



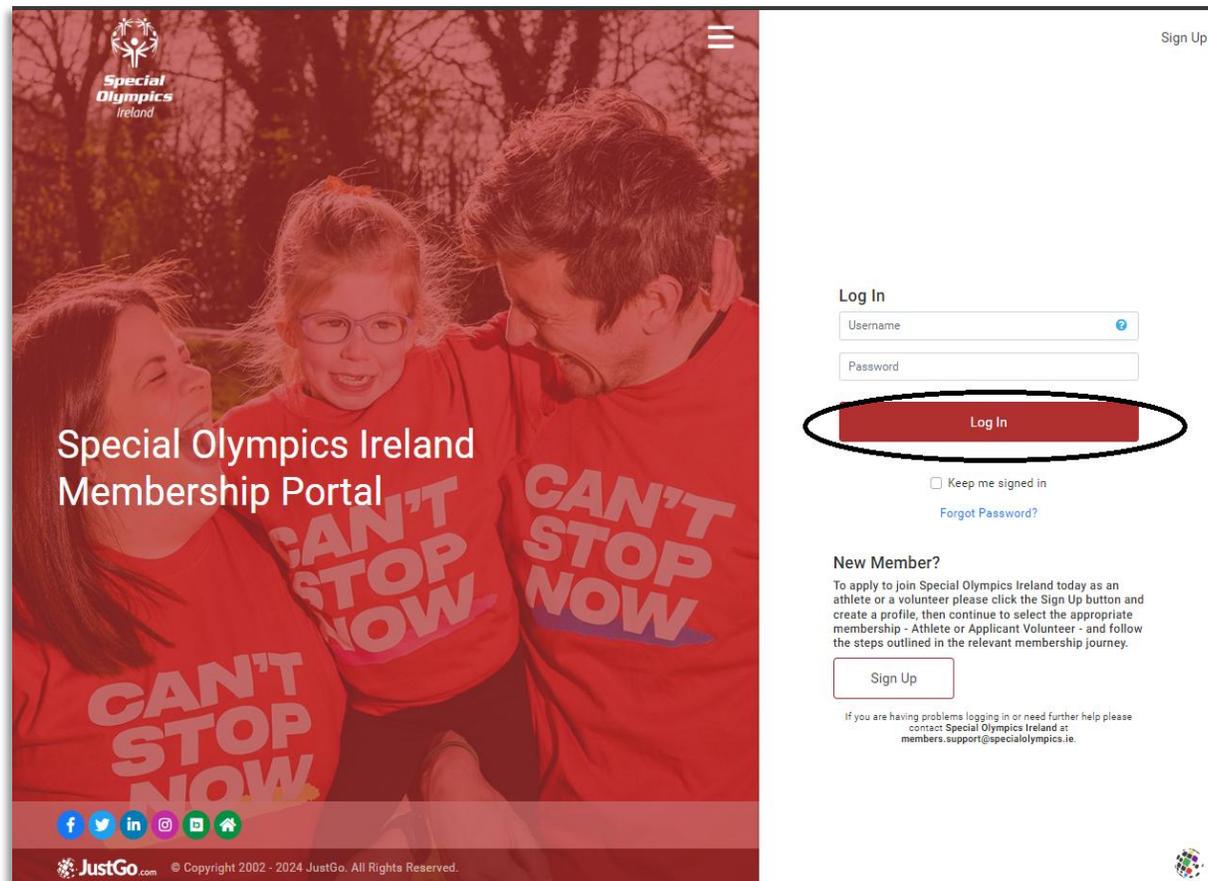
Special Olympics
Ireland

Uploading PIN Notification and ID Documentation Form

This guide will cover:

- How to log in
- How to upload a PIN Notification and ID Documentation Form

Log into your JustGo account using your membership id/username and password



The screenshot shows the Special Olympics Ireland Membership Portal. The main header features the Special Olympics Ireland logo and a navigation menu. The background image shows a family (a woman, a young girl with glasses, and a man) wearing red t-shirts with the slogan "CAN'T STOP NOW". The text "Special Olympics Ireland Membership Portal" is overlaid on the image. At the bottom of the image are social media icons for Facebook, Twitter, LinkedIn, Instagram, YouTube, and a home icon. The footer contains the JustGo.com logo and copyright information: "© Copyright 2002 - 2024 JustGo. All Rights Reserved."

Special Olympics Ireland
Membership Portal

Log In

Username

Password

Keep me signed in

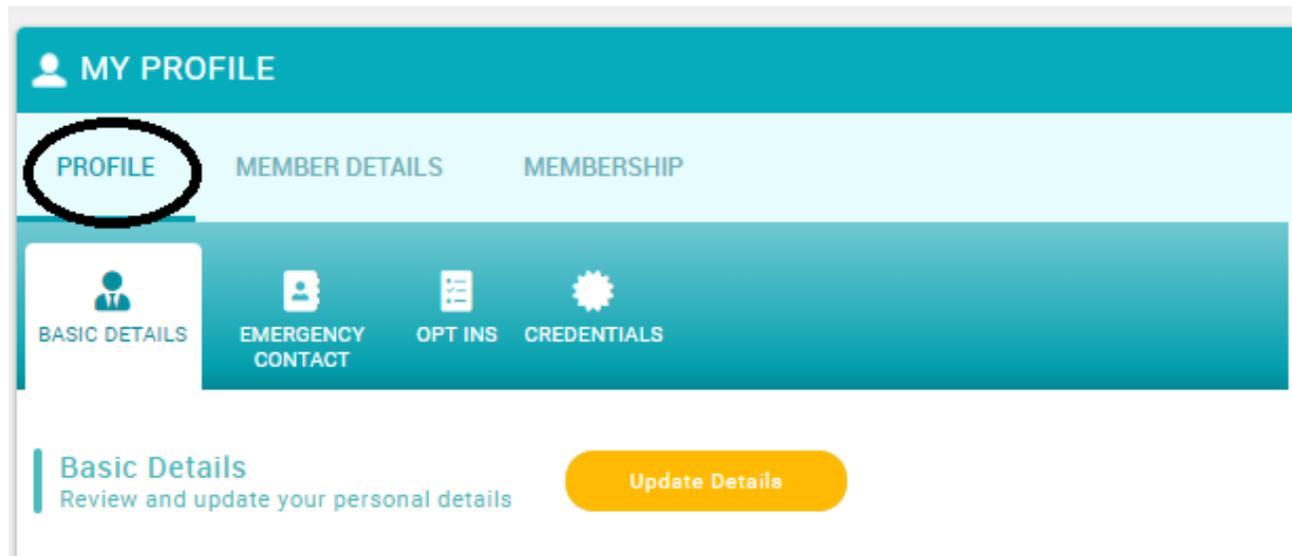
[Forgot Password?](#)

New Member?

To apply to join Special Olympics Ireland today as an athlete or a volunteer please click the Sign Up button and create a profile, then continue to select the appropriate membership - Athlete or Applicant Volunteer - and follow the steps outlined in the relevant membership journey.

If you are having problems logging in or need further help please contact Special Olympics Ireland at: members.support@specialolympics.ie.

Once logged in, click on the
'Profile' tab



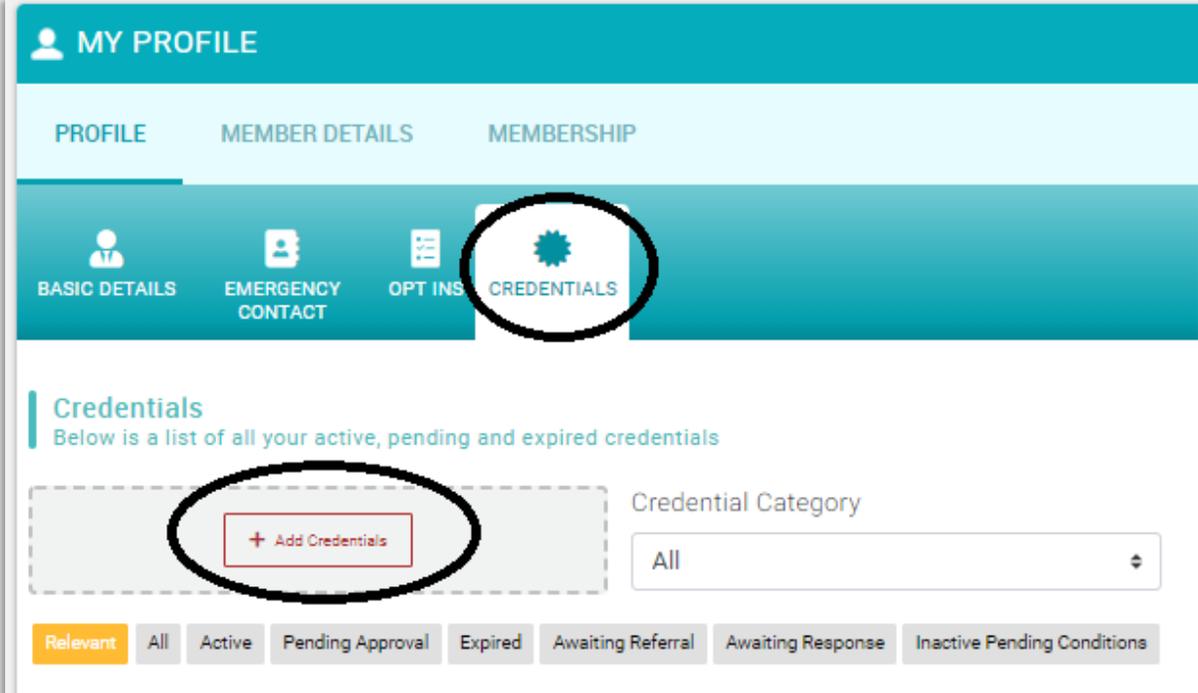
MY PROFILE

PROFILE MEMBER DETAILS MEMBERSHIP

BASIC DETAILS EMERGENCY CONTACT OPT INS CREDENTIALS

Basic Details
Review and update your personal details [Update Details](#)

Click on the **‘Credentials’** tab
and select **‘Add Credentials’**

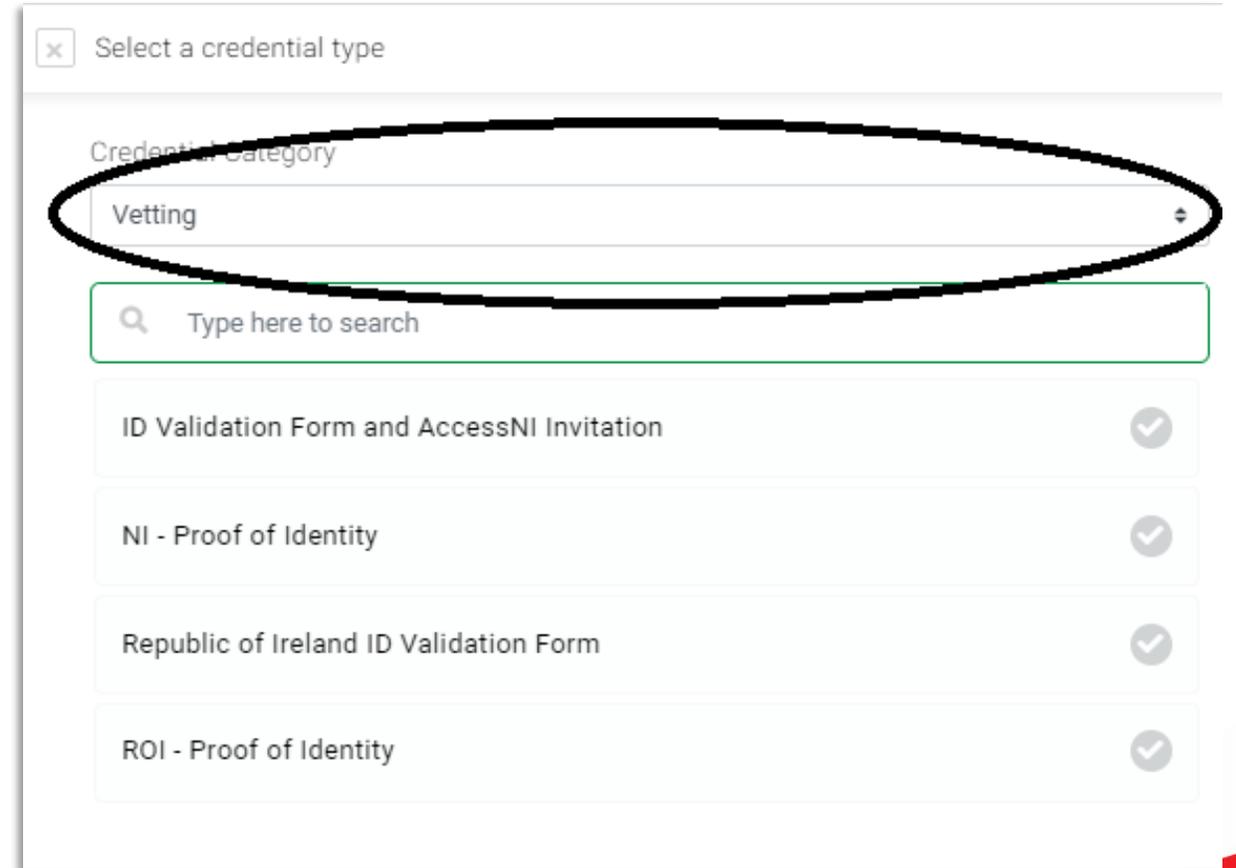


The screenshot displays the 'MY PROFILE' interface. At the top, there are three tabs: 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these, a row of icons represents different profile sections: 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' tab is circled in black. Below the navigation bar, the 'Credentials' section is titled 'Credentials' with a subtitle 'Below is a list of all your active, pending and expired credentials'. A dashed box highlights a '+ Add Credentials' button, which is also circled in black. To the right of this button is a 'Credential Category' dropdown menu set to 'All'. At the bottom, there is a row of filter buttons: 'Relevant' (highlighted in yellow), 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'.

A window appears on the right-hand side

Choose **‘Vetting’** in **‘Credential Category’**

Click **“ID Validation Form and AccessNI Invitation”**



x Select a credential type

Credential Category

Vetting

🔍 Type here to search

- ID Validation Form and AccessNI Invitation ✓
- NI - Proof of Identity ✓
- Republic of Ireland ID Validation Form ✓
- ROI - Proof of Identity ✓

Enter your **'Middle name'** and
'Maiden name' if you have one

✕ Setup credential

ID Validation Form and AccessNI Invitation

OVERVIEW

Start date

02/09/2024 

Expiry date

01/12/2024 

Please add your middle names here (if one appears on your identity documents)

Please add your maiden name

Confirm you have applied for an **enhanced** AccessNI disclosure

Drag or upload page 2 of your signed and dated **‘PIN Notification and ID Documentation Form’**

**ID Validation Form and AccessNI Invitation/
PIN Notification and ID Documentation Form**

I confirm that I have applied for an enhanced AccessNI disclosure and if I applied prior to 3rd April 2025, I have included the application reference on my form *

Upload all pages of your completed & witnessed **ID Validation Form and AccessNI Invitation** or signed and dated **PIN Notification and ID Documentation Form** before you click Save in the top right corner

No record found.

Drag file(s) here or click to upload

- Click '**Save**' in the top right corner

Setup credential ✓ Save

ID Validation Form and AccessNI Invitation

OVERVIEW

Start date
08/04/2025

Expiry date
07/07/2025

Please add your middle names here (if one appears on your identity documents)
Rachel

Please add your maiden name
Smyth

ID Validation Form and AccessNI Invitation/ PIN Notification and ID Documentation Form

I confirm that I have applied for an enhanced AccessNI disclosure and if I applied prior to 3rd April 2025, I have included the application reference on my form *

Upload all pages of your completed & witnessed **ID Validation Form and AccessNI Invitation** or signed and dated **PIN Notification and ID Documentation Form** before you click Save in the top right corner

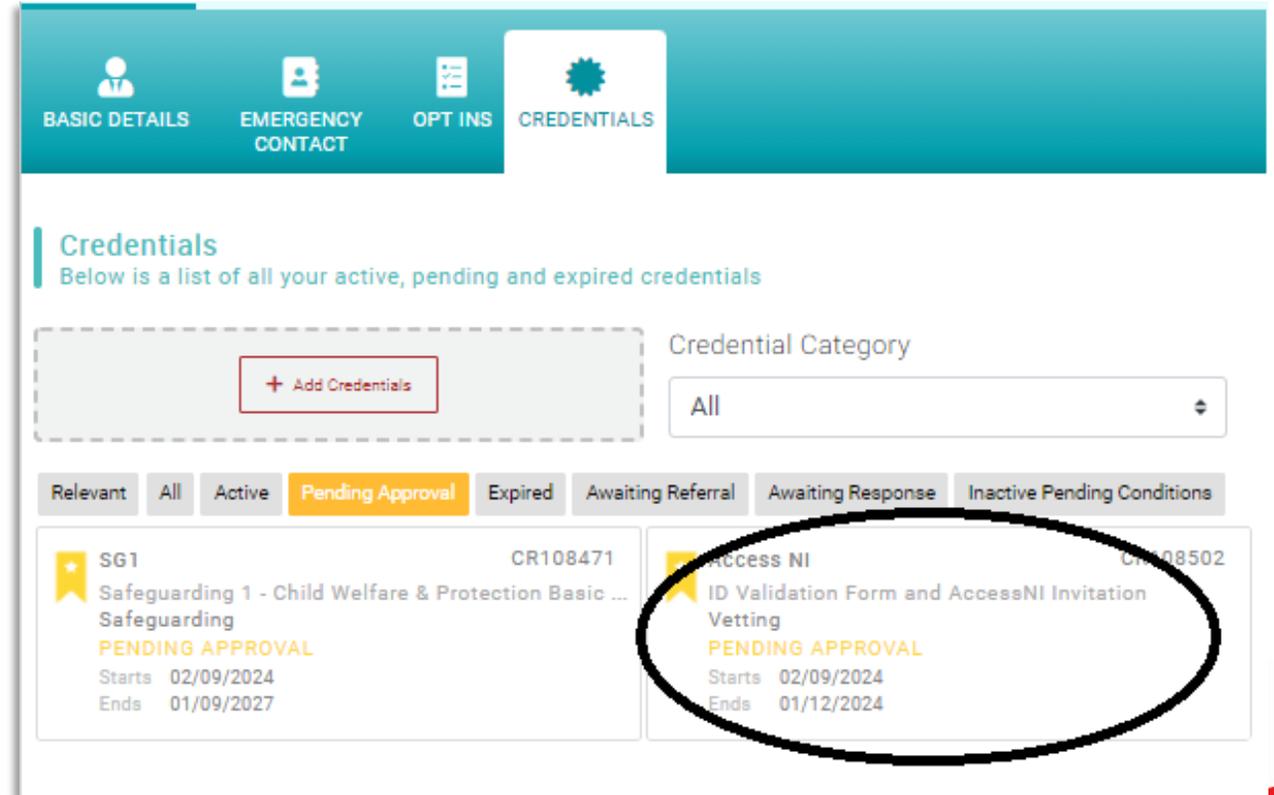
JaneDoePINNotificationandIDDocumentationForm.docx

Drag file(s) here or click to upload

The form will be added to your
'Credentials' pending approval

This will be reviewed by the
Volunteer Department

Once approved, the credential
will show as **'Active'**



BASIC DETAILS **EMERGENCY CONTACT** **OPT INS** **CREDENTIALS**

Credentials

Below is a list of all your active, pending and expired credentials

[+ Add Credentials](#)

Credential Category: All

Relevant All Active **Pending Approval** Expired Awaiting Referral Awaiting Response Inactive Pending Conditions

 SG1 CR108471	 Access NI CR108502
Safeguarding 1 - Child Welfare & Protection Basic ... Safeguarding	ID Validation Form and AccessNI Invitation Vetting
PENDING APPROVAL	PENDING APPROVAL
Starts 02/09/2024 Ends 01/09/2027	Starts 02/09/2024 Ends 01/12/2024

When all your documentation has been verified your application will be sent to AccessNI