

Steps for completing your background screen through Verified Volunteers:

1. When you go directly to [www.verifiedvolunteers.com](http://www.verifiedvolunteers.com), you can go one of two ways – “Login” or “Get Started”. They must select the LOGIN option to be given an option to enter the Good Deed code (wnoc4cz). If they select GET STARTED, and follow the volunteer instructions, there is no option for the code, so they will have to pay \$40 if they proceed.
2. If it is easier to communicate a direct link, use <https://app.verifiedvolunteers.com> because there is no option to “Get Started” so they are automatically routed to create a login, after which they are prompted to enter a Good Deed code. **\*\*Use this link**
3. Click **LOGIN** at the top right of the Verified Volunteers home page (**Do not** click “Get Started”) (It will then give you the option of logging in as an organization or as a volunteer... you need to log in as a Volunteer)
4. Click **Create an Account**
5. Create a username and password and confirm your email (a valid email address is required to submit a screen)
6. Click **Submit**
7. Click **Get Verified**
8. Enter your Good Deed Code in the designated box (SOGA Good Deed Code: **wnoc4cz**) and click **Continue**
9. Enter all required information and click **Save & Continue**
10. Verify that your information is correct and opt-out (Select **No Thank You**) for Volunteer Fast-Pass and click **Continue to Payment**
11. Enter payment information (ie. credit/debit card number, exp. Date, etc.) for \$3 fee and click **Complete**  
(You will be given confirmation that the screen was submitted... this is for your files only. After this you are finished; Results will come directly to SOGA.)

If you previously paid \$40 for your screen:

Below are the instructions on how to share a background check to other organization.

1. Navigate to <https://app.verifiedvolunteers.com>
2. Log into your account through the **Volunteers** portal.
3. Click on the “**View Organizations in Your Area**” banner.
4. Search by your zip code or state to bring up a list of organizations within your area.
5. Select the blue “**Share**” button below the name of your preferred organization.

If you wish to share with an organization not listed, simply select “**Don't see the organization you're looking for? Click here**” and follow the instructions to proceed.

Please note that Special Olympics Georgia will not reimburse the \$40 fee.

Steps for completing NEW Protective Behaviors online portal:

1. Go to <https://learn.specialolympics.org/Default.aspx?ClientId=1>
2. Select “Don’t have an account? Create one”
3. Fill in required information
4. An email will be sent to prompt creating a password
5. Once logged in to new account, click on SO Learning Portal
6. Protective Behaviors should appear, click Play
7. A new window will appear, click the arrow to play
8. Click Begin Training
9. After completion, an email will be sent to you and the online portal should show “Completed” in green. A certificate will also be available

If any issues should arise, please contact your Program Manager or [learn@specialolympics.org](mailto:learn@specialolympics.org)

Concussion Training (expires every 3 years)

<http://nfhslearn.com/courses?utf8=%E2%9C%93&searchText=concussion+in+sports>

Click on “Order Course” and follow steps to create login account and order the course (balance will be \$0)

Go through all units, print out the certificate, and send to SOGA.