been sent to you.

[Return To My Dashboard](#)

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 was 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.

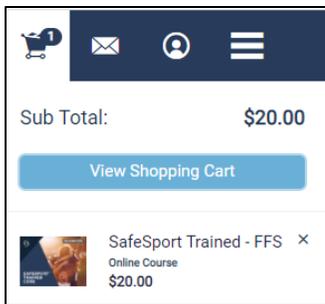


10. You are redirected to the Login page to enter your new credentials. Enter your username and new password then select the **Login** button.
11. You are now signed into the <https://safesporttrained.org> website.

ACCESS A COURSE USING A COUPON AFTER LOGGING IN

- Once you are logged into your safesporttrained account select the **Catalog** tile. 
- Select the course you want to redeem the coupon for.
- A Shopping Cart icon displays at the top right.  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 to 1 in the **Quantity** field at the right.

Price	Quantity	Subtotal
\$20.00	1	\$20.00

- Enter the coupon code in the **Coupon Code** field, then select the **Apply** button.



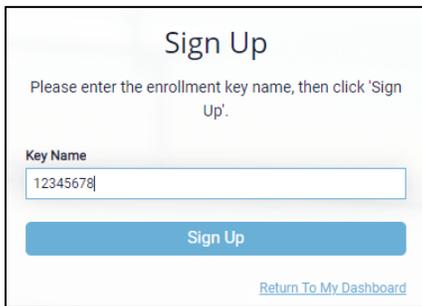
[Proceed to Checkout](#)

- Select the **Proceed to Checkout** button at the right.
- Follow the prompts to complete your purchase.
- Locate the course by selecting **My Courses** on the Home screen after purchase.

NEW USERS - USE AN ENROLLMENT KEY TO LOGIN THEN USE THE COUPON TO ACCESS COURSES

Use this option when you do not have an account, new member, and need to create one using an enrollment key from the organization.

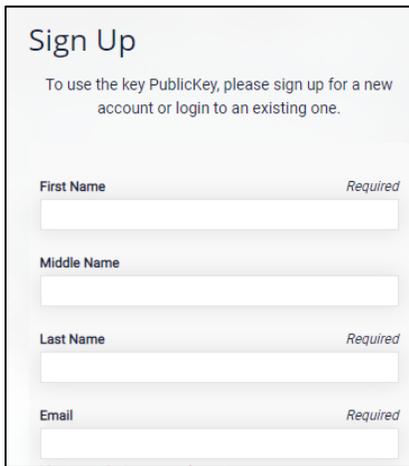
1. Access the SafeSport Trained website: <https://safesporttrained.org>
2. At the bottom select **Enrollment Key**. 
3. The Sign Up page displays. Enter the enrollment key, then select the **Sign Up** button.



The screenshot shows a 'Sign Up' form with the following elements:

- Title: Sign Up
- Instruction: Please enter the enrollment key name, then click 'Sign Up'.
- Field: Key Name (with the value '12345678' entered)
- Button: Sign Up
- Link: [Return To My Dashboard](#)

4. You are prompted to sign up. Enter the required information needed as well as any optional information you want to include.



The screenshot shows a 'Sign Up' form with the following elements:

- Title: Sign Up
- Instruction: To use the key PublicKey, please sign up for a new account or login to an existing one.
- Fields: First Name (Required), Middle Name, Last Name (Required), Email (Required)

5. When you complete the Sign Up information select the **Sign Up** button.



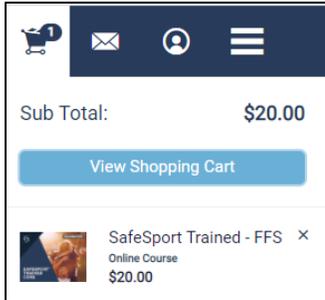
A blue button with the text 'Sign Up'.

6. You now have access to the <https://safesporttrained.org> website.

7. Once you are logged into your safesporttrained account select the **Catalog** tile. 
8. Select the course you want to redeem the coupon for.

9. A Shopping Cart icon displays at the top right.  Select the Shopping Cart icon.
10. 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.



11. The Shopping Cart information displays. Update the number of courses to 1 in the **Quantity** field at the right.

Price	Quantity	Subtotal
\$20.00	1	\$20.00

12. Enter the coupon code in the **Coupon Code** field, then select the **Apply** button.



13. Select the **Proceed to Checkout** button at the right.

Proceed to Checkout

14. Follow the prompts to complete your purchase.
15. Locate the course by selecting **My Courses** on the Home screen after purchase.