



## 2022-2023 Assignor Instructions

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### BEFORE YOU START...

You will need to have an account on the US Soccer Learning Center (USSLC). In order to connect this new account to your prior registration information, you will need your USSF ID number.

If you already have an account on the USSLC, please jump to page 3.

### I DO NOT HAVE MY USSF ID NUMBER... HOW DO I OBTAIN IT?

- 1) Navigate to [www.mnsrcarchive.com](http://www.mnsrcarchive.com)
- 2) Log into this site using your old minnesotasrc.com username and password
- 3) If you have forgotten your username and password, on the browser you used to use to access the old website use the following URLs to look up those details:

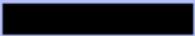
Chrome: <https://passwords.google.com>

Firefox: <https://nordpass.com/blog/view-edit-delete-saved-passwords-firefox>

Edge: <https://nordpass.com/blog/view-edit-delete-saved-passwords-edge>

- 4) Once you are logged in on [www.mnsrcarchive.com](http://www.mnsrcarchive.com), your USSF ID will be displayed for you. Please write it down, as you will need to add it to your new USSLC account.

#### Your Archived User Data

USSF ID Number:  

2021-2022 Certification: Yes, Regional Emeritus

2019-2021 Certification: Yes

2021 Futsal Certification: No

Concussion Certification: Completed on SRC site (no certificate), expires 07/01/2024

SafeSport Certification: **Current for 2022**

## I HAVE MY USSF ID NUMBER BUT HAVE NEVER SET UP AN USSLC ACCOUNT

Add the email address “notifications @learning.ussoccer.com” to your email address book to reduce the chance of correspondence from the USSLC being diverted to your spam folder.

Navigate to <https://learning.ussoccer.com/sign-up> to create an account...

- If < 18 years old you MUST add a parent’s or guardian’s email; they have to validate their email address as well or your account will be locked after 24 hours!
- Make sure you choose either “Referee” or “Both” for your role(s)



CHOOSE YOUR ROLES

COACH  REFEREE  BOTH [What's this](#) ⓘ

- Double-check your mailing address to make sure your badge will get sent to the right address!!!

Verify your email address(es) within 24 hours of account creation or the account will be locked. The verification email(s) should arrive within 15 minutes but usually much faster.

## I HAVE A USSLC ACCOUNT

### REQUIRED SAFETY CERTIFICATIONS FOR ALL US SOCCER ASSIGNORS

- **Introduction to Safe and Healthy Playing Environments:** This course will also satisfy Minnesota's law regarding sports officials being trained to recognize concussions, therefore any official with an active US Soccer Referee or Futsal license will be in compliance with that law. This course is required regardless of age. This requirement eliminates the need for MN officials to upload a concussion certificate for certification.
- **NSIC Background Check:** Cost is \$30 every two years and is required of all officials aged 18 or older. The USSLC will track your check validity and require the \$30 payment and check submission whenever you register with an expired check. The check is valid for any US Soccer-affiliated competition in Minnesota. US Soccer will NOT accept background checks from other entities... you must keep the NSIC check current in your USSLC account.
- **SafeSport:** Required yearly for any official age 18 or older. Now conducted on the USSLC site. No additional charge. As the training is conducted through the USSLC, MN officials no longer need to upload any certificates.

These courses will be included in the assignments for all US Soccer certifications. Completion of the course on one certification will carry over to other certifications... for example, if you certify as a referee and then certify as an assignor, Safety Certifications completed for your referee license will be carried over to the requirements for the assignor certification and not need to be repeated.

To commence certification for your experience status, please jump to the page listed below:

[New Assignor: Page 4](#)

[Returning Assignor: Page 6](#)

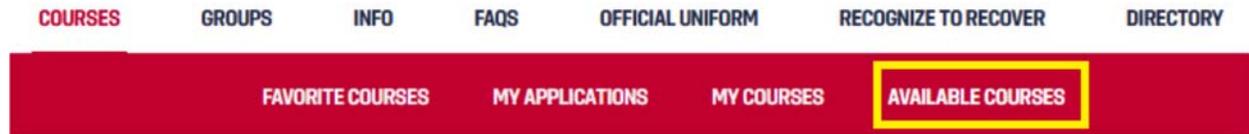
Please note the following deadlines for 2022-2023 certification...

**The deadline for US Soccer Assignor and Referee certification in Minnesota will be midnight on Wednesday, June 21, 2023.**

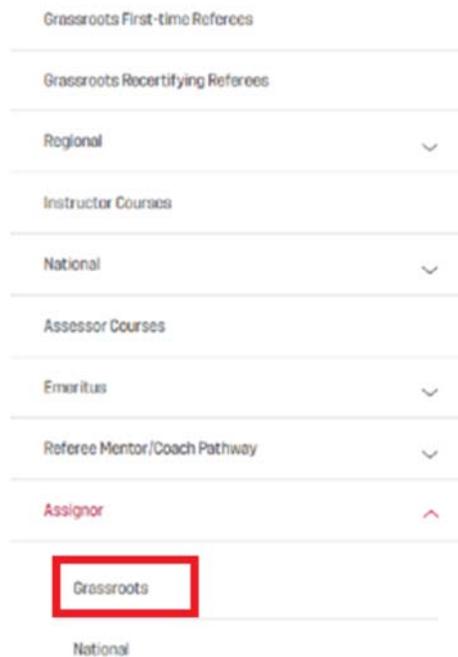
**The deadline for US Soccer Futsal certification in Minnesota will be midnight on Friday, March 31, 2023.**

## NEW ASSIGNOR CERTIFICATION

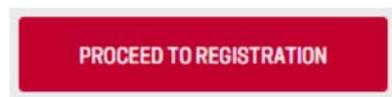
When logged into the USSLC, hover over Courses, then select Available Courses:



Select "Assignor," then "Grassroots" from the left menu:



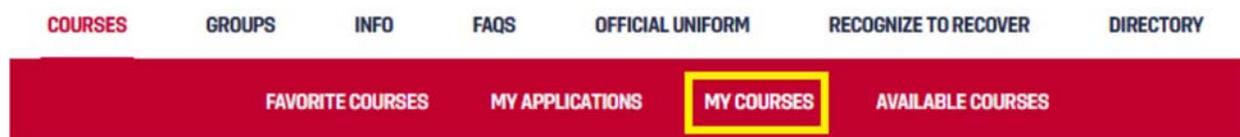
Find the "2023 MNSRC/US Soccer New Assignor Training" and click on "Course Details" on the right side. In the middle of the next page there will be a bright red "Proceed to Registration" button to click:



Accept all statements and waivers on the next page, then proceed to payment and submit payment.

**Discounts:** MNSRC does not offer any discounts to officials on hardship or merit.

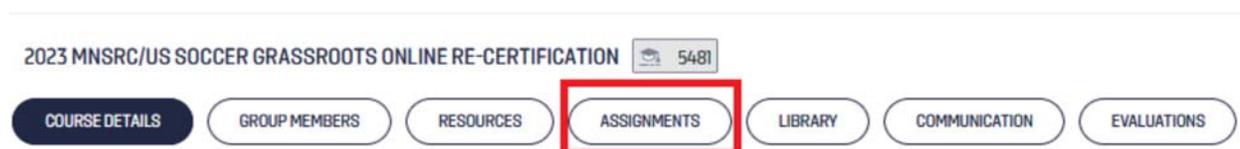
Once you have paid your fees, again hover over Courses along the top bar and this time select "My Courses":



The class you registered for will be displayed... click on “Go to Classroom”:



Now along the top bar click on the “Assignments” button:



Your compliance assignments (depending on your age) will be displayed at the top of the next screen. You must complete any assignment not shown in green.

The bottom of the screen will have your Assignor license assignments. The required assignments for Grassroots officials are:

- Background Screening (18 years old or older)
- SafeSport (18 years or older)
- Introduction to Safe and Healthy Playing Environments
- Assignor Training and Laws of the Game
- US Soccer Assignor Code of Conduct
- 2023 Tournament Assignor Module
- 2023 Assignor Quiz

The SRA will evaluate your progress when you have completed these steps. If you have also registered as a referee, you will be approved. If you have not registered as a referee (and thus not paid the \$40 State Admin fee yet), you will need to contact the SRA at [sra@minnesotasrc.com](mailto:sra@minnesotasrc.com) and mail in a check for \$40 to be approved.

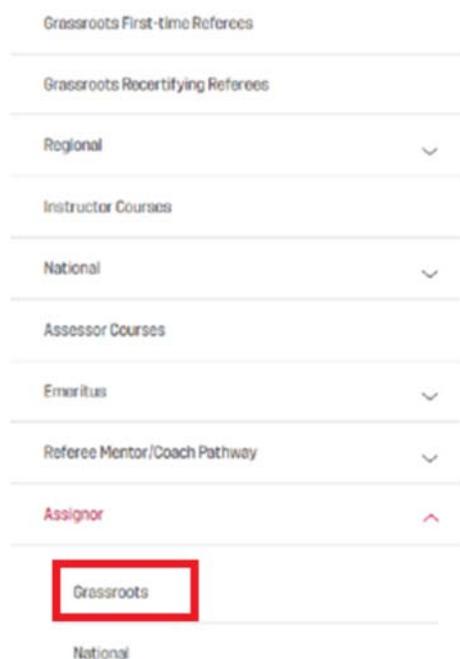
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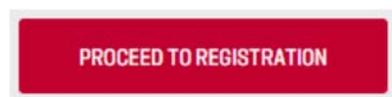
When logged into the USSLC, hover over Courses, then select Available Courses:



Select “Assignor,” then “Grassroots” from the left menu:



Find the “2023 MNSRC/US Soccer Assignor Online Re-Certification” and click on “Course Details” on the right side. In the middle of the next page there will be a bright red “Proceed to Registration” button to click:



Accept all statements and waivers on the next page, then proceed to payment and submit payment.

**Discounts:** MNSRC does not offer any discounts to officials on hardship or merit.

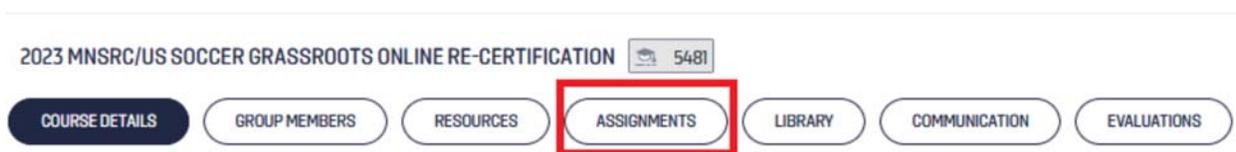
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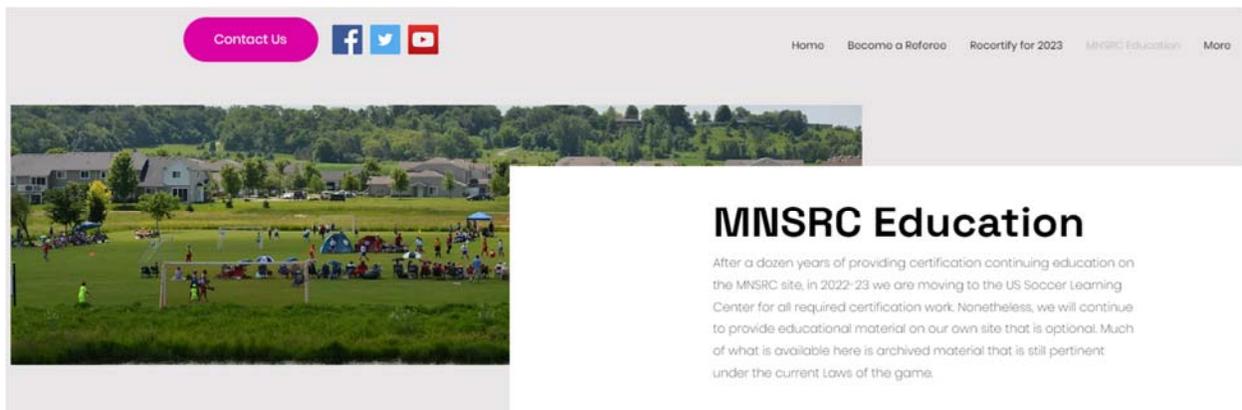
## Final Notes

### *Refund Policies*

- Assignor fees are non-refundable.
- Background check fees are non-refundable.

### *Further Education*

While the SRC no longer maintains an account-based site with a log-in itself, we do provide numerous educational topics on the newly formatted site. Please go to [www.minnesotasrc.com](http://www.minnesotasrc.com) and click on MNSRC Education to access continuing education.



### *Reminders*

New referees are approved 7-10 days after they attend their class. Returning referees are instantly approved by the USSLC once they complete all of their tasks.

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