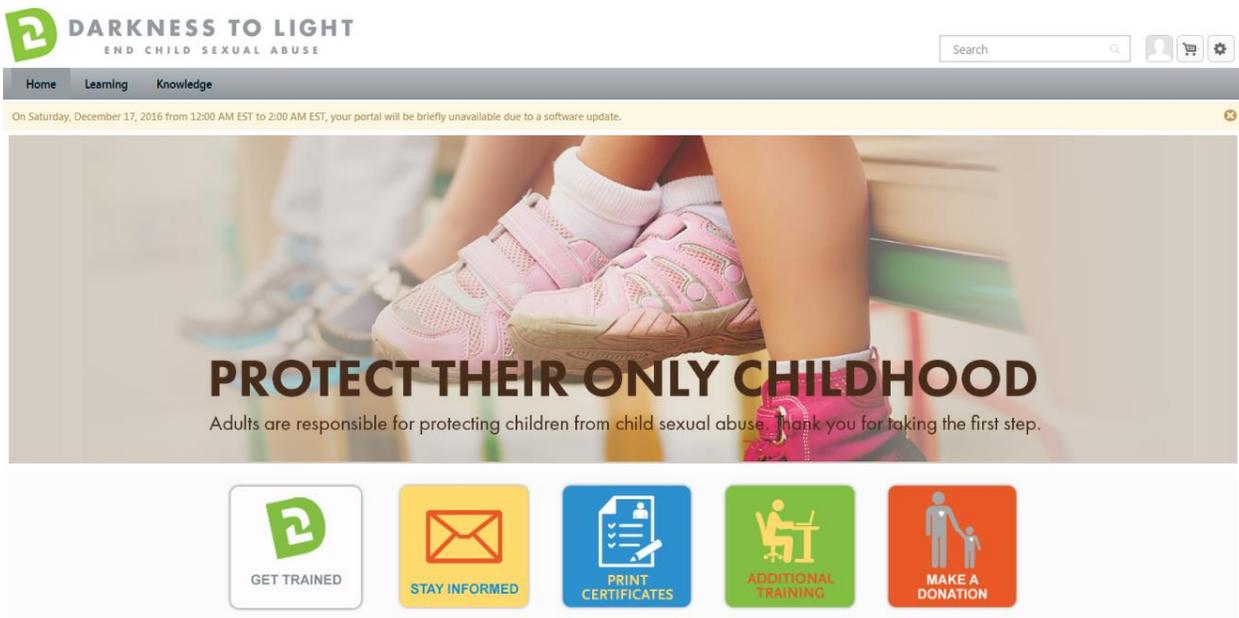**Apostolic Assembly** Online Training User Guide.

How register for the Recognizing & Responding to Child Abuse and Neglect online training:
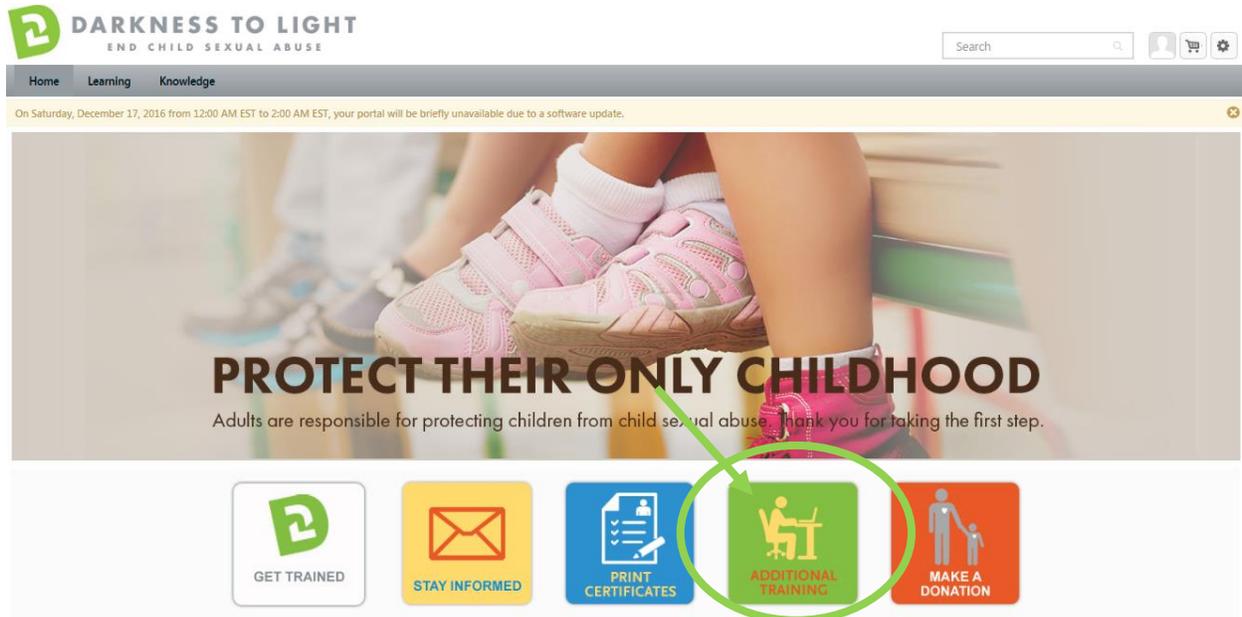
1. Go to this link https://d2l.csod.com/selfreg/register.aspx?c=apostolicassembly
2. Enter all required fields and click "Login".
3. A "Thank you" screen will appear. This screen will also instruct you to disable your pop-up blocker. If you need assistance with this, click the "click here" button for instructions. This can also be found by clicking the following link: https://d2l.csod.com/clientimg/d2l/KB/How%20to%20disable%20pop-up%20blockers_635176292547980768.pdf

4. Now you are on your Personalized Training Center Dashboard.

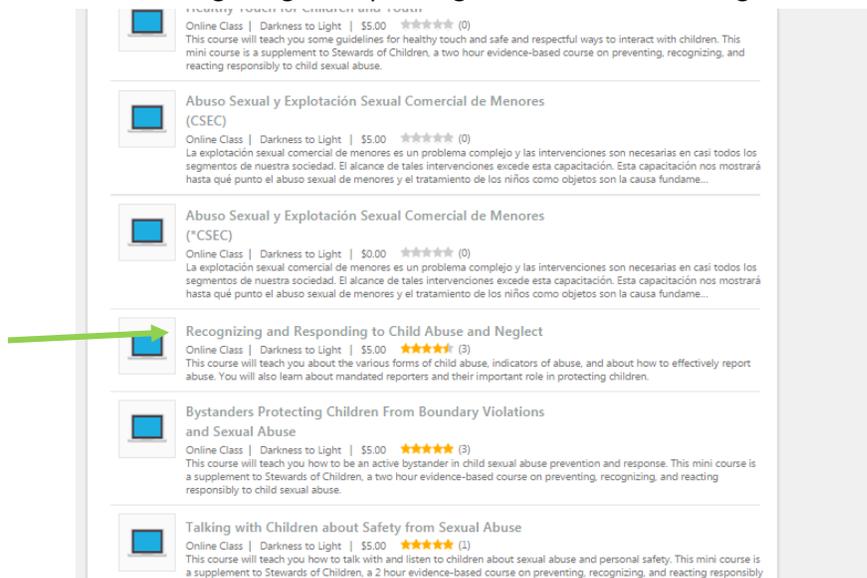Once you are signed into your online training center dashboard you should see the screen below:
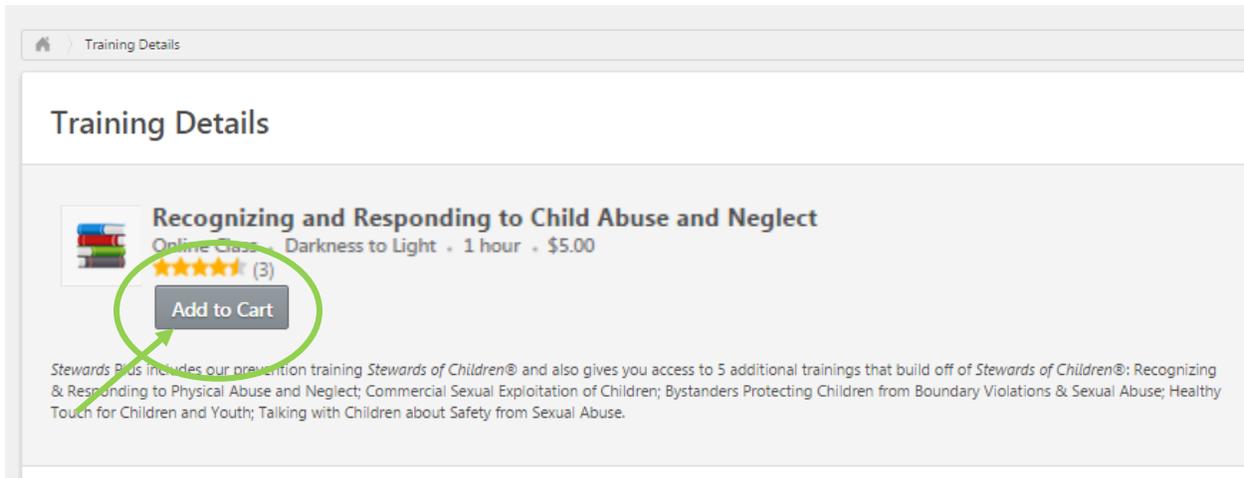
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5. From here, click on "Additional Training"

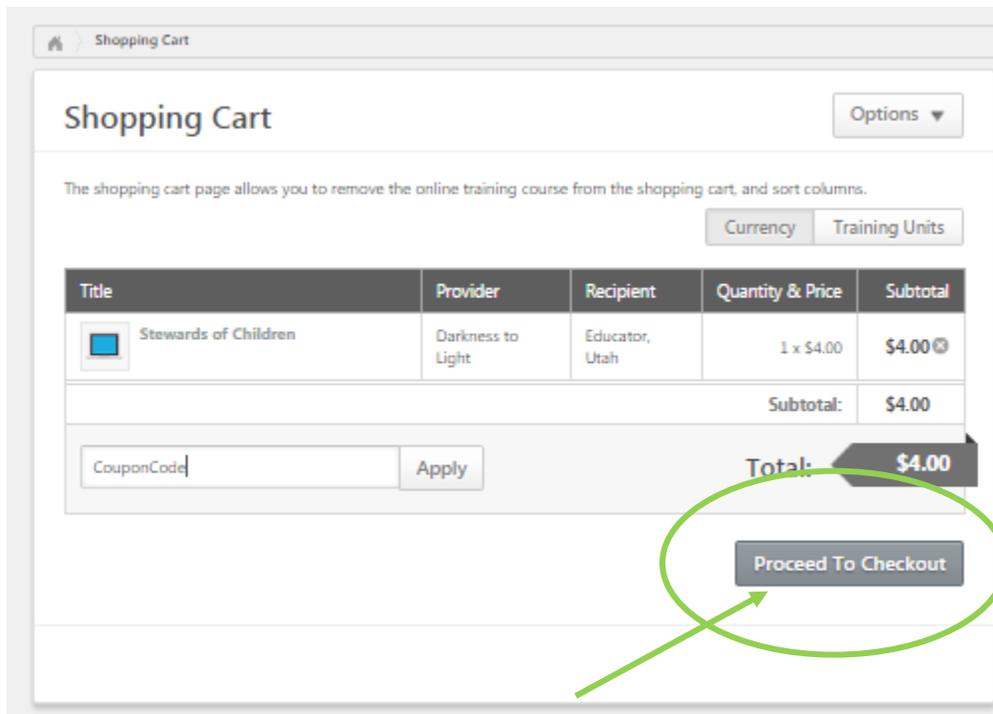6. Select Recognizing & Responding to Child Abuse and Neglect from the list of trainings

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7. Click Add to Cart

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

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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'S
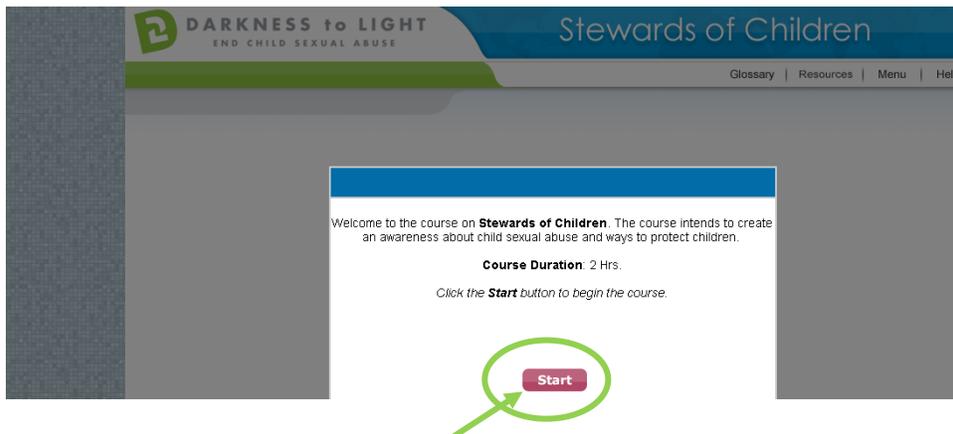# STEWARDS OF CHILDREN®

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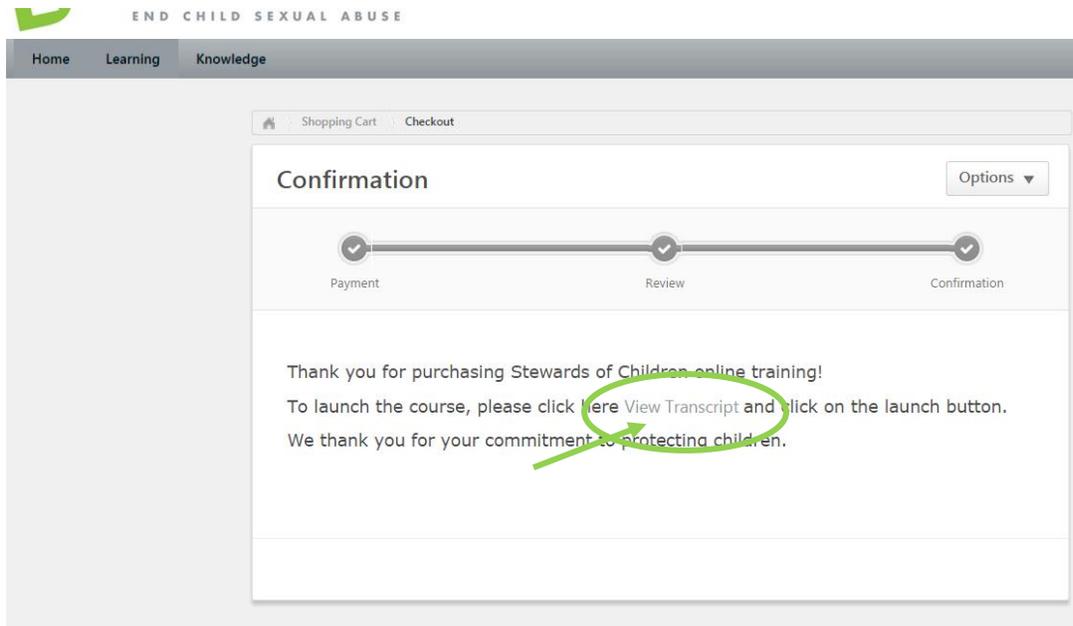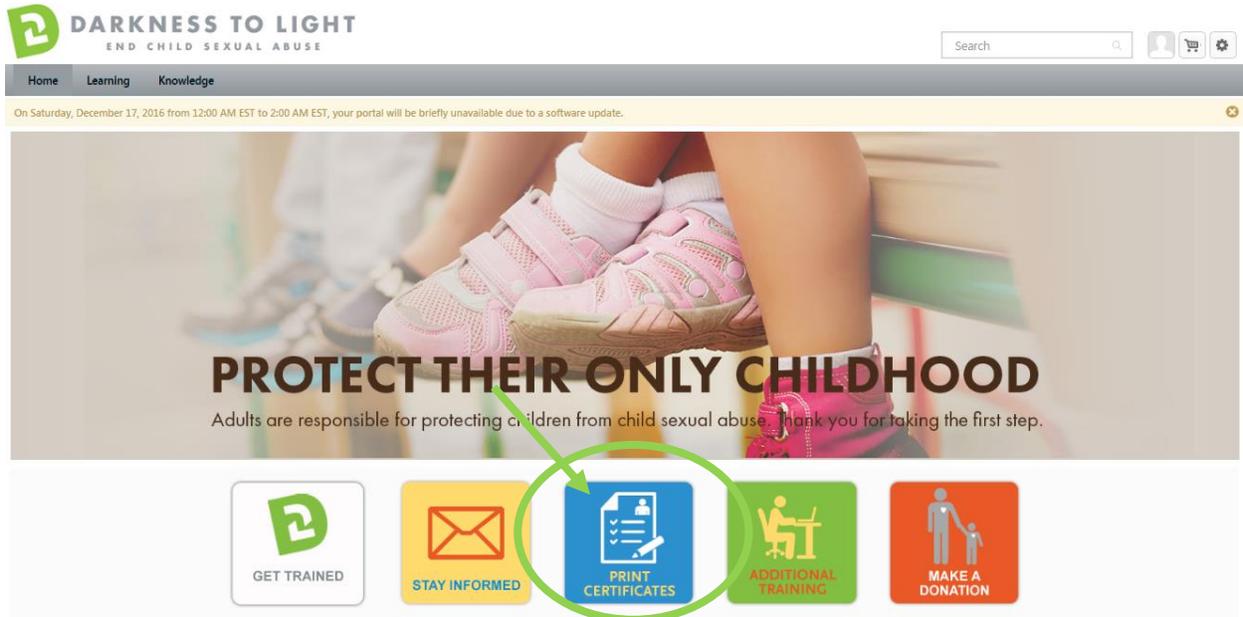

11. Click on the training title, then click Launch.

12. Click Start. Make sure your pop-up blockers are turned off in order to launch the training.
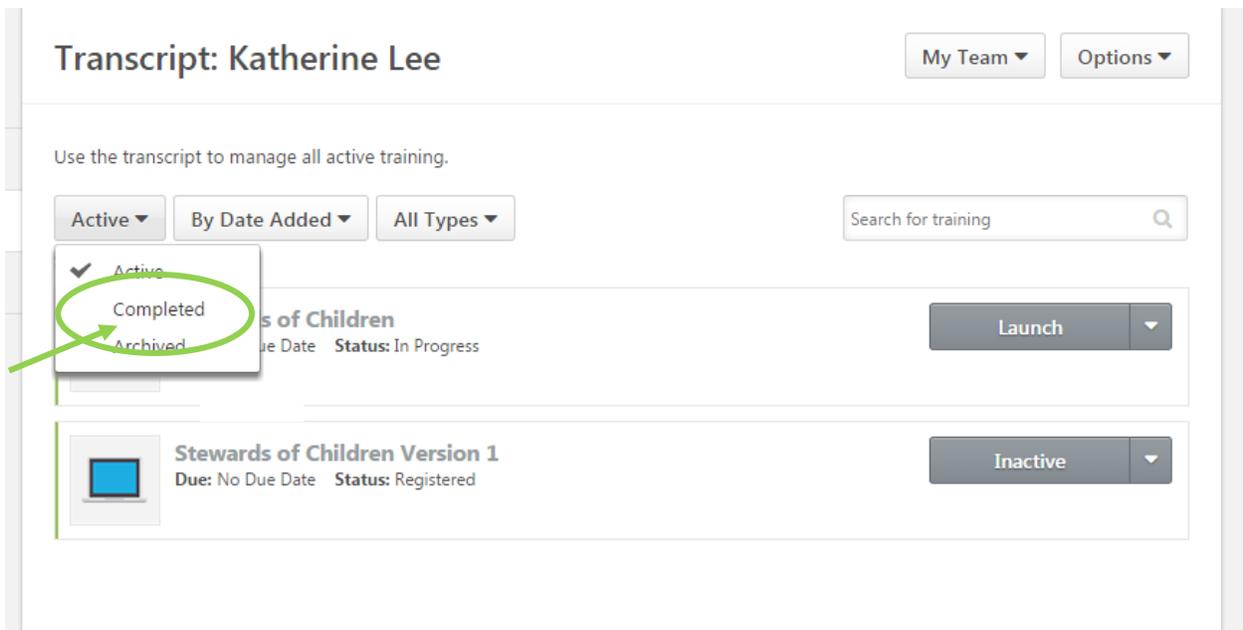
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If you don't complete the training in one sitting and would like to come back into the program at a later date, it will save your spot.

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

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

Click on the title

Click on "Print Certificate."

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