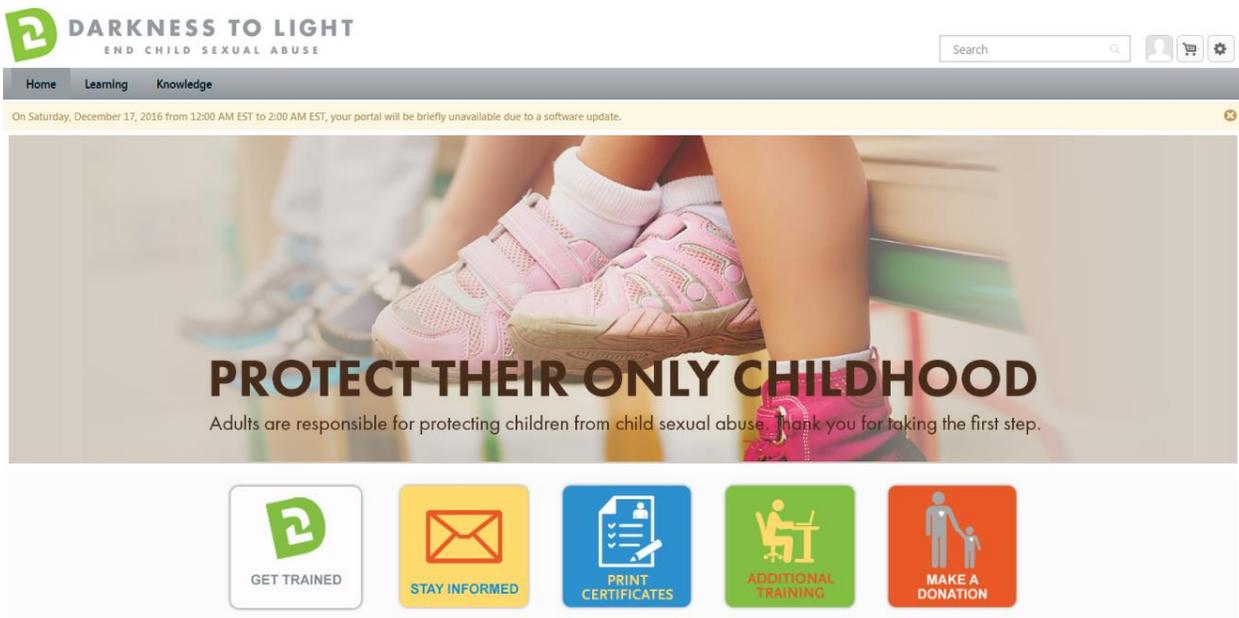


Apostolic Assembly Online Training User Guide.

How register for the Recognizing & Responding to Child Abuse and Neglect online training:

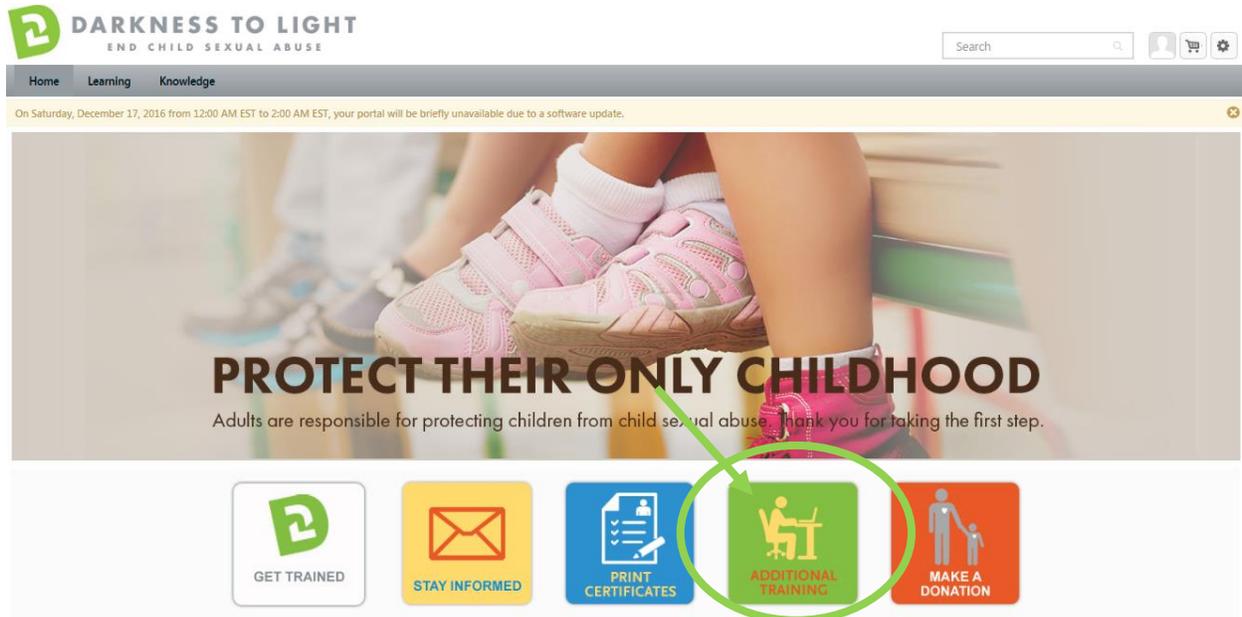
1. Go to this link <https://d2l.csod.com/selfreg/register.aspx?c=apostolicassembly>
2. Enter all required fields and click “Login”.
3. A “Thank you” screen will appear. This screen will also instruct you to disable your pop-up blocker. If you need assistance with this, click the “click here” button for instructions. This can also be found by clicking the following link:
https://d2l.csod.com/clienting/d2l/KB/How%20to%20disable%20pop-up%20blockers_635176292547980768.pdf
4. Now you are on your Personalized Training Center Dashboard.

Once you are signed into your online training center dashboard you should see the screen below:

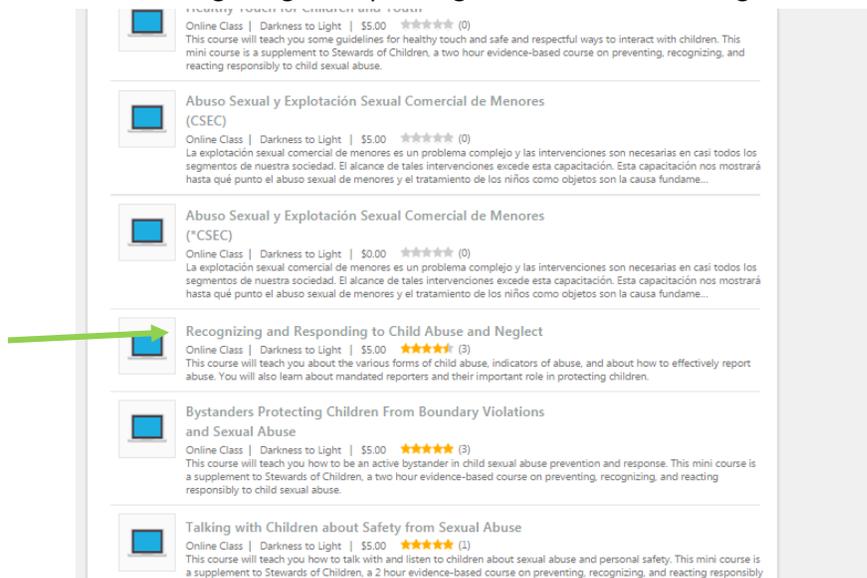


The screenshot shows the Darkness to Light website dashboard. At the top left is the logo with the text "DARKNESS TO LIGHT END CHILD SEXUAL ABUSE". To the right is a search bar and user icons. Below the header is a navigation bar with "Home", "Learning", and "Knowledge" tabs. A yellow banner below the navigation bar contains a message: "On Saturday, December 17, 2016 from 12:00 AM EST to 2:00 AM EST, your portal will be briefly unavailable due to a software update." The main content area features a large image of children's feet in pink sneakers. Overlaid on the image is the text "PROTECT THEIR ONLY CHILDHOOD" in large, bold, black letters, followed by the subtitle "Adults are responsible for protecting children from child sexual abuse. Thank you for taking the first step." Below the image is a row of five colored buttons: "GET TRAINED" (green), "STAY INFORMED" (yellow), "PRINT CERTIFICATES" (blue), "ADDITIONAL TRAINING" (green), and "MAKE A DONATION" (red).

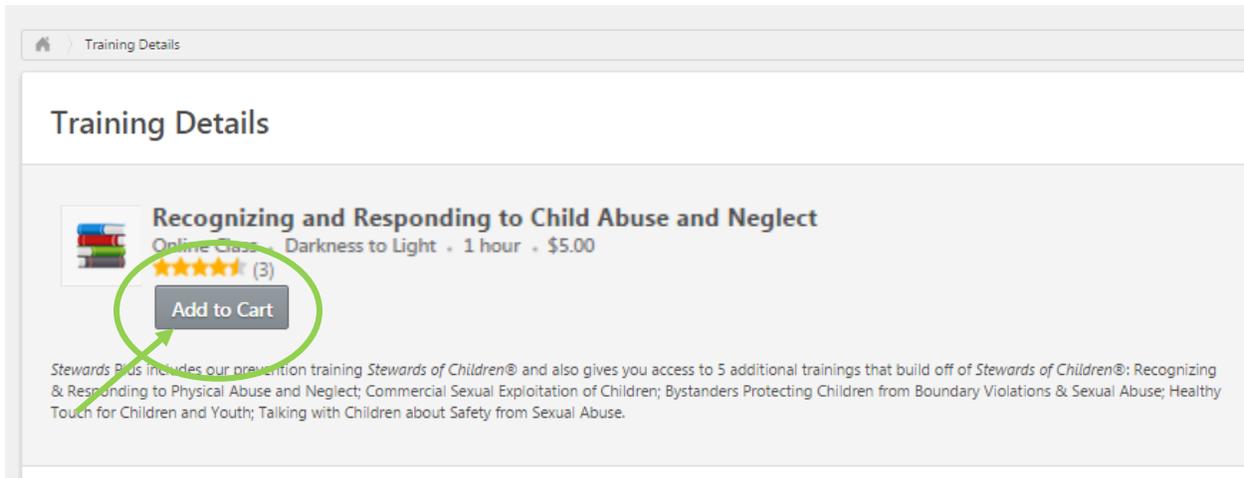
5. From here, click on “Additional Training”



6. Select Recognizing & Responding to Child Abuse and Neglect from the list of trainings



7. Click Add to Cart



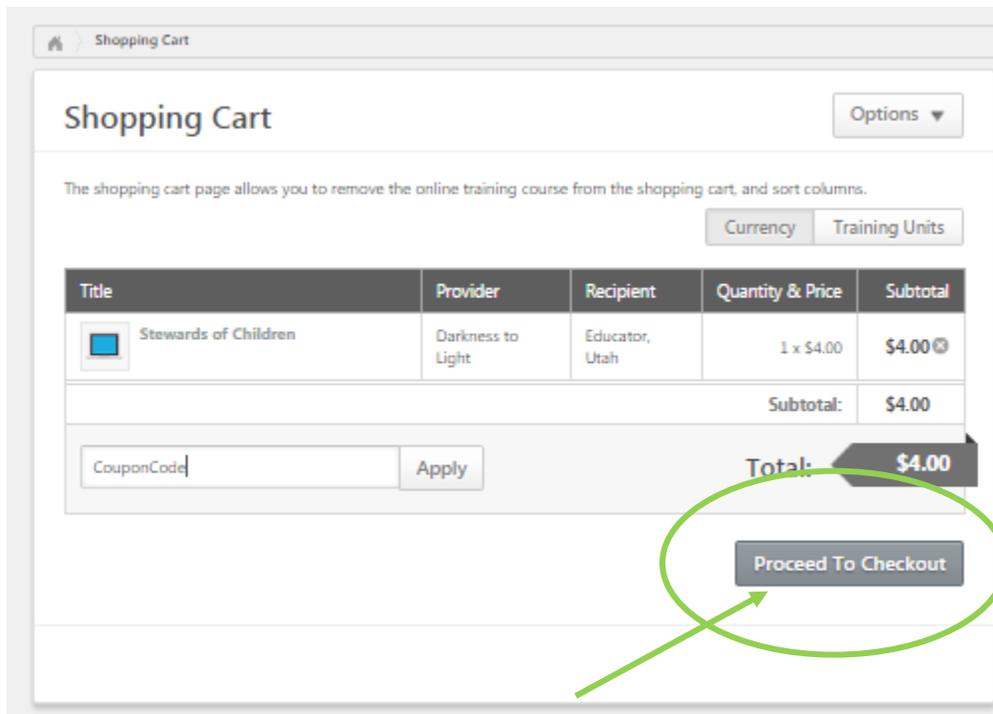
Training Details

Recognizing and Responding to Child Abuse and Neglect
Online Class - Darkness to Light - 1 hour - \$5.00
★★★★★ (3)

Add to Cart

Stewards Plus includes our prevention training *Stewards of Children®* and also gives you access to 5 additional trainings that build off of *Stewards of Children®*: Recognizing & Responding to Physical Abuse and Neglect; Commercial Sexual Exploitation of Children; Bystanders Protecting Children from Boundary Violations & Sexual Abuse; Healthy Touch for Children and Youth; Talking with Children about Safety from Sexual Abuse.

8. You will be brought to your shopping cart. Click Proceed to Checkout.



Shopping Cart

The shopping cart page allows you to remove the online training course from the shopping cart, and sort columns.

Currency Training Units

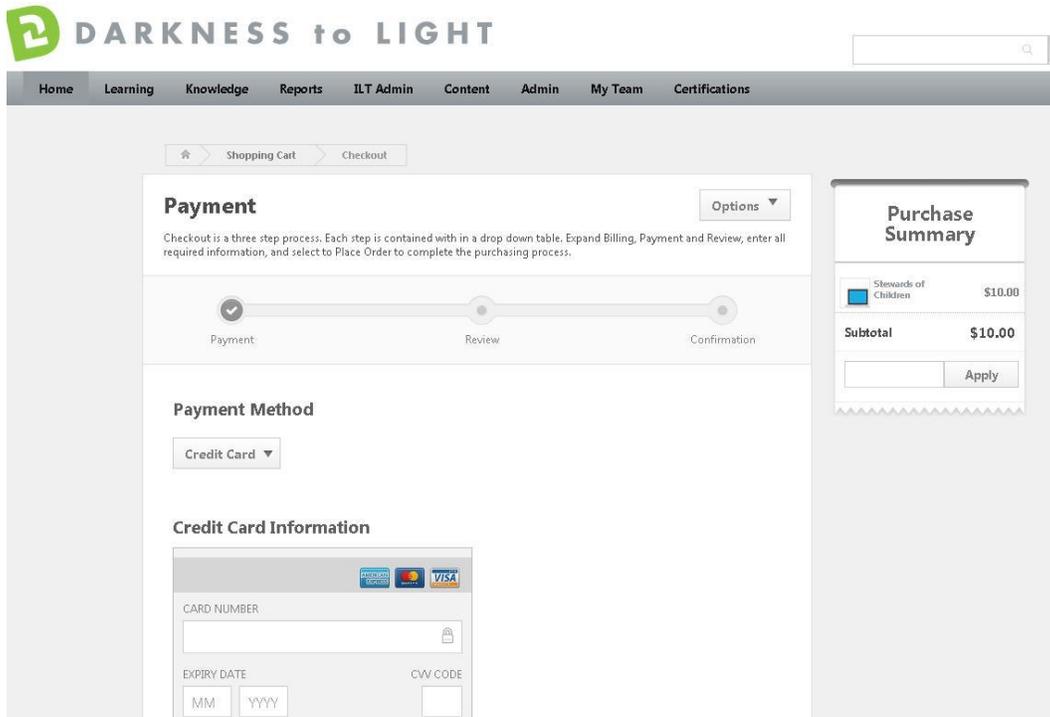
Title	Provider	Recipient	Quantity & Price	Subtotal
 Stewards of Children	Darkness to Light	Educator, Utah	1 x \$4.00	\$4.00
Subtotal:				\$4.00

CouponCode Apply

Total: \$4.00

Proceed To Checkout

9. Fill out your credit or debit card information and your billing information. Then review your order. When you are ready to place the order, click “Place Order.”



DARKNESS to LIGHT

Home Learning Knowledge Reports ILT Admin Content Admin My Team Certifications

Shopping Cart Checkout

Payment

Options

Checkout is a three step process. Each step is contained with in a drop down table. Expand Billing, Payment and Review, enter all required information, and select to Place Order to complete the purchasing process.

Payment Review Confirmation

Payment Method

Credit Card

Credit Card Information



CARD NUMBER

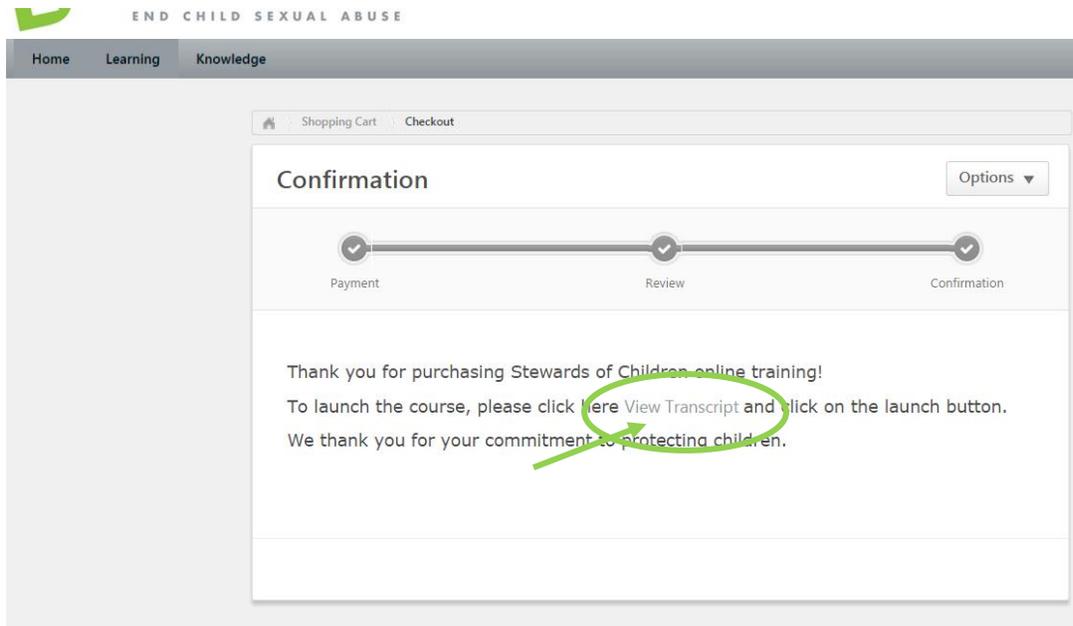
EXPIRY DATE
MM / YYYY

CW CODE

Purchase Summary

Stewards of Children	\$10.00
Subtotal	\$10.00

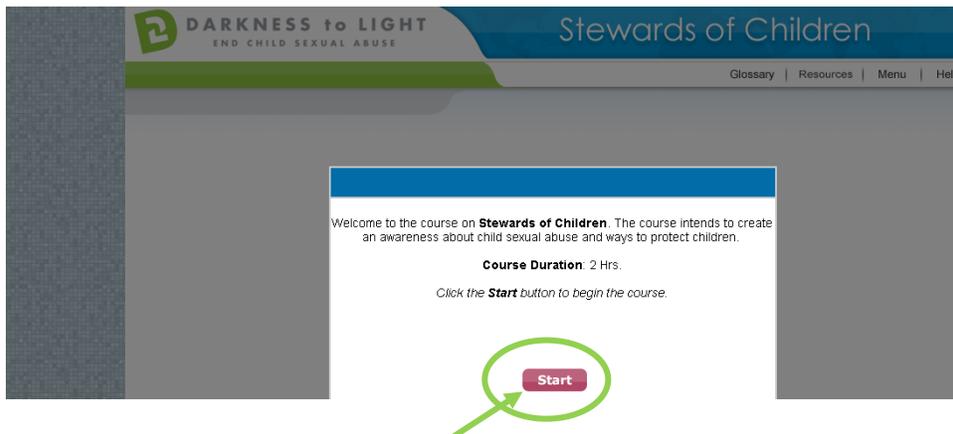
10. This will bring you to the confirmation page. To access the training, click “View Transcript.”



11. Click on the training title, then click Launch.

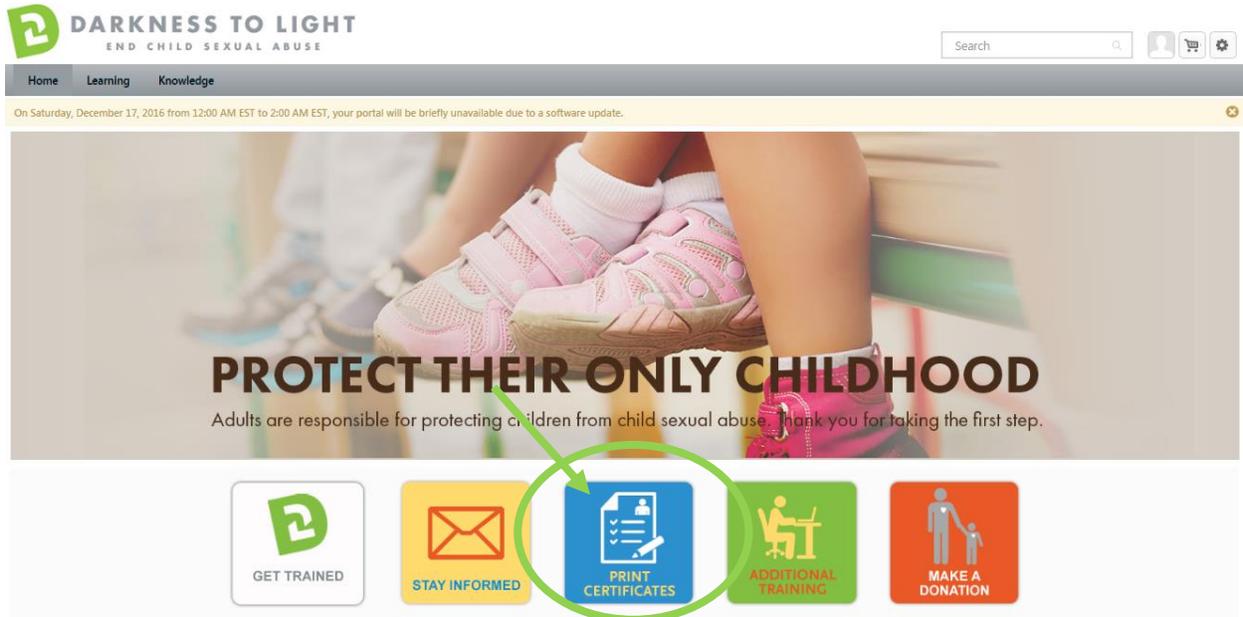


12. Click Start. Make sure your pop-up blockers are turned off in order to launch the training.



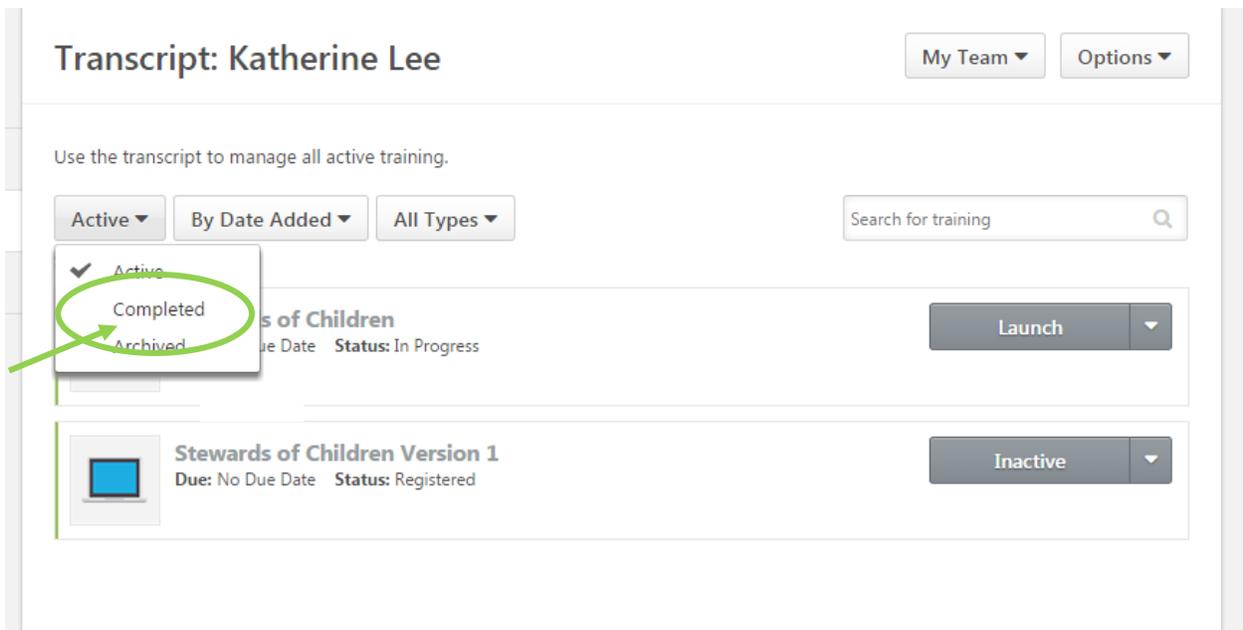
If you don't complete the training in one sitting and would like to come back into the program at a later date, it will save your spot.

To access your certificate, login and click on "Print Certificates."



The screenshot shows the Darkness to Light website home page. At the top left is the logo and tagline "DARKNESS TO LIGHT END CHILD SEXUAL ABUSE". A search bar and user icons are on the right. Below the navigation bar is a banner with the text "PROTECT THEIR ONLY CHILDHOOD" and "Adults are responsible for protecting children from child sexual abuse. Thank you for taking the first step." Below the banner are five buttons: "GET TRAINED", "STAY INFORMED", "PRINT CERTIFICATES" (circled in green), "ADDITIONAL TRAINING", and "MAKE A DONATION".

Click on the "Active" tab and a dropdown menu will appear. Click on "Completed."



The screenshot shows the "Transcript: Katherine Lee" page. At the top right are "My Team" and "Options" dropdown menus. Below is the instruction "Use the transcript to manage all active training." There are three filter buttons: "Active" (with a dropdown arrow), "By Date Added", and "All Types". A search bar labeled "Search for training" is on the right. A dropdown menu is open under the "Active" button, showing "Active" (checked), "Completed" (circled in green), and "Archived". Below the menu are two training items: "Stewards of Children" (Status: In Progress) and "Stewards of Children Version 1" (Status: Registered).

Click on the title

Transcript: Katherine Lee My Team ▾ Options ▾

Use the transcript to manage all active training.

Completed ▾ By Completion Date ▾ All Types ▾ Q

Search Results (1)

 Stewards of Children	View Completio... ▾
---	----------------------------------

Click on "Print Certificate."



DARKNESS to LIGHT

[Home](#) [Learning](#) [Knowledge](#)

Transcript: Katherine Lee >

Stewards of Children

Training Details

Training Type: Online Class
Provider: From Darkness to Light
Version: 1.2
Training Hours: 1 Hours 30 Min
Description: This prevention training program teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The program is children as well as organizations that serve youth. The online version allows individuals to take the training at any time or place, at a pace that works for you.
Due Date: None
Certificate: **Print Certificate**

TRAINING PROGRESS

Progress:  100% (1 of 1 units complete)
Last Accessed: 10/14/2013
Total Views: 4
View Time: 3 Hour(s) 34 Minute(s)
Status: Completed
Modules: 

This will pop up your certificate up and you can choose to save it your computer or print it.