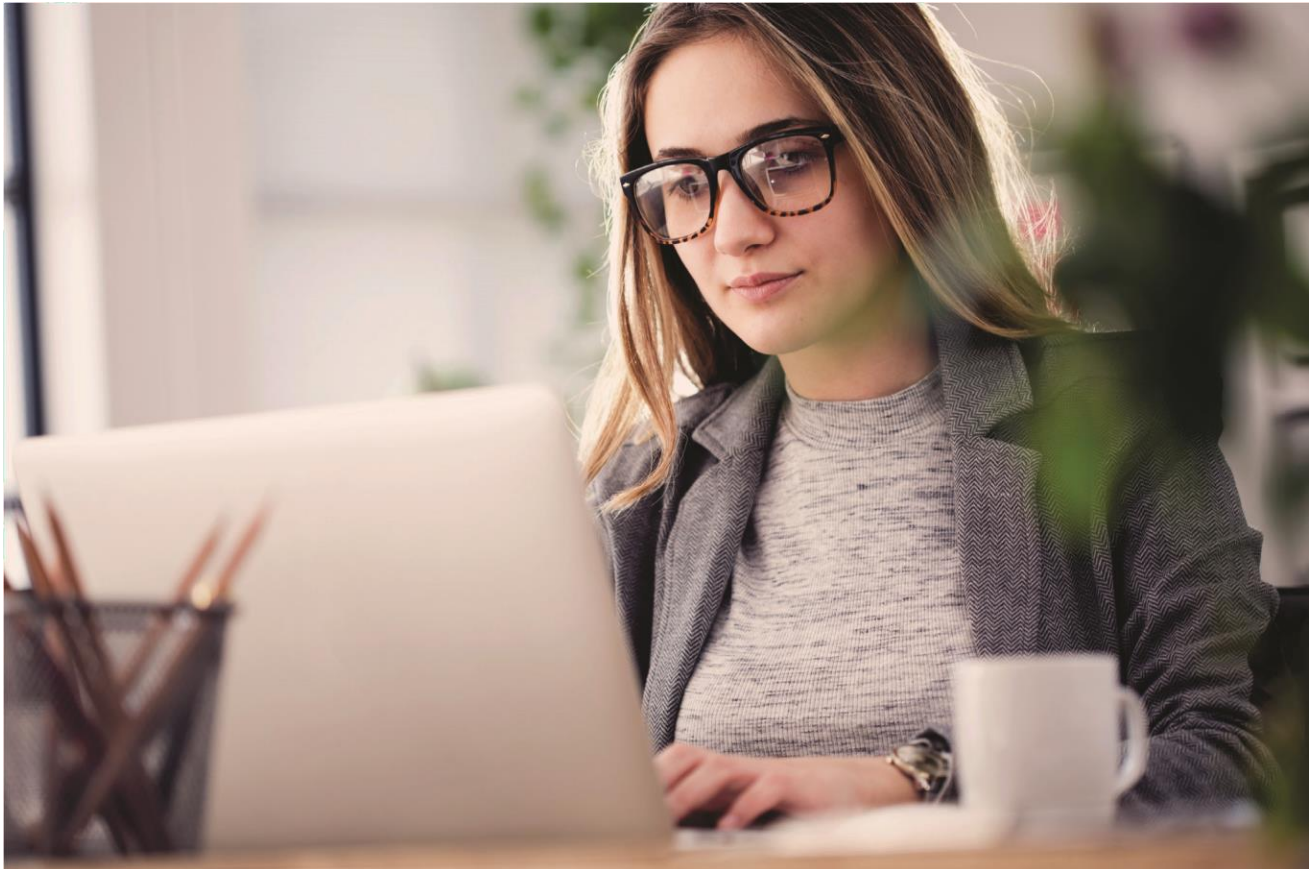




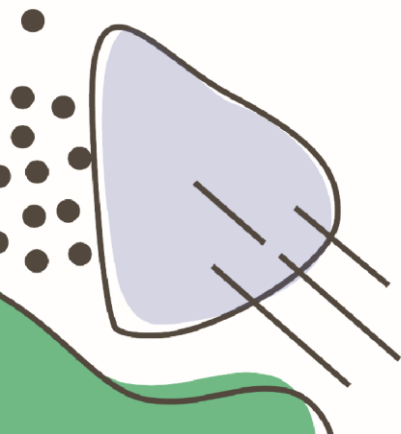
**DARKNESS TO LIGHT<sup>®</sup>**

**END CHILD SEXUAL ABUSE**



**USER GUIDE:**

**STEWARDS OF CHILDREN or GUARDIANES DE LOS NINOS**

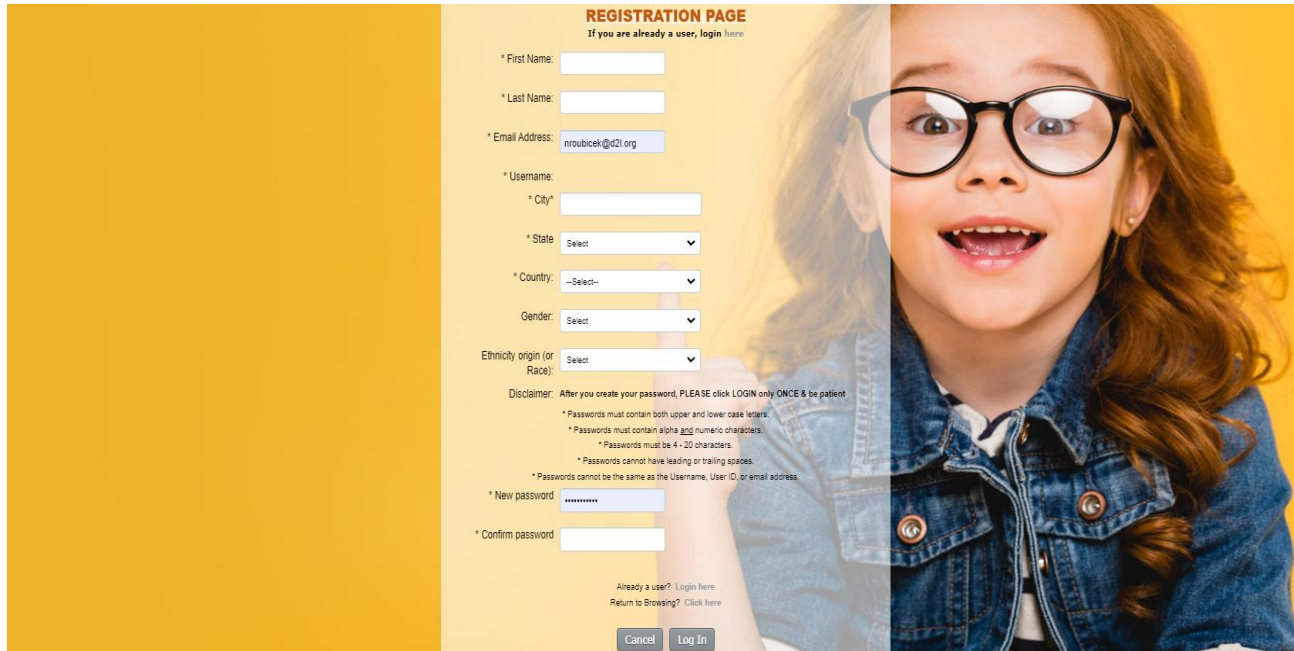


## HOW TO REGISTER

1. Go to the Darkness to Light training registration screen

<https://d2l.csod.com/selfreg/register.aspx?c=apostolicassembly>

- a. This is a Public Registration Page to create an account. If you already have an account on our Cornerstone Platform, SELECT "If you are already a user, login HERE".



**REGISTRATION PAGE**  
If you are already a user, login [here](#)

\* First Name:

\* Last Name:

\* Email Address:

\* Username:

\* City:

\* State:

\* Country:

Gender:

Ethnicity origin (or Race):

Disclaimer: After you create your password, PLEASE click LOGIN only ONCE & be patient

- \* Passwords must contain both upper and lower case letters.
- \* Passwords must contain alpha and numeric characters.
- \* Passwords must be 4 - 20 characters.
- \* Passwords cannot have leading or trailing spaces.
- \* Passwords cannot be the same as the Username, User ID, or email address.

\* New password:

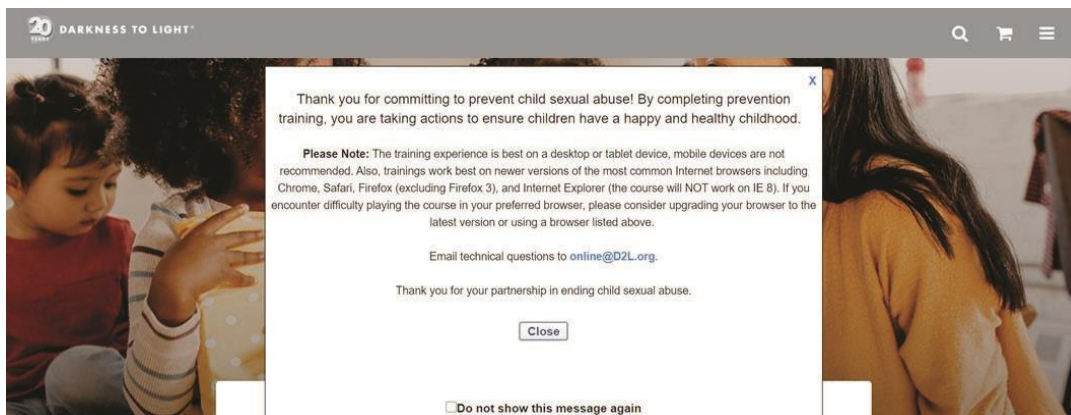
\* Confirm password:

Already a user? [Login here](#)  
Return to Browsing? [Click here](#)

2. Enter all required fields and click the grey “Log In” button ONCE. Please be patient for the Welcome Page to load.

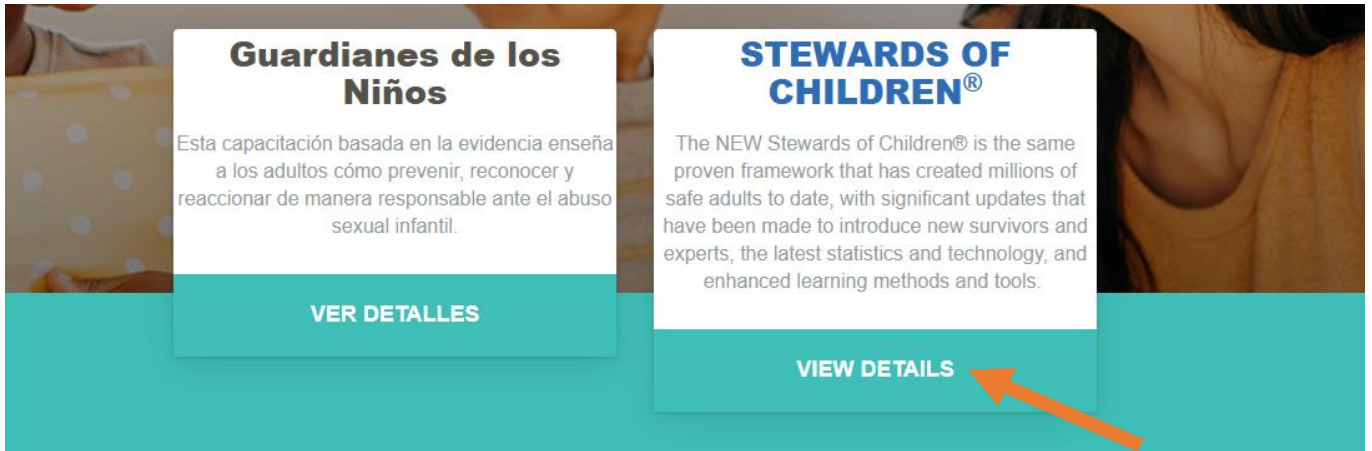
3. Check your email to verify your account to log in. This email may be placed in your Spam/Junk folder. It will be sent by [do-not-reply@csod.com](mailto:do-not-reply@csod.com). If you do not receive this email, please contact [Stewards@D2L.org](mailto:Stewards@D2L.org) and we will verify the account for you.

4. Once you have completed the registration or login process, a “Thank you” screen might appear. Select "Close".

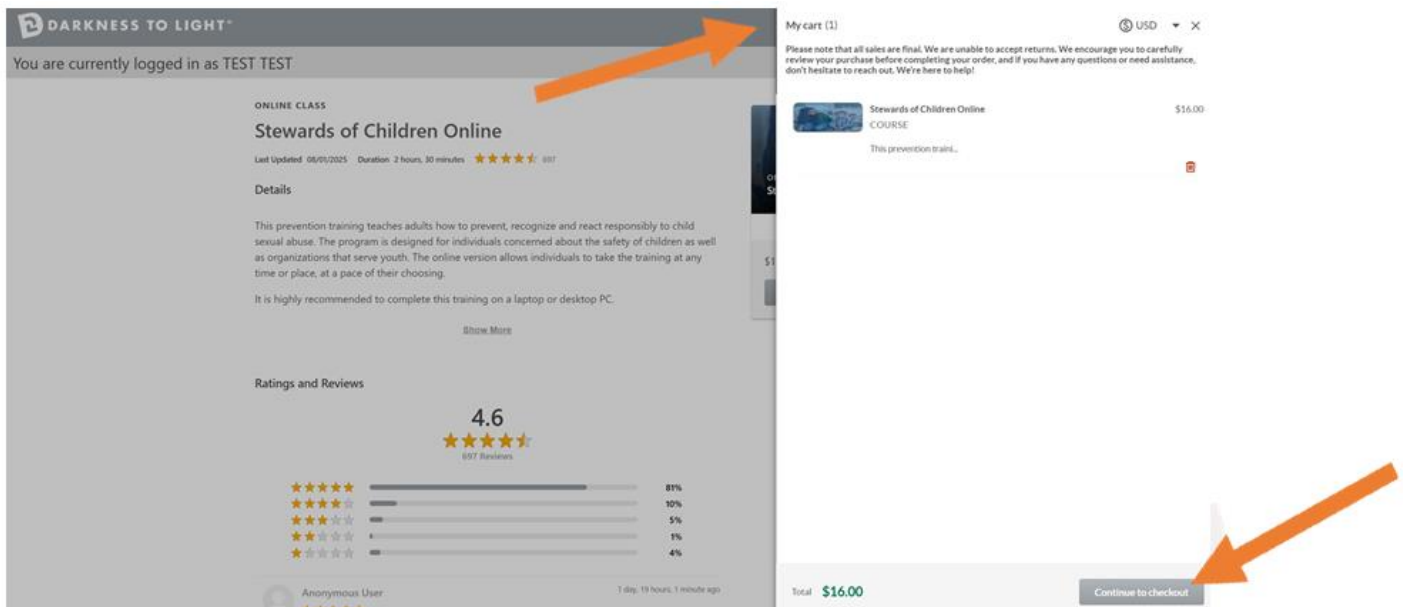


## HOW TO PURCHASE THE TRAINING WITH CODE

1. Now you are on your Personalized Online Training Dashboard. Once you are signed into your online training dashboard you should see the screen below:



2. Select “**View Details**” and then select “**Add to Cart**”.
3. You will then be brought to your Shopping Cart or you can select the Cart icon on the top right corner of your screen. Select “**Continue to Checkout.**”



#### 4. Select your payment method - Credit Card. Input your credit card information and select "Submit Payment."

🏠 > Checkout

### Checkout

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

Please note that all sales are final. We are unable to accept returns. We encourage you to carefully review your purchase before completing your order, and if you have any questions or need assistance, don't hesitate to reach out. We're here to help!

#### Discounts

Coupon Code

If you use a coupon code, you will not be able to use training units for the purchase.

#### Payment Details

Payment Method

**Credit Card** ▼

\*Enter credit card number  \*Expiration date  \*CVV

\*First name  \*Last name

\*Email



\*Address 1  Address 2

\*Country  \*State

\*City  \*Postal Code

#### Order Summary

Stewards of Children Online COURSE	\$16.00
Subtotal	\$16.00
<b>Order Total</b>	<b>\$16.00</b>
<input type="button" value="Submit payment"/>	




#### 5. This will bring you to the Confirmation of Purchase page. If you are ready to launch the Stewards of Children® online training now, select "View Full Transcript."

Thank you for your purchase


<b>Transaction Details</b>	<b>Order Total</b> \$0.00
Transaction ID: PO090225-7E1084-0104874	<b>Total Discounts</b> -\$16.00
Payment Method: Invoice	Discount: DISCOUNT CODE: REGISTER -\$16.00
Purchase Date: September 2nd, 2025	<b>Itemization</b>
Order Status: Completed	Stewards of Children Onl... COURSE x1 \$16.00
Billing Address	

Complete your purchased trainings

Stewards of Children Online

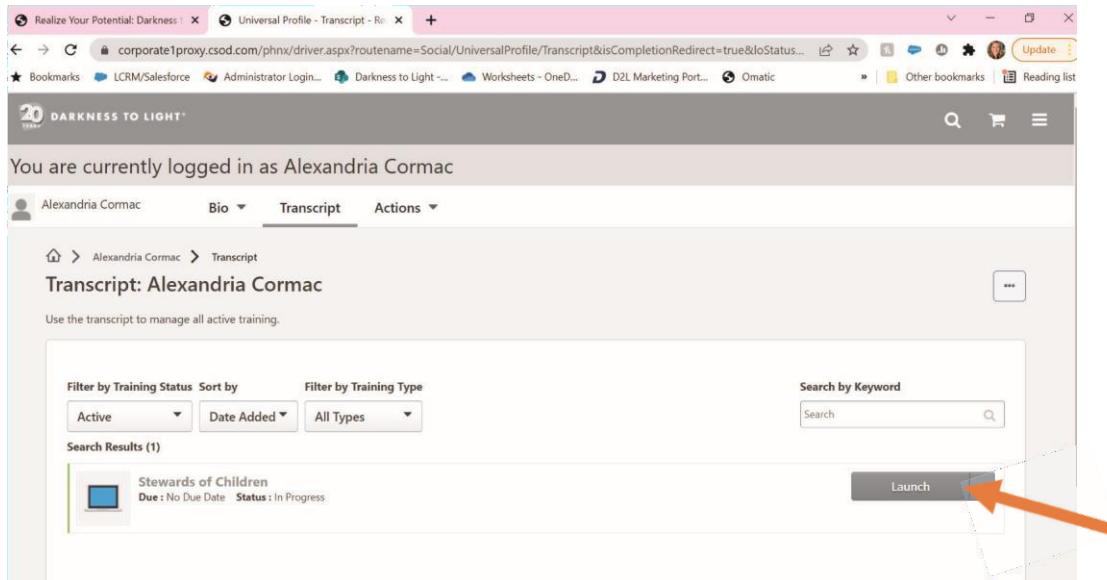


[View full transcript](#)



## HOW TO LAUNCH THE TRAINING

- Click “Launch” on the Transcript page.



- This will open a new window. Click the "START" button to begin.

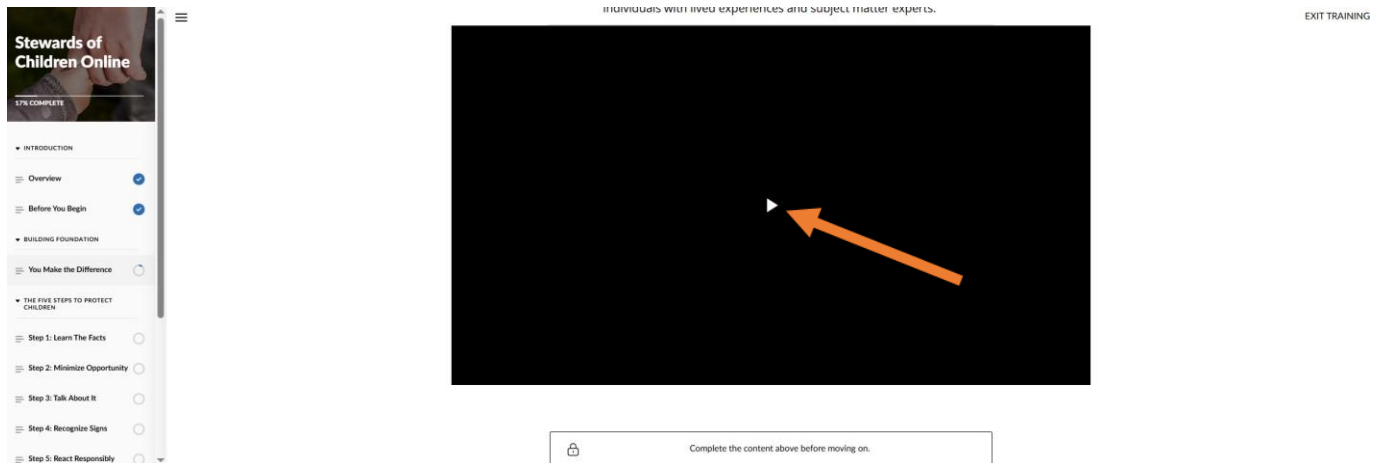


Darkness to Light® is a national nonprofit empowering adults to prevent child sexual abuse through awareness, education, and stigma reduction.

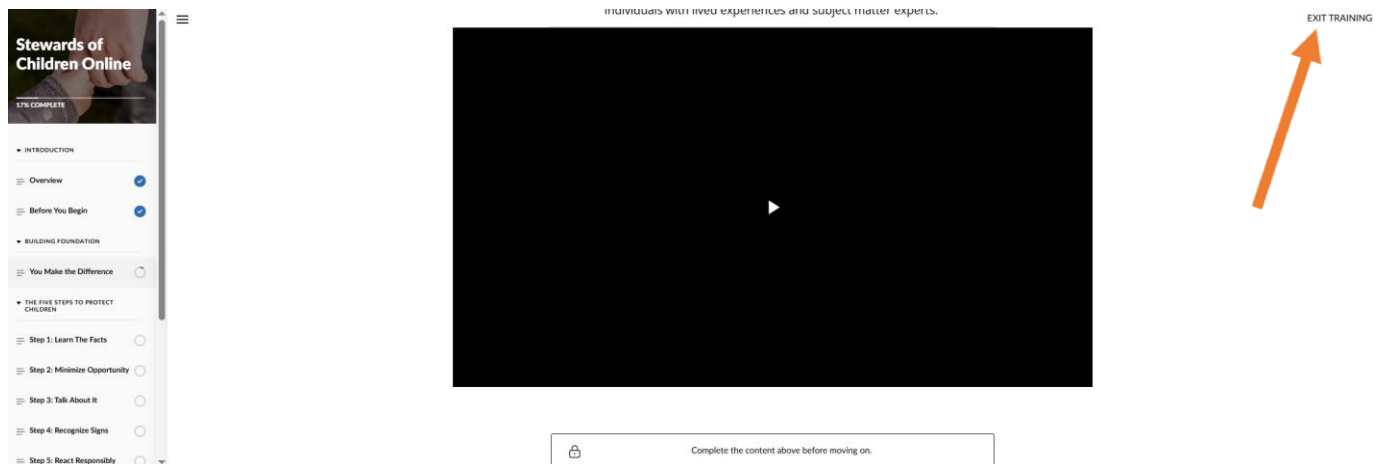


## HOW TO LAUNCH THE TRAINING

- Click the “PLAY” button to begin the training.

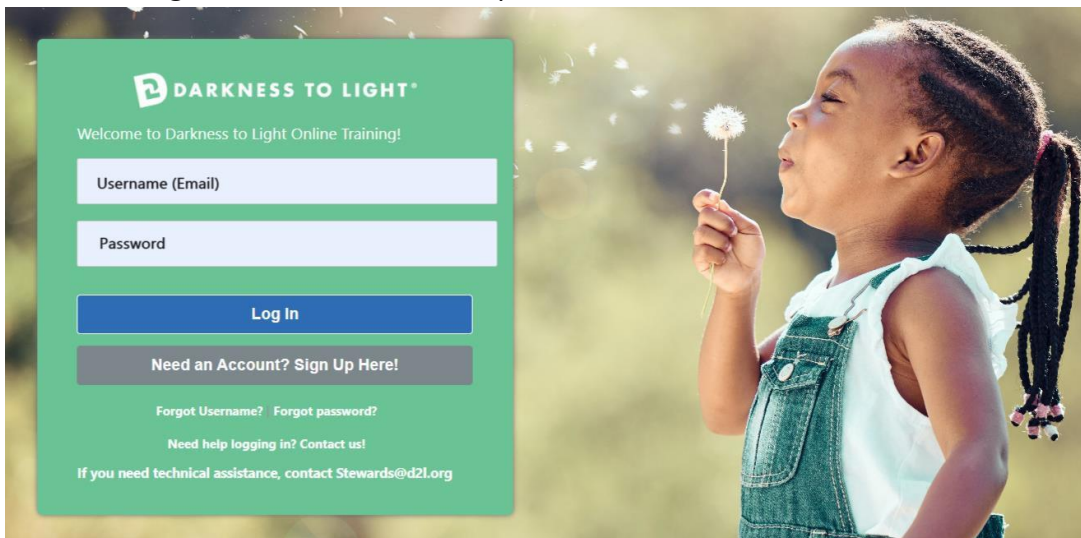


- If you do not complete Stewards of Children in one sitting and would like to come back to the training later, it will save your spot. Click “EXIT TRAINING” in the upper right corner of the window.

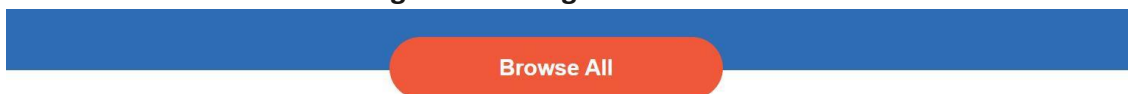


## LAUNCHING YOUR IN-PROGRESS TRAINING

- Login with your credentials at: <https://d2l.csod.com/>
- The login screen looks like the picture below.

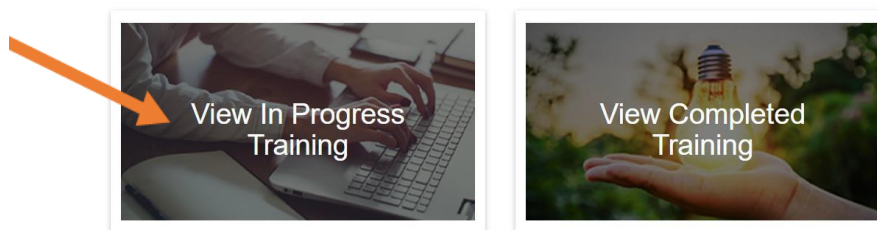


- Scroll down and click “**View In-Progress Training**”.



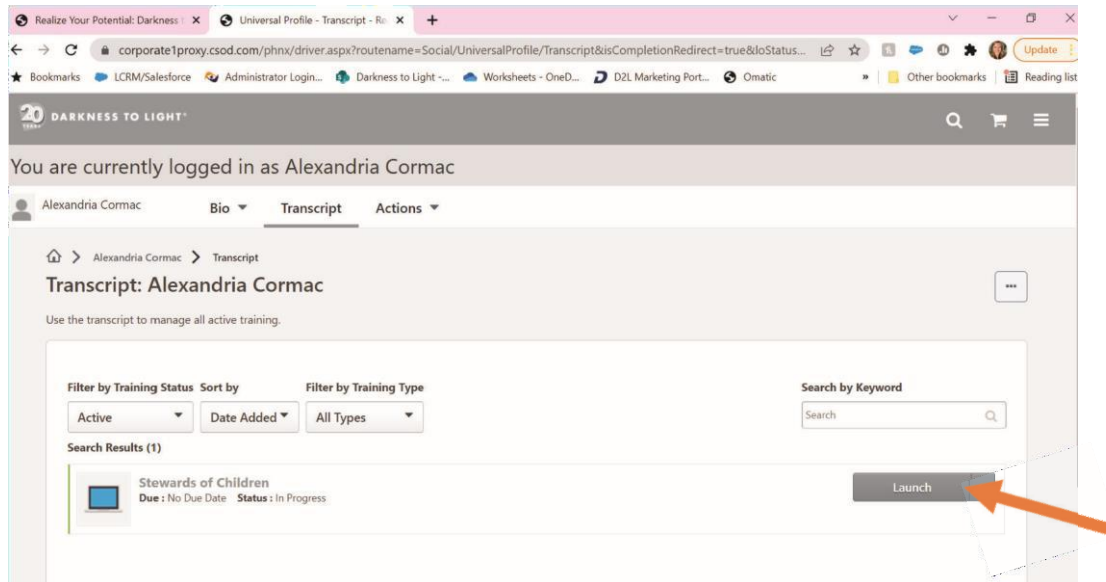
### Still working on your training?

Resume your training or review completed training.

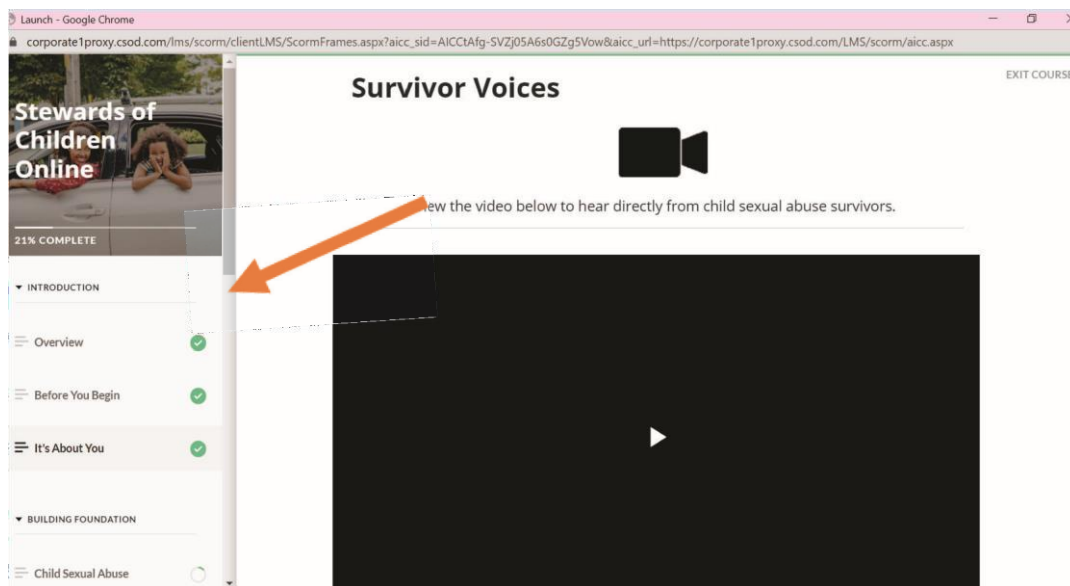


## LAUNCHING YOUR IN-PROGRESS TRAINING

- Click **“Launch”**.



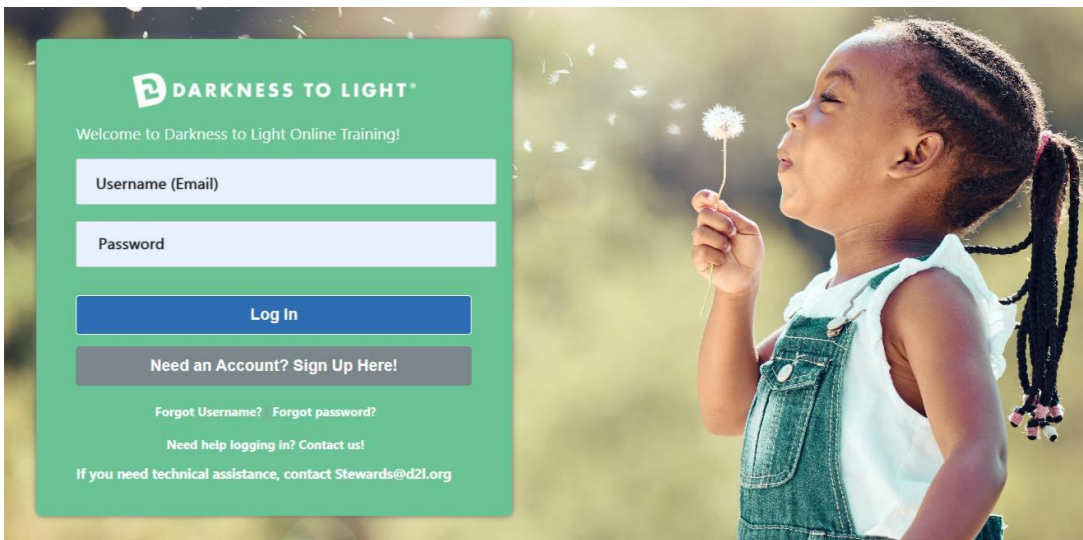
- It will automatically resume where you left off. You can use the left side bar to move around the training if you need to review previous sections. You cannot skip ahead in the training.



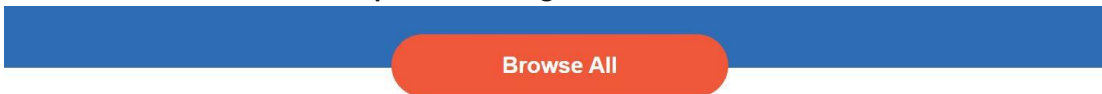
Upon completion, you will have access to your certificate both on the platform and via the email used to register.

## ACCESSING YOUR TRAINING CERTIFICATE POST TRAINING

1. Login with your credentials at: <https://d2l.csod.com/>
- The login screen looks like the picture below.

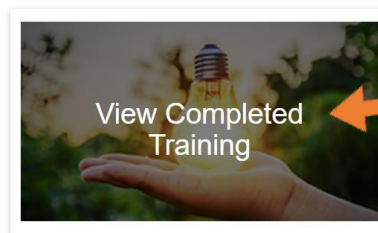
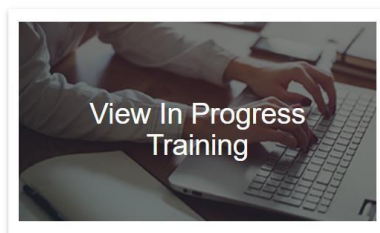


2. Scroll down and click "**View Completed Trainings**" under **Browse All** button.



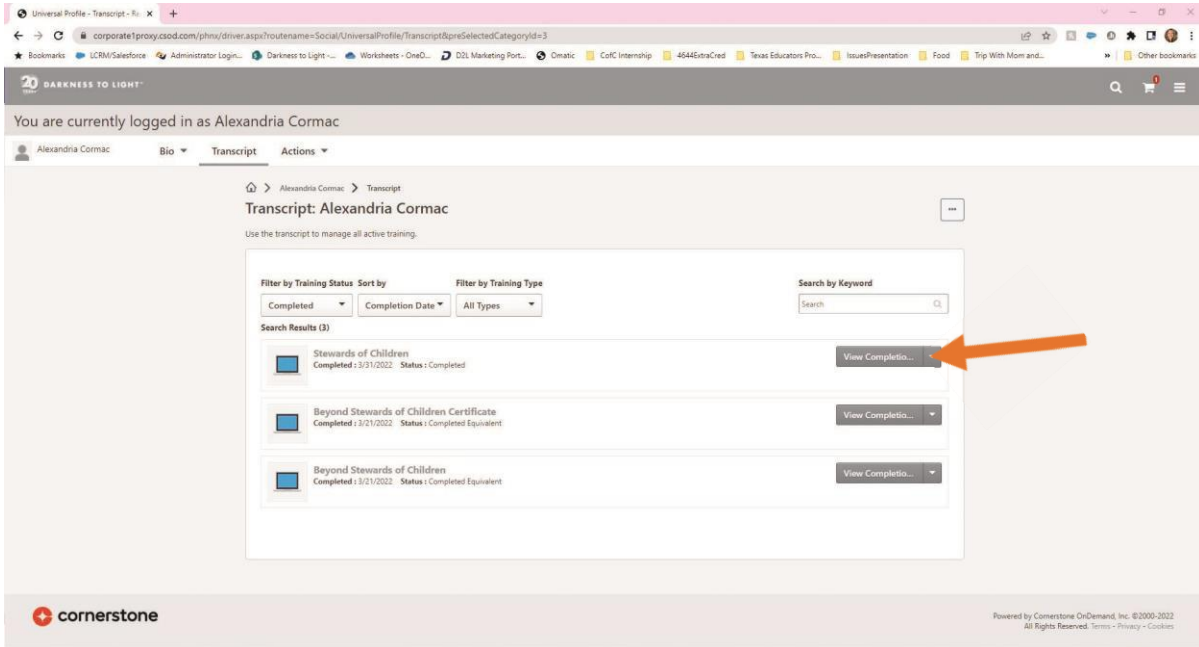
### Still working on your training?

Resume your training or review completed training.



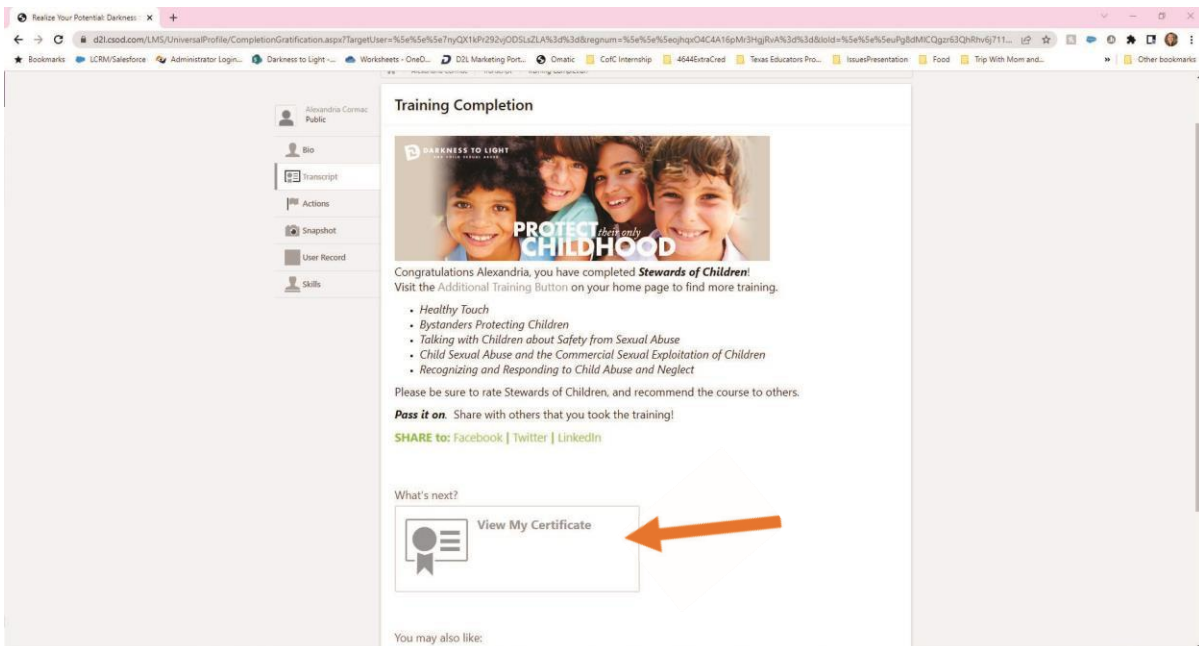
## ACCESSING YOUR TRAINING CERTIFICATE

### 3. Click “View Completion”



The screenshot shows a web browser window displaying the 'Transcript: Alexandria Cormac' page. The page header includes the user's name and navigation options like 'Bio', 'Transcript', and 'Actions'. Below the header, there are filters for 'Training Status' (set to 'Completed'), 'Sort by' (set to 'Completion Date'), and 'Filter by Training Type' (set to 'All Types'). A search bar is also present. The main content area displays three search results for completed training, each with a 'View Completion...' button. An orange arrow points to the first 'View Completion...' button.

### 4. This will take you to the Training Completion Page. You can view and download your certificate by clicking on “View My Certificate”



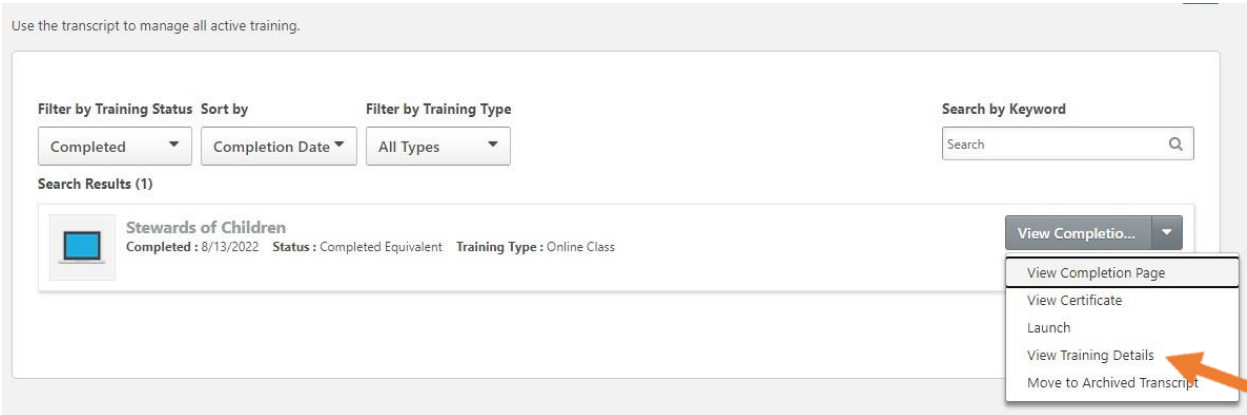
The screenshot shows the 'Training Completion' page for the 'Stewards of Children' training. The page features a header with the 'DARKNESS TO LIGHT' logo and a 'PROTECT CHILDHOOD' banner. Below the banner, there is a congratulatory message: 'Congratulations Alexandria, you have completed Stewards of Children! Visit the Additional Training Button on your home page to find more training.' A list of related training topics is provided, including 'Healthy Touch', 'Bystanders Protecting Children', 'Talking with Children about Safety from Sexual Abuse', 'Child Sexual Abuse and the Commercial Sexual Exploitation of Children', and 'Recognizing and Responding to Child Abuse and Neglect'. A 'SHARE to:' section includes links for Facebook, Twitter, and LinkedIn. At the bottom, there is a 'What's next?' section with a 'View My Certificate' button. An orange arrow points to the 'View My Certificate' button.



# ACCESSING YOUR TRAINING CERTIFICATE

Some users have completed our online trainings multiple times. If that is the case, to find the certificate of the most recent completion will be a different process.

1. If you have already Completed a training previously, click **“View Training Details.”**



2. Click the drop-down arrow for **“Assignment and Version History”** and click on the printer icon of the most recent completion date. It might say **“Completed Equivalent”** next to it.

Registration Number	Latest Registration?	Delivery	Transcript Delivery Method	Version	Effective Date	Start Date	End Date	Due Date	Status	Options
2	Yes	Requested by Kristi Johnson on 8/9/2023 7:15:44 PM	Self-Requested	7.0	8/9/2023	None	None	None	Completed Equivalent	
1	No	Started by Kristi Johnson on 8/11/2022 7:42:27 PM	Self-Requested	4.0	3/23/2022	None	None	None	Completed	
1	No	Requested by Kristi Johnson on 8/11/2022 7:42:25 PM	Self-Requested	4.0	3/23/2022	None	None	None	Completed	

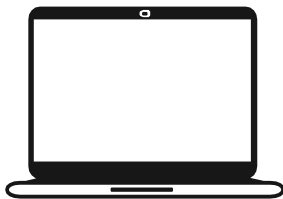
3. A new page will pop up with your certificate of completion.

## OTHER TECH SUGGESTIONS

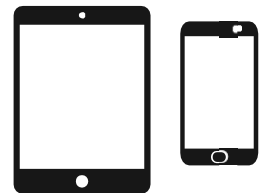
If you are struggling to open the eLearning here are a few suggestions that could help.

## IF YOU CAN'T ACCESS THE COURSE

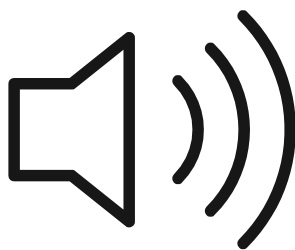
- Use Chrome for your browser.
- Try re-copying the URL link and press refresh.
- The eLearning course uses a pop-up window, make sure to enable pop-ups.
- You may need to close other running programs for the eLearning to work.
- Make sure to close out any other tabs on your browser. This will help the eLearning to run properly.



**Consider using a different device.** This course can run on computers, laptops, tablets, or phones.



## IF YOU CAN'T HEAR THE COURSE



- Make sure to turn on your speakers. If you are
- accessing via mobile, make sure your device isn't on silent mode.

