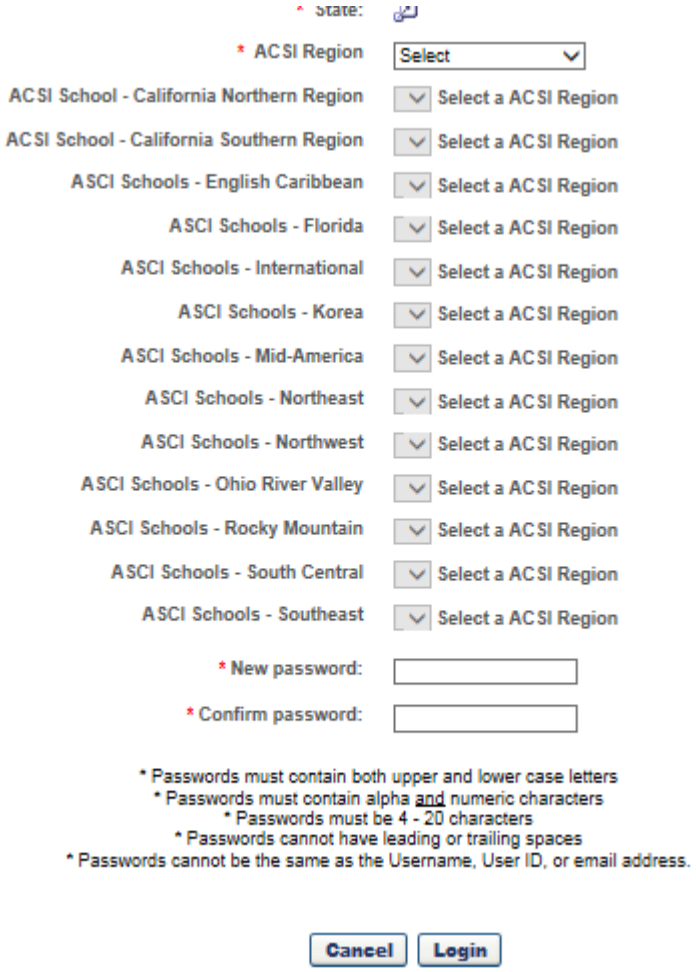
Association of Christian Schools International *Stewards of Children* Online Training User Guide.

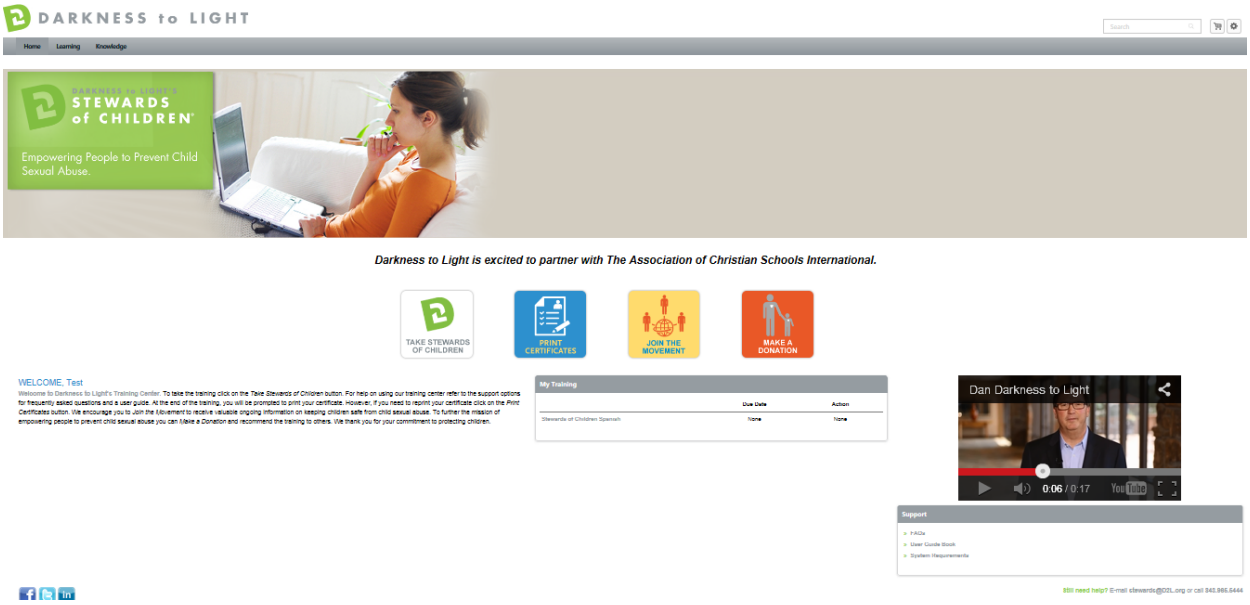
How register for the Stewards of Children online training:

- **Go to the online training login screen - https://d2l.csod.com/selfreg/register.aspx?c=acsi**
- Enter all required fields and click “Login”.
  While registering a new user, you will be prompted to select your region, and then your school.



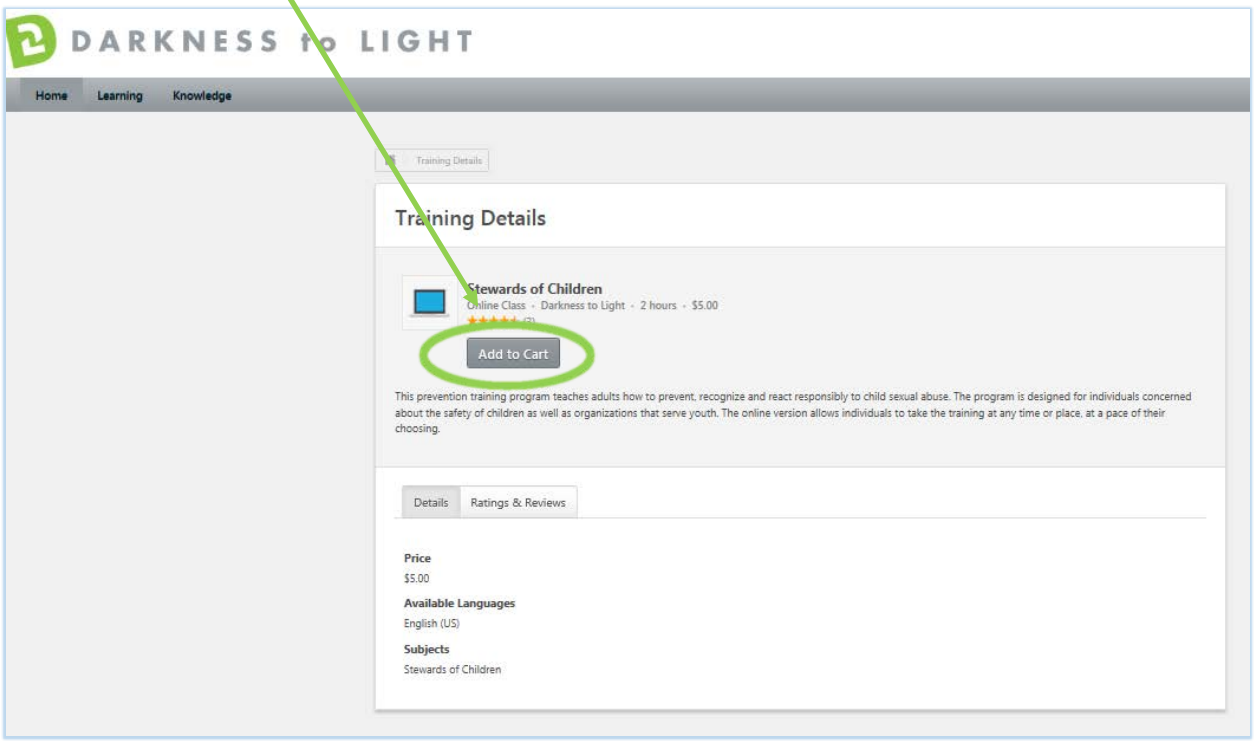
- Once you have completed the registration process, a “Thank you” screen will appear. This screen will also instruct you to **disable your pop-up blocker**. If you need assistance with this, click the “click here” button for instructions. This can also be found by clicking the following link: https://host.softworks.ca/Agate3/blocker/disable-blockers.htm

- 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:

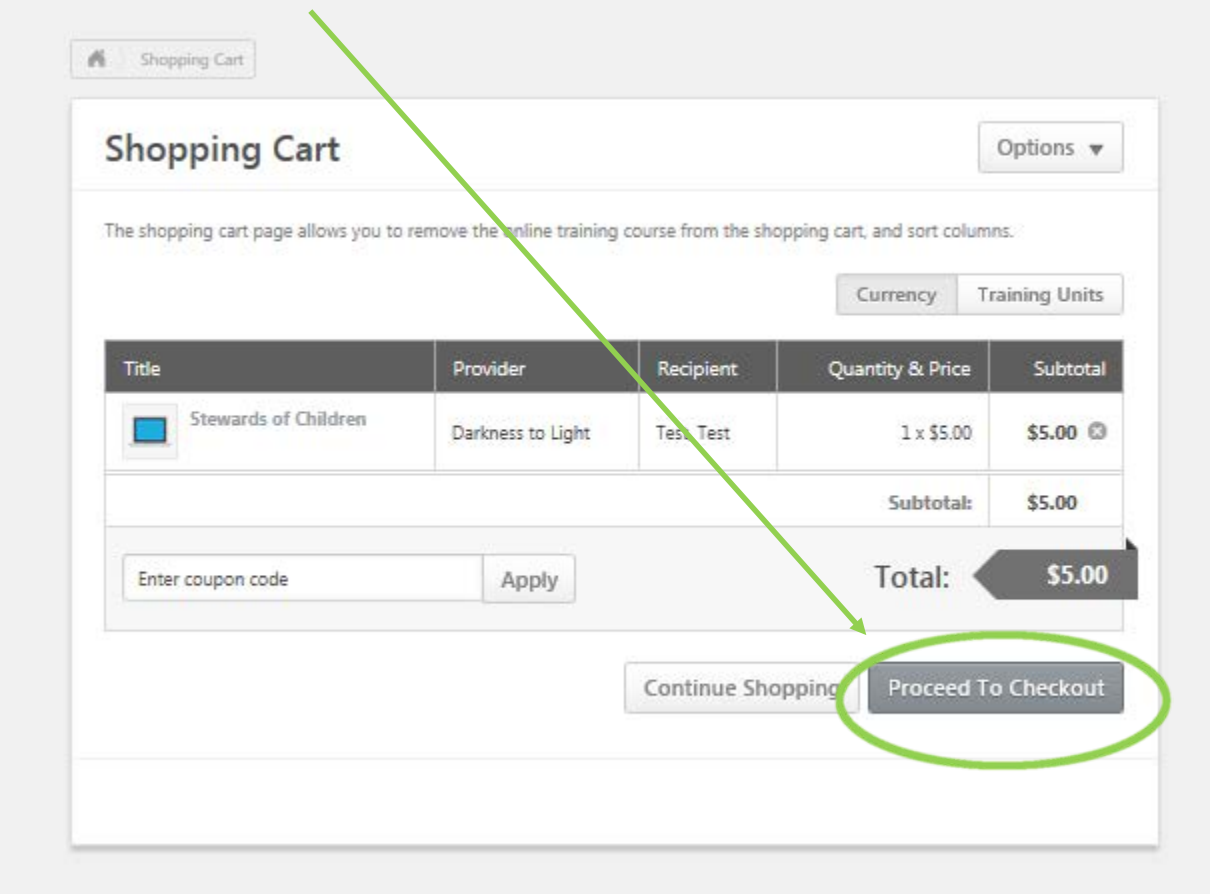


- From here, click on "Take Stewards of Children:"

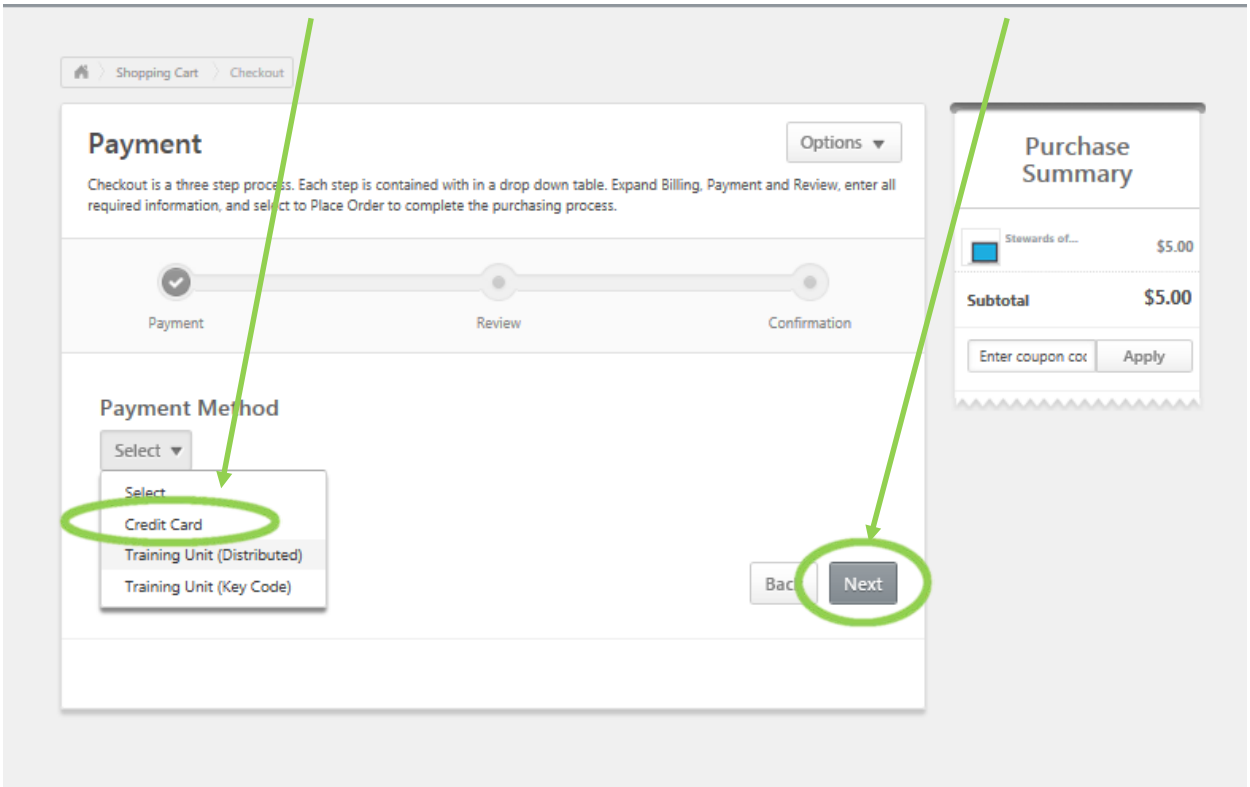
- You will then be prompted to purchase the course at a discounted rate of $5.00.
- Click on the "Add to Cart" to proceed to the shopping cart.



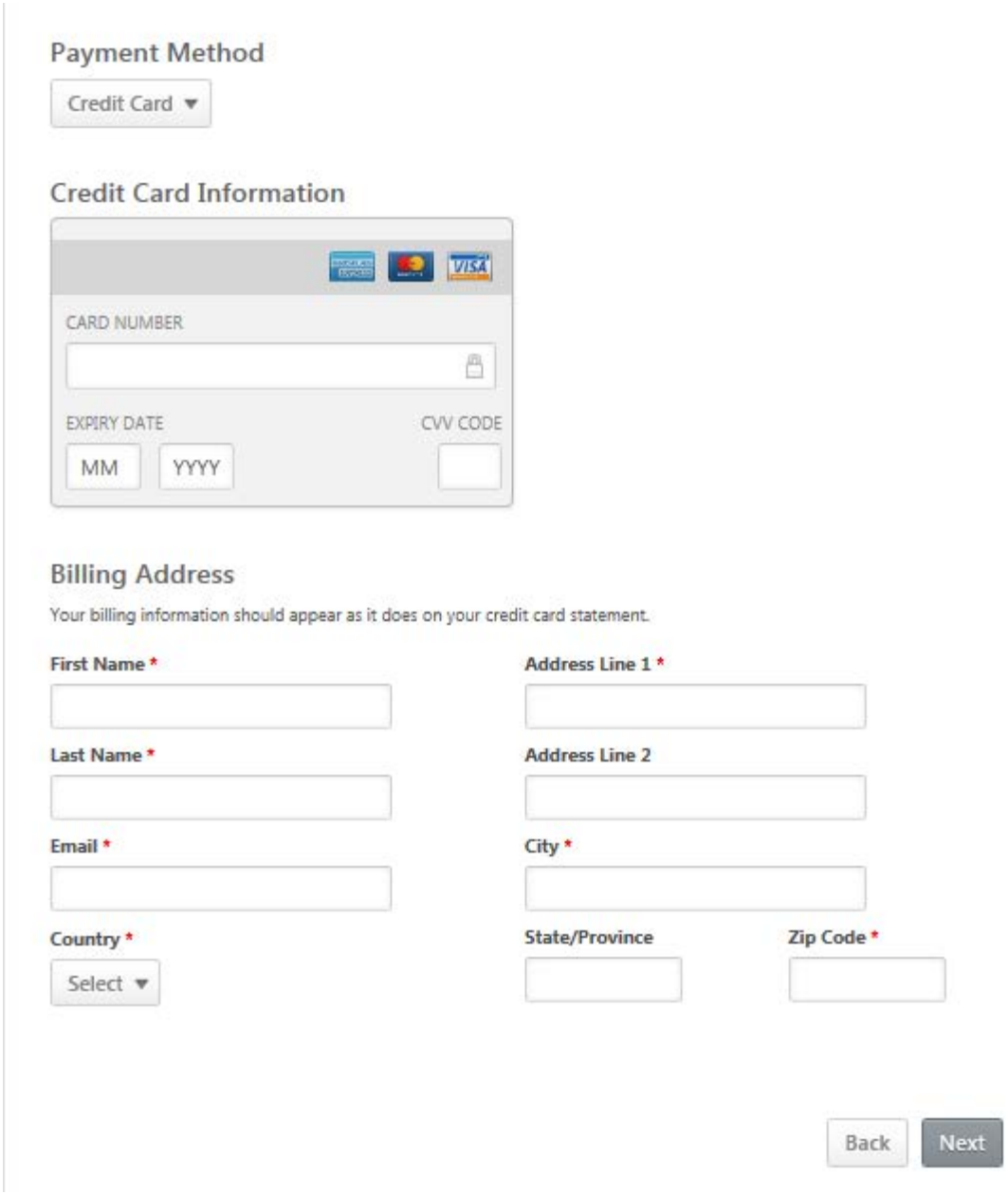
- Click Proceed to Checkout.



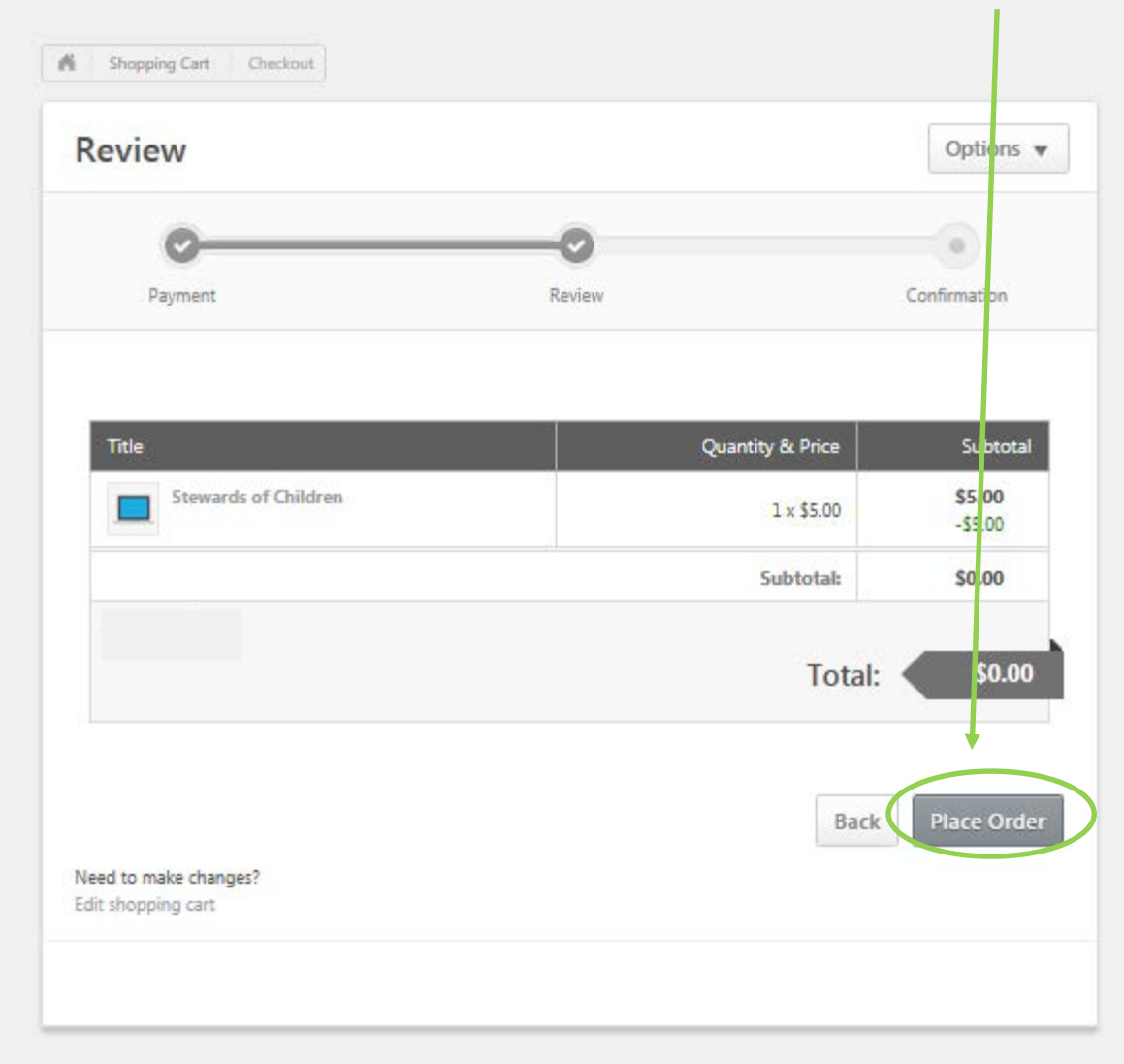
- Select Credit Card from the Payment Method dropdown options, and then click “Next”.



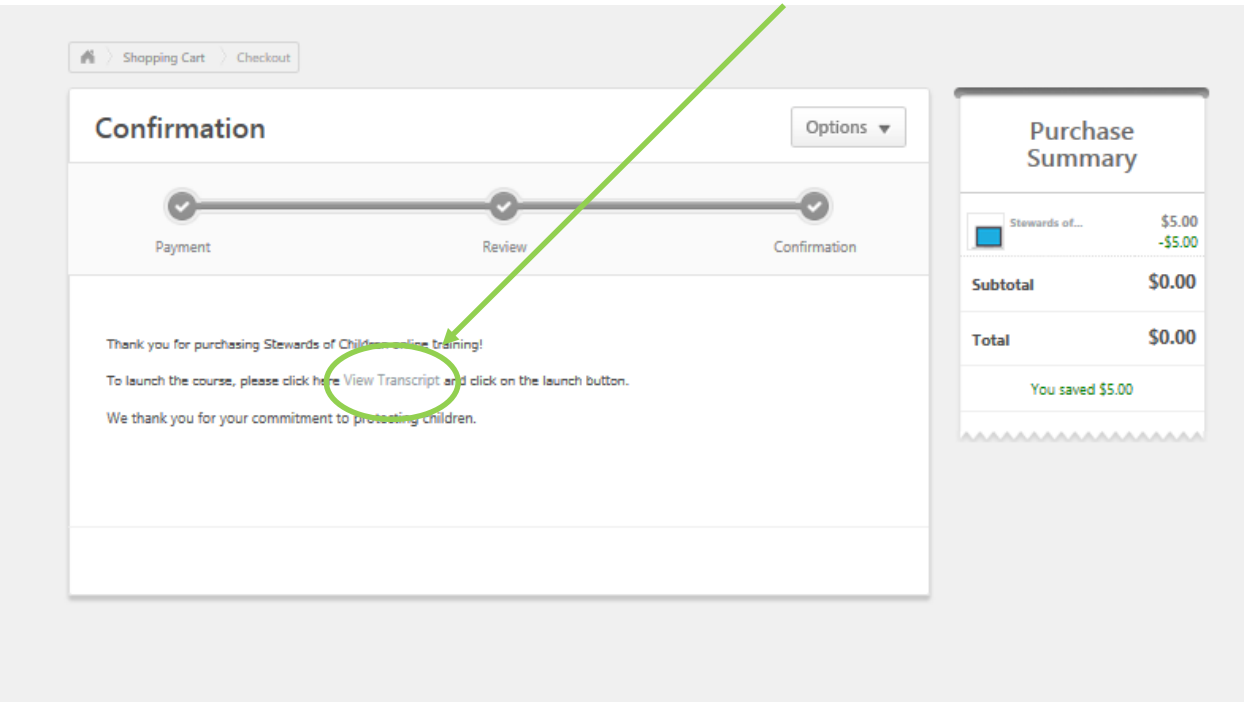
- You will then be prompted to enter your credit card information.



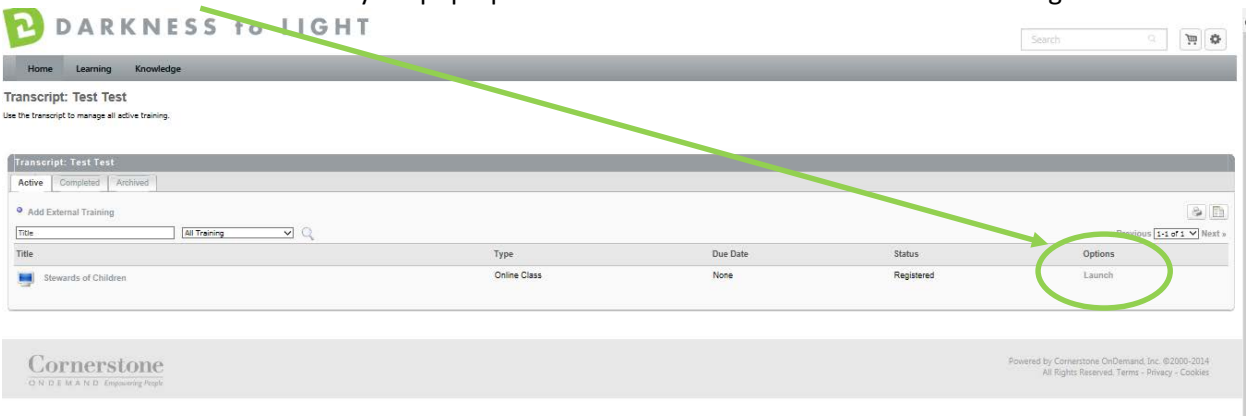
- You will then be able to review your order, before actually placing the order, click "Place Order."



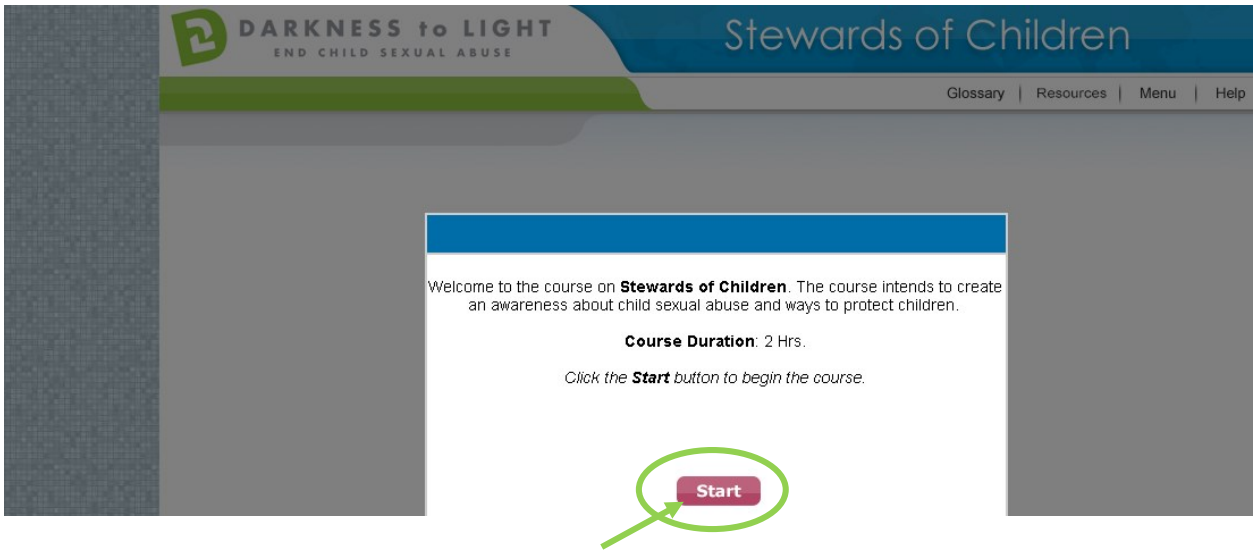
- Confirmation of your order will now appear. Now click on your transcript to start the training.



- Click "Launch." Please ensure your pop-up blockers are off in order to launch the training.

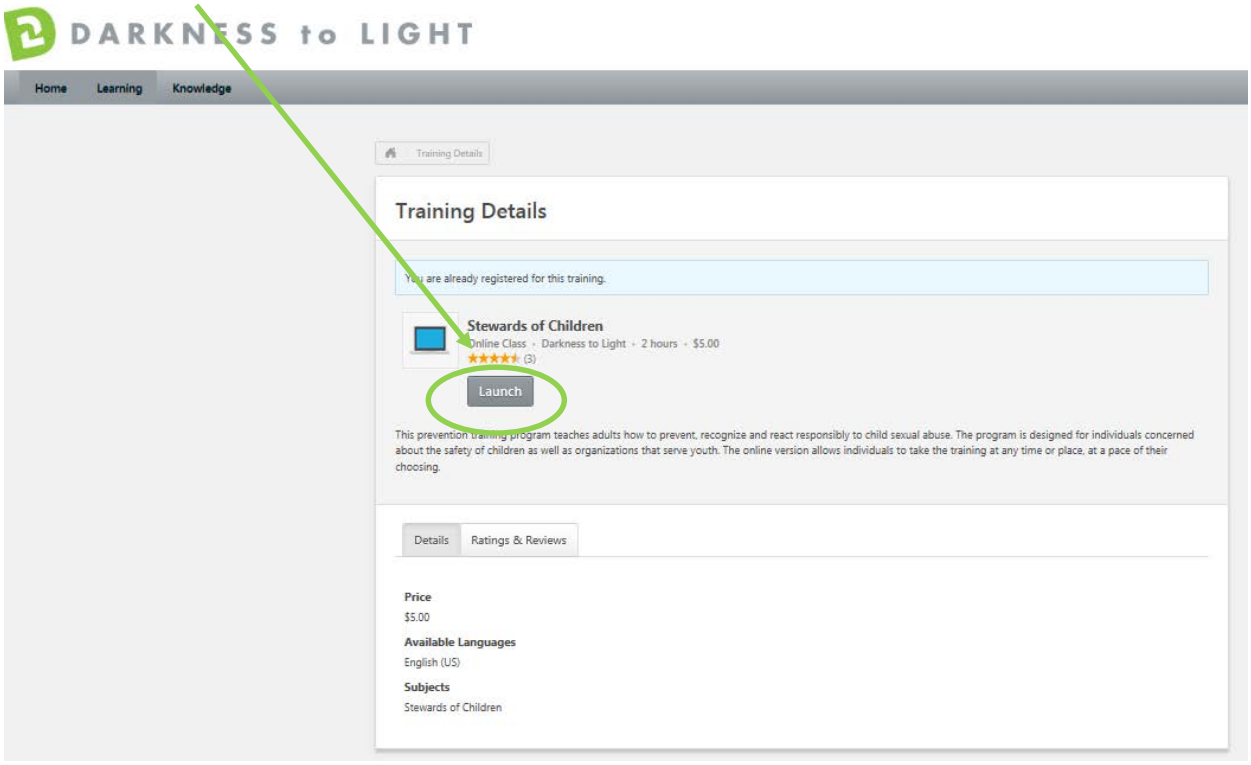


- Click "Start" to begin the *Stewards of Children* online training

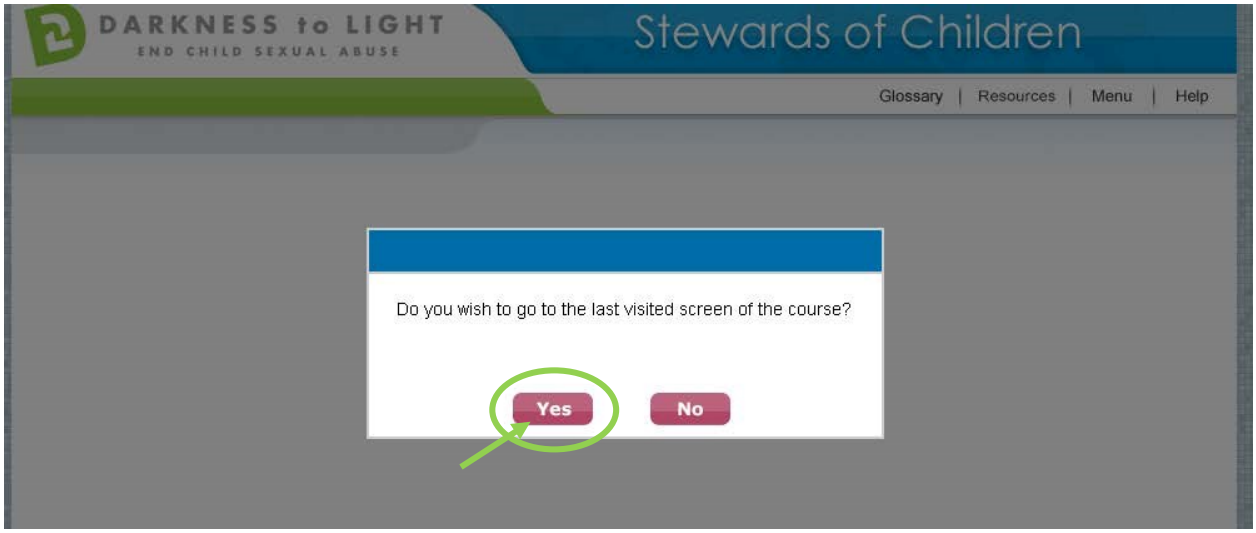


- If you don't complete Stewards of Children in one sitting and would like to come back into the program at a later date, it will save your spot.
- Login at https://d2l.csod.com and Click "Take Stewards of Children" *

- Click "Launch." Please ensure your pop-up blockers are off in order to launch the training.

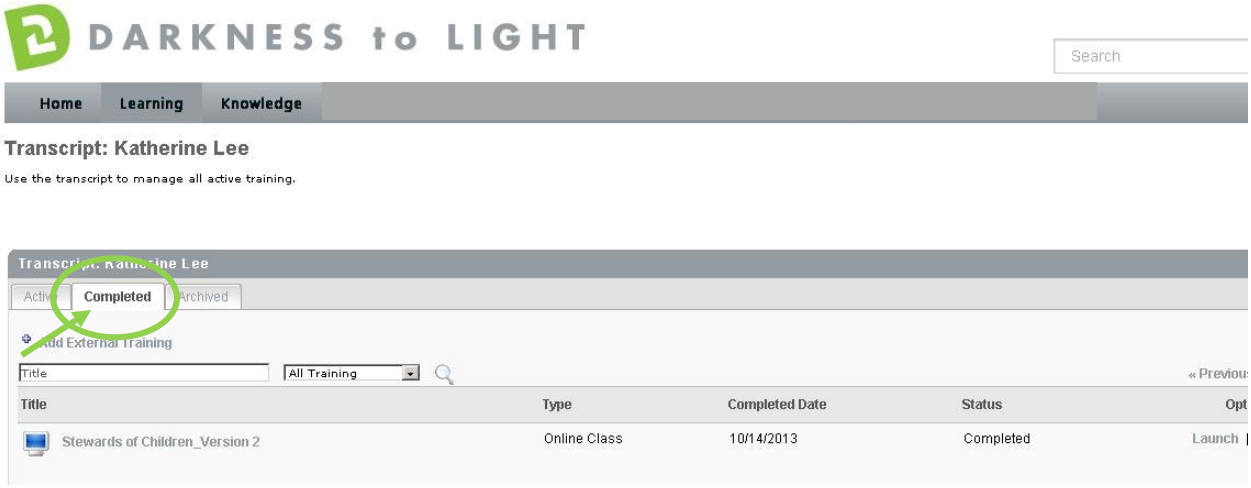


- Click "Yes" and you will be brought to the last slide you were on.

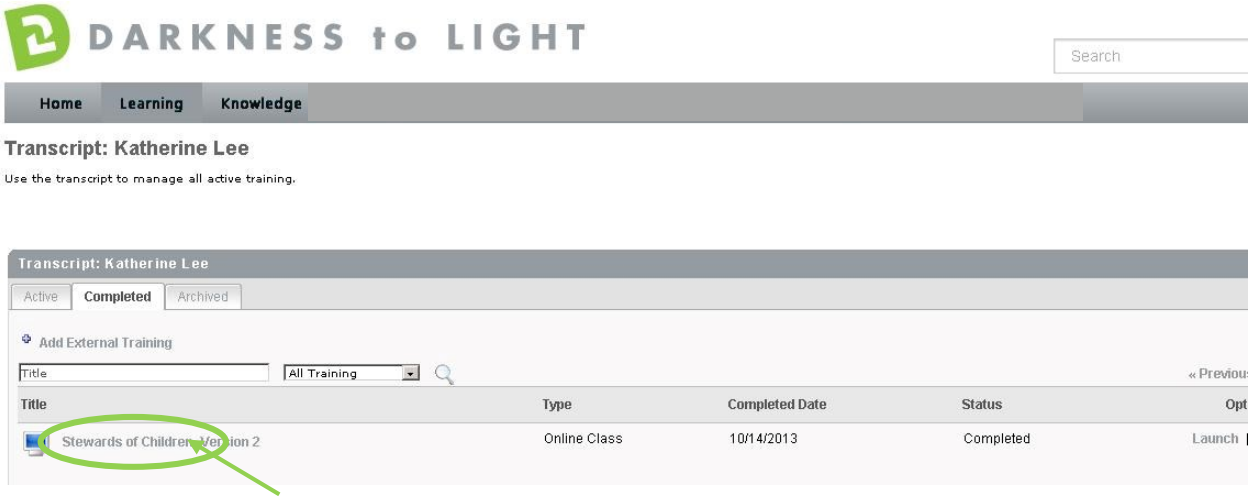


To access you certificate, login and click on “Print Certificates.”

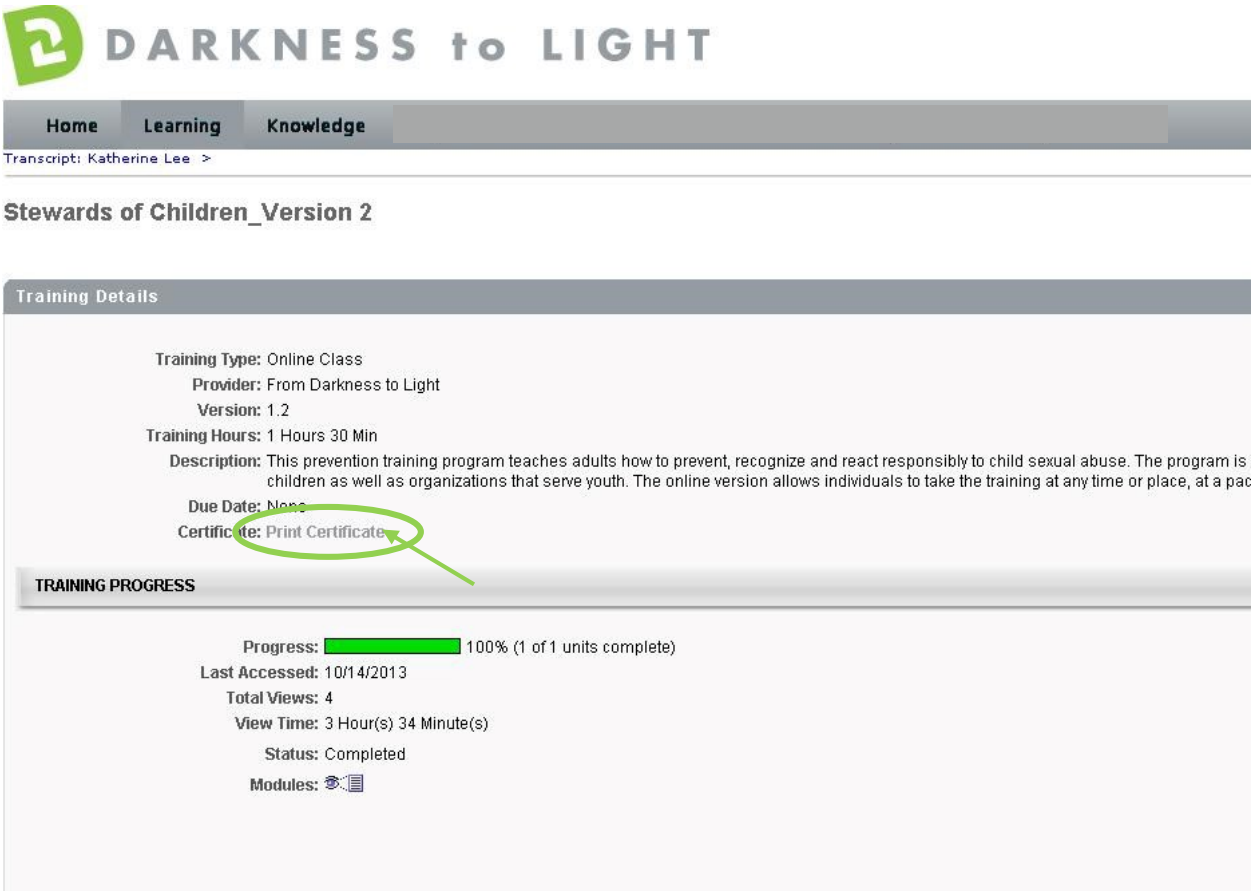
Click on the “Completed” tab



Click on the title “Stewards of Children”



Click on “Print Certificate.”



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