

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.

\* state:

\* ACSI Region

ACSI School - California Northern Region

ACSI School - California Southern Region

ACSI Schools - English Caribbean

ACSI Schools - Florida

ACSI Schools - International

ACSI Schools - Korea

ACSI Schools - Mid-America

ACSI Schools - Northeast

ACSI Schools - Northwest

ACSI Schools - Ohio River Valley

ACSI Schools - Rocky Mountain

ACSI Schools - South Central

ACSI Schools - Southeast

\* New password:

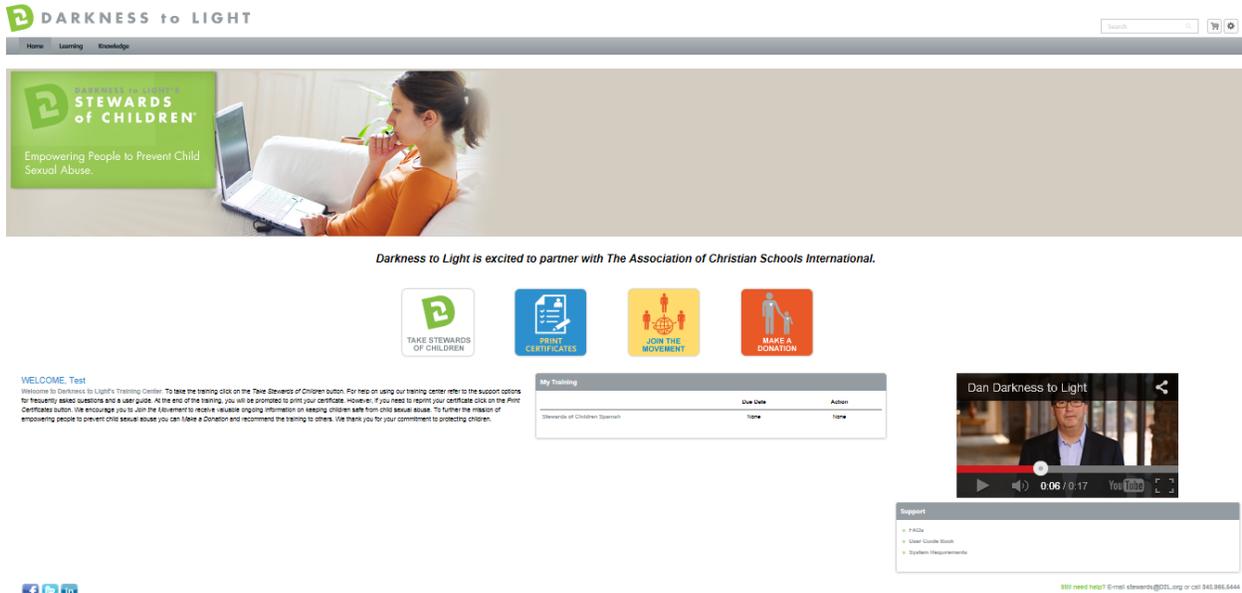
\* Confirm password:

\* 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.

- 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>

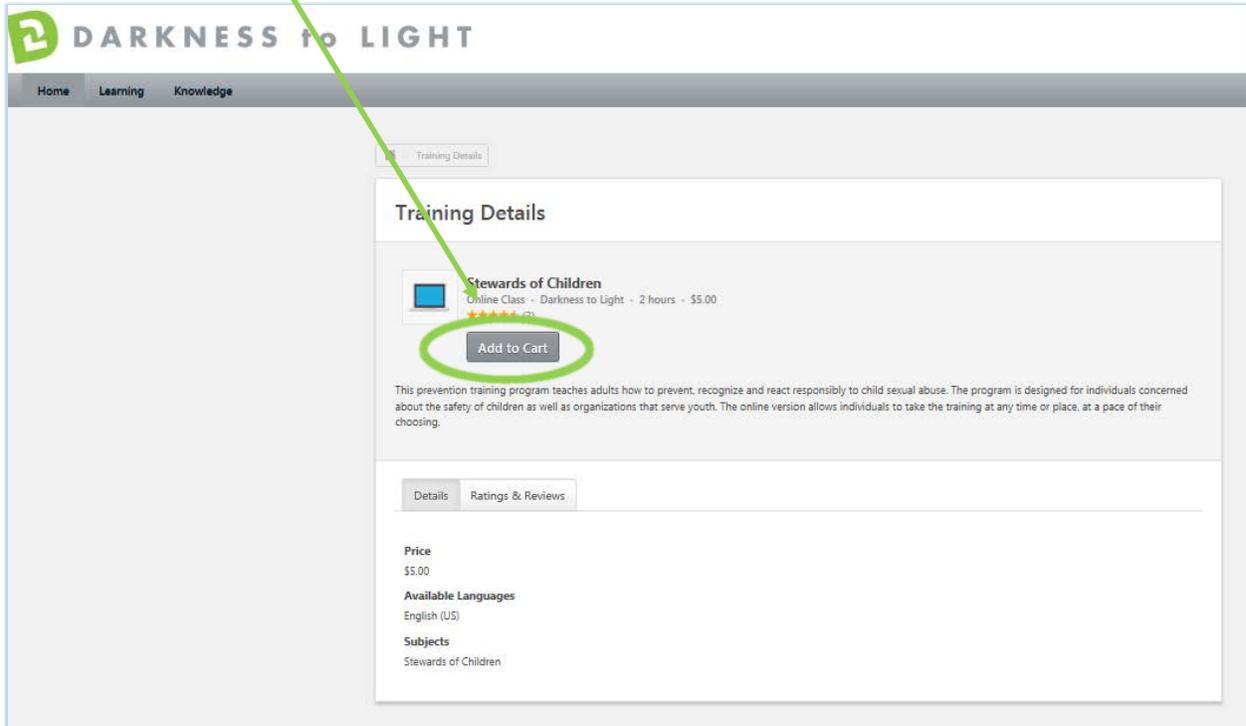
- Now you are on your Personalized Training Center Dashboard. Once you are signed into your online training center dashboard you should see the screen below:



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



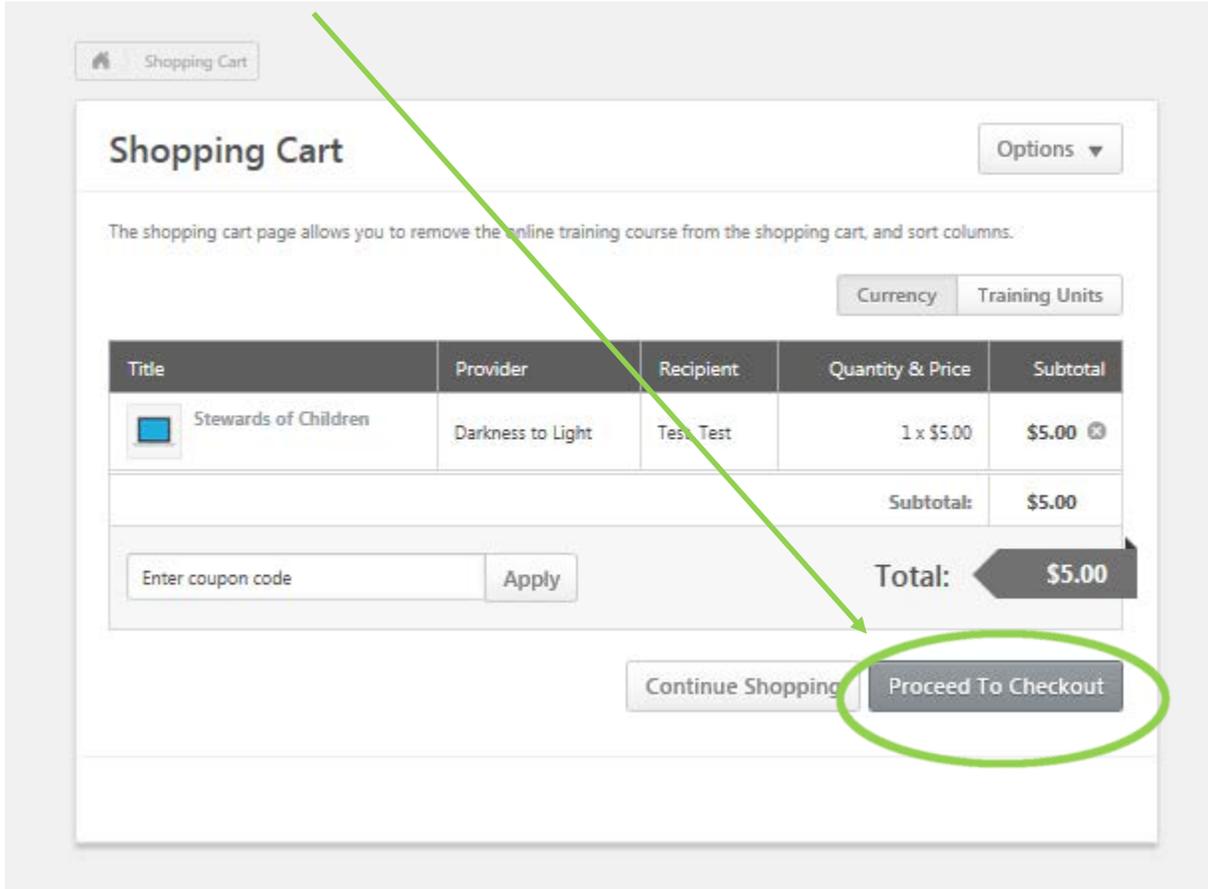
- You will then be prompted to purchase the course at a discounted rate of \$5.00.
- Click on the “Add to Cart” to proceed to the shopping cart.



The screenshot shows the 'Darkness to Light' website interface. At the top, the logo and navigation menu (Home, Learning, Knowledge) are visible. The main content area is titled 'Training Details' and features a course card for 'Stewards of Children'. The card includes a blue icon, the course title, a description: 'Online Class - Darkness to Light - 2 hours - \$5.00', and a 5-star rating. A green circle highlights the 'Add to Cart' button. Below the course card, there is a description of the program and two tabs: 'Details' and 'Ratings & Reviews'. The 'Details' tab is active, showing the following information:

- Price**: \$5.00
- Available Languages**: English (US)
- Subjects**: Stewards of Children

- Click Proceed to Checkout.



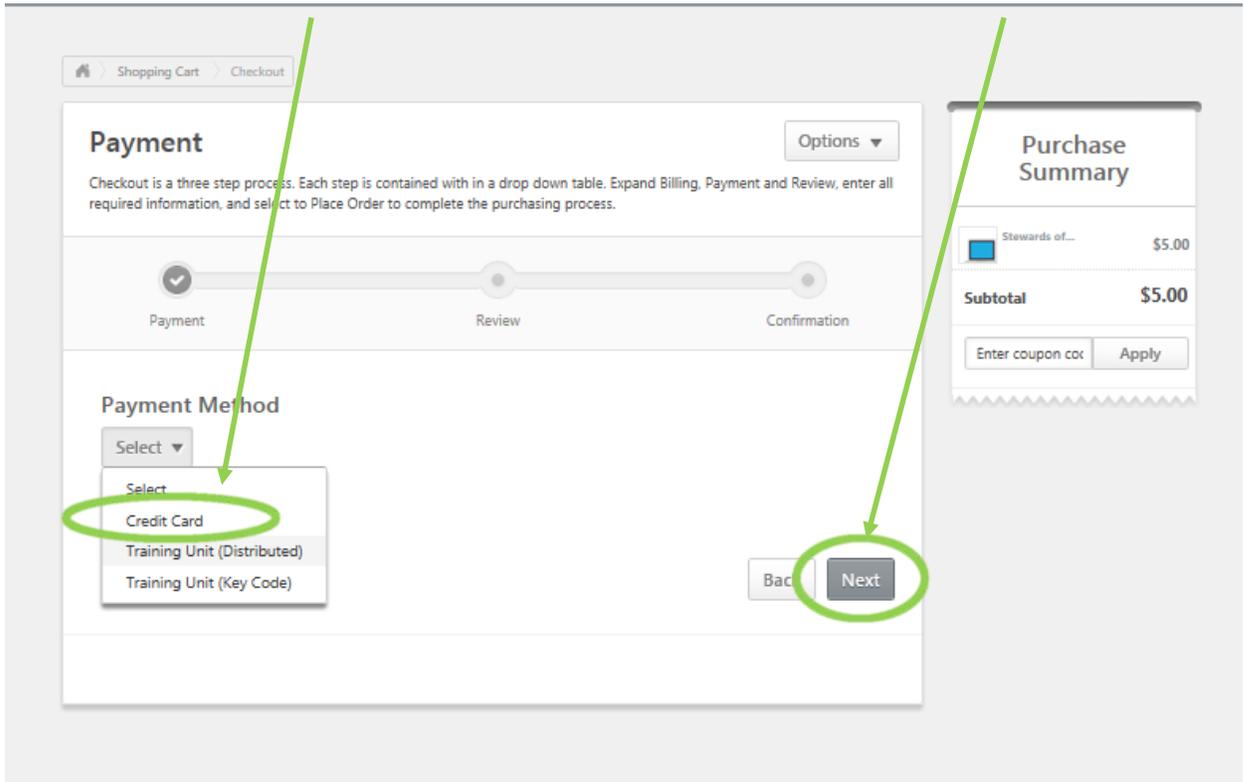
The screenshot shows a shopping cart page with the following elements:

- Shopping Cart title and breadcrumb.
- Options dropdown menu.
- Instructional text: "The shopping cart page allows you to remove the online training course from the shopping cart, and sort columns."
- Sort buttons: Currency and Training Units.
- Table with columns: Title, Provider, Recipient, Quantity & Price, Subtotal.
- Table content:

Title	Provider	Recipient	Quantity & Price	Subtotal
 Stewards of Children	Darkness to Light	Test Test	1 x \$5.00	\$5.00
Subtotal:				\$5.00
- Coupon code input field and Apply button.
- Total: \$5.00.
- Continue Shopping and Proceed To Checkout buttons.

A green arrow points from the top left towards the "Proceed To Checkout" button, which is circled in green.

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



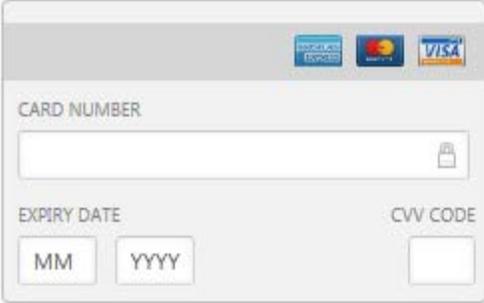
The screenshot displays the checkout process. At the top, there are navigation links for 'Shopping Cart' and 'Checkout'. The main section is titled 'Payment' and includes an 'Options' dropdown. Below this is a progress indicator with three steps: 'Payment' (checked), 'Review', and 'Confirmation'. The 'Payment Method' section features a dropdown menu with the following options: 'Select', 'Credit Card' (circled in green), 'Training Unit (Distributed)', and 'Training Unit (Key Code)'. To the right of the dropdown menu are 'Back' and 'Next' buttons, with the 'Next' button also circled in green. On the far right, a 'Purchase Summary' box shows a subtotal of \$5.00 and a coupon code entry field.

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

**Payment Method**

Credit Card ▾

**Credit Card Information**



CARD NUMBER

EXPIRY DATE      CVV CODE

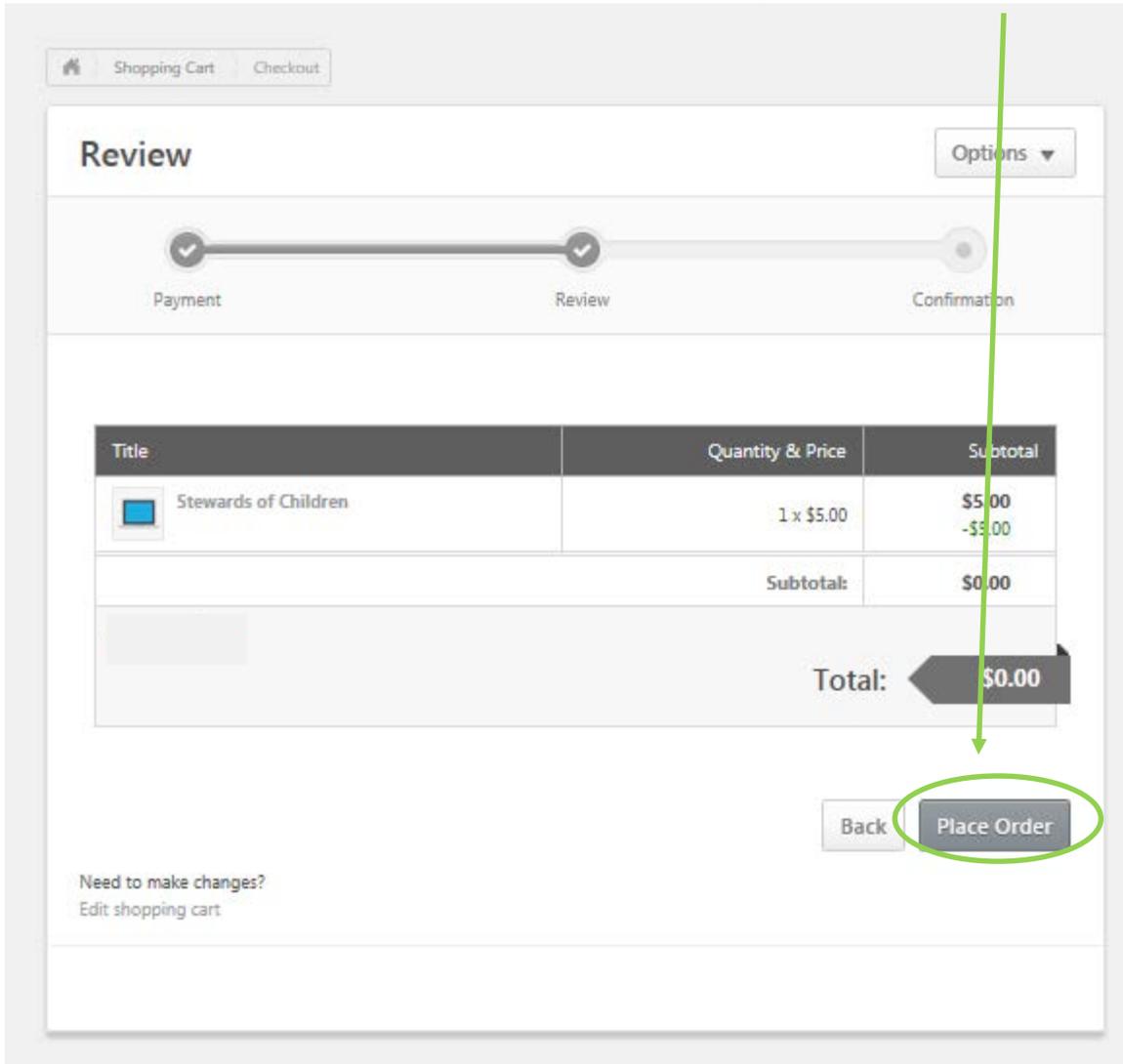
MM    YYYY      [ ]

**Billing Address**

Your billing information should appear as it does on your credit card statement.

<b>First Name *</b>	<b>Address Line 1 *</b>	
<input type="text"/>	<input type="text"/>	
<b>Last Name *</b>	<b>Address Line 2</b>	
<input type="text"/>	<input type="text"/>	
<b>Email *</b>	<b>City *</b>	
<input type="text"/>	<input type="text"/>	
<b>Country *</b>	<b>State/Province</b>	<b>Zip Code *</b>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>

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



Shopping Cart Checkout

## Review

Options ▾

Payment Review Confirmation

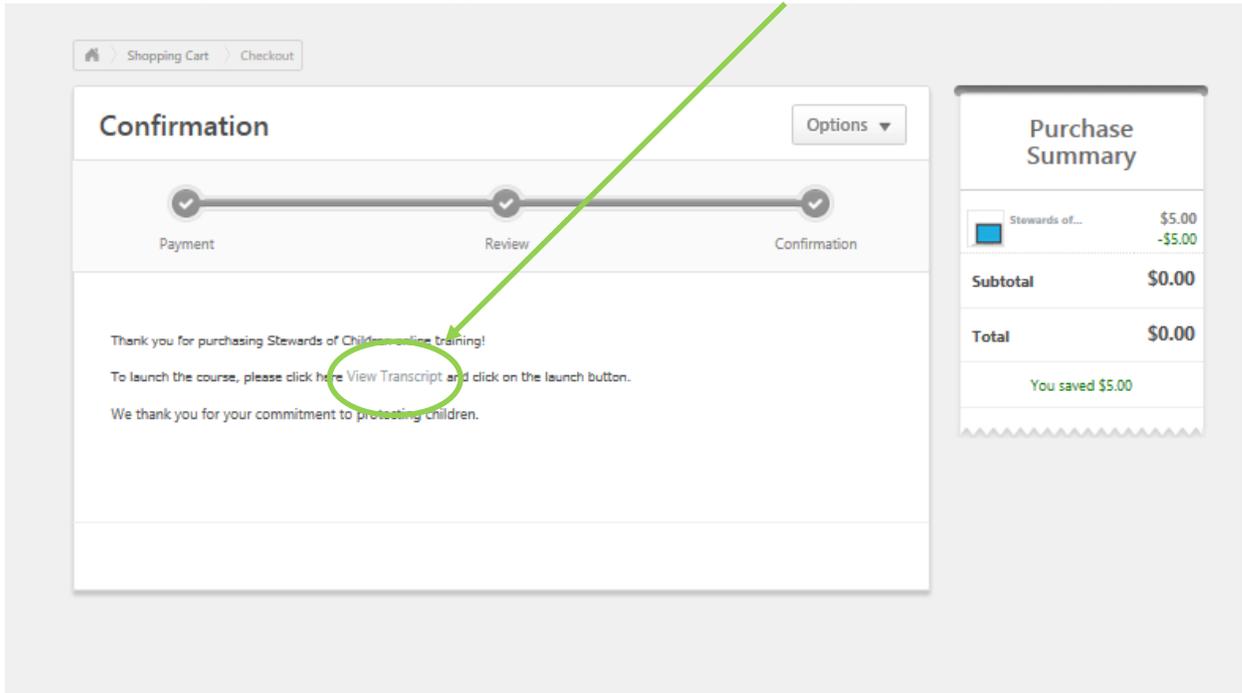
Title	Quantity & Price	Subtotal
 Stewards of Children	1 x \$5.00	\$5.00
		-\$5.00
	<b>Subtotal:</b>	<b>\$0.00</b>

**Total: \$0.00**

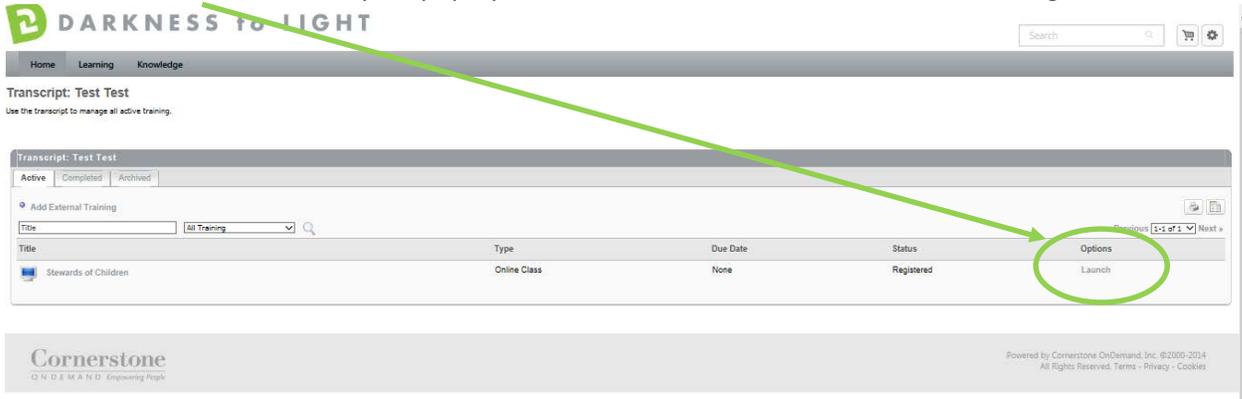
Back **Place Order**

Need to make changes?  
Edit shopping cart

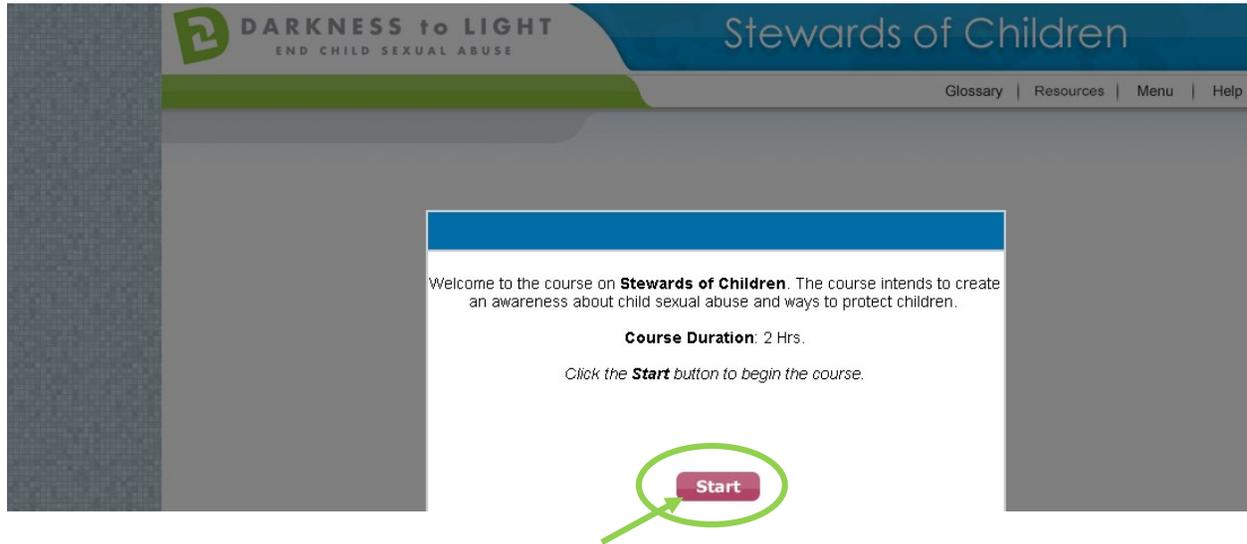
- Confirmation of your order will now appear. Now click on your transcript to start the training.



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



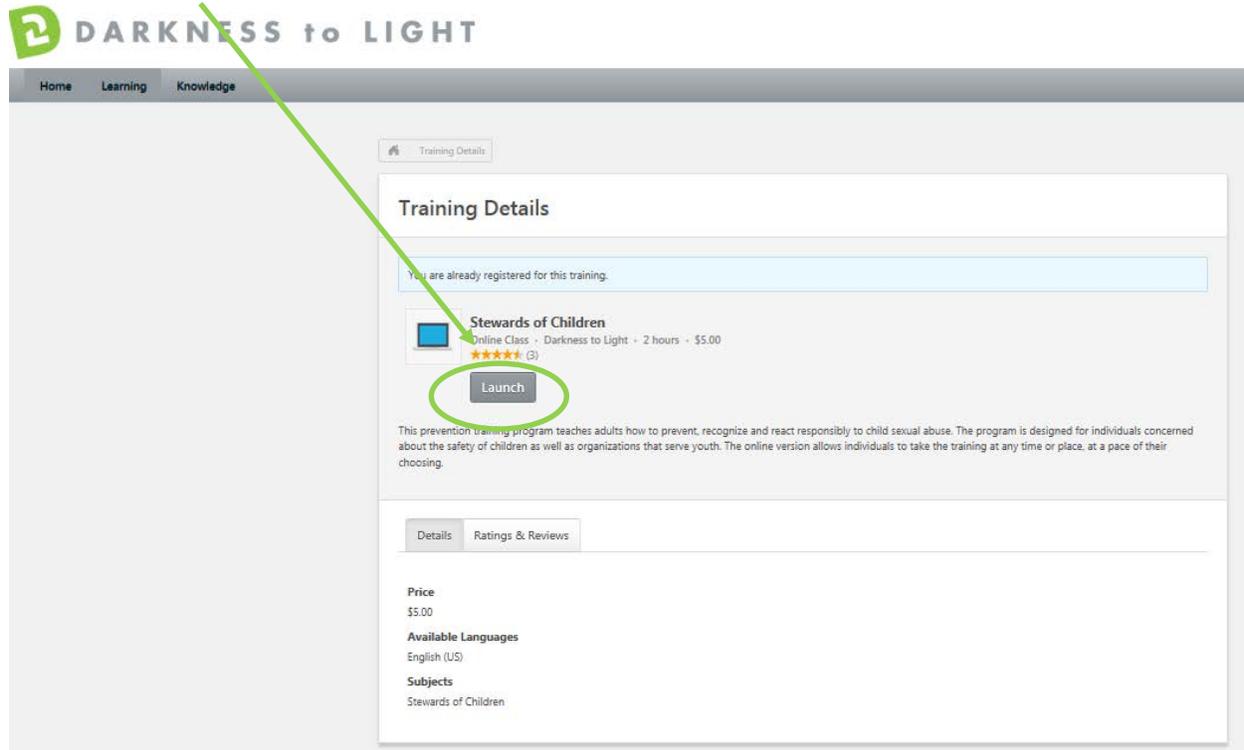
- Click “Start” to begin the *Stewards of Children* online training



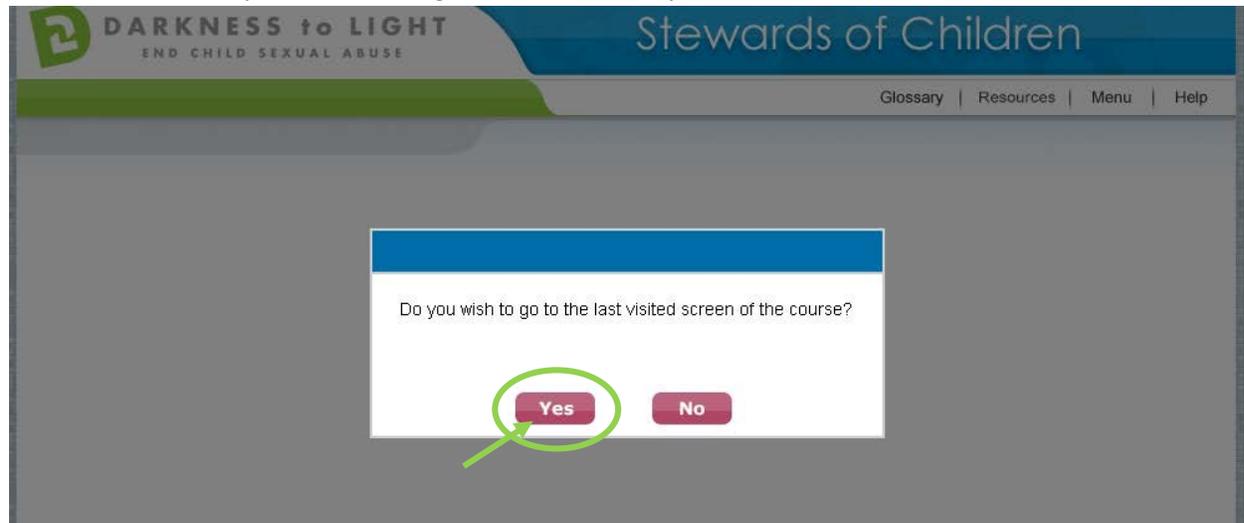
- If you don't complete Stewards of Children in one sitting and would like to come back into the program at a later date, it will save your spot.
- Login at <https://d2l.csod.com> and Click “Take Stewards of Children” \*



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



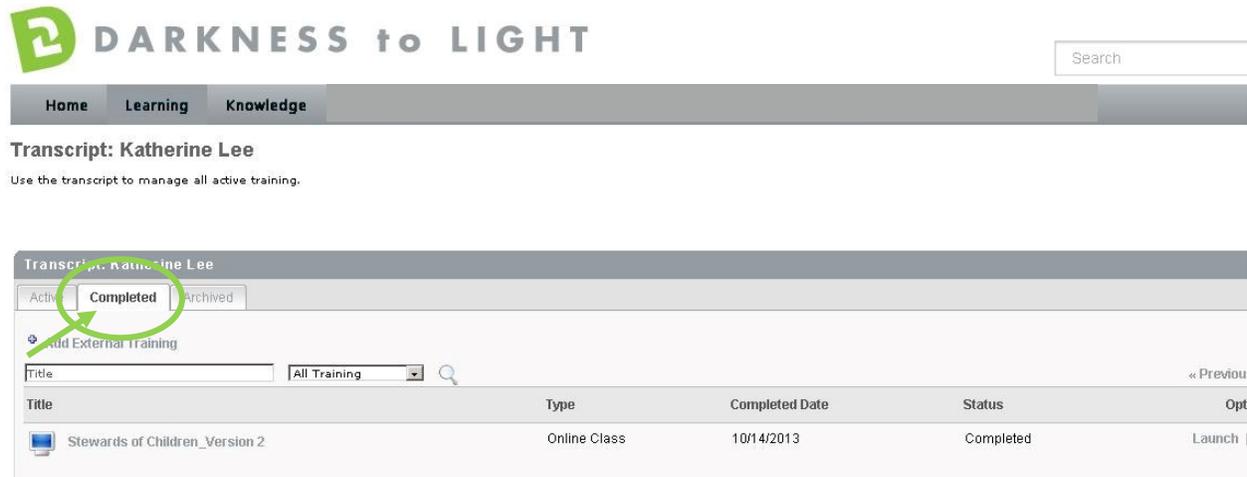
- Click “Yes” and you will be brought to the last slide you were on.



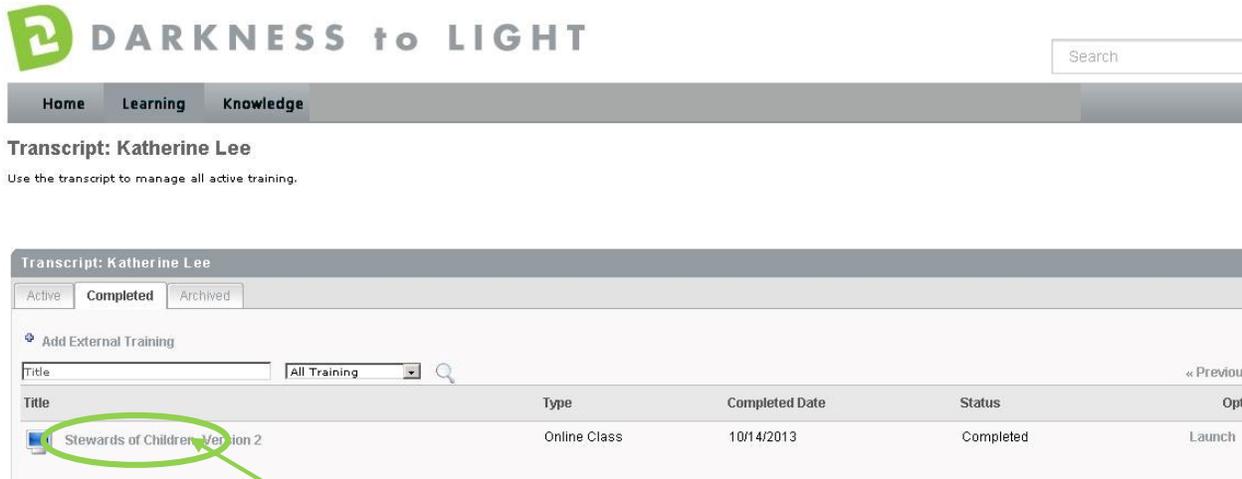
To access your certificate, login and click on "Print Certificates."



Click on the "Completed" tab



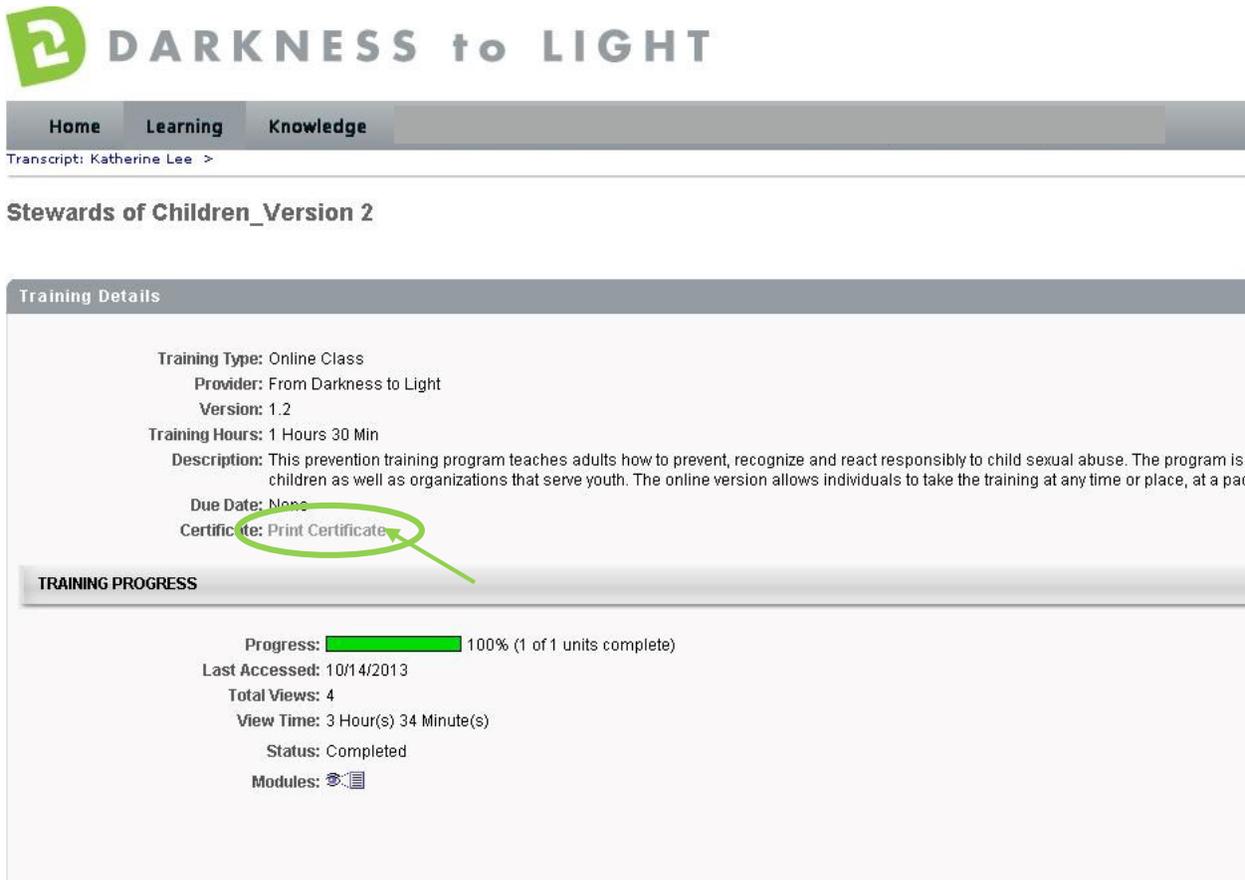
Click on the title "Stewards of Children"



The screenshot shows the Darkness to Light website interface. At the top, there is a navigation bar with 'Home', 'Learning', and 'Knowledge' tabs. Below the navigation bar, the page title is 'Transcript: Katherine Lee'. A search box is visible on the right. The main content area displays a table of training entries. The first entry is 'Stewards of Children\_Version 2', which is circled in green. The table has columns for Title, Type, Completed Date, Status, and Opt. The entry 'Stewards of Children\_Version 2' has a Type of 'Online Class', a Completed Date of '10/14/2013', a Status of 'Completed', and an 'Opt' of 'Launch I'.

Title	Type	Completed Date	Status	Opt
Stewards of Children_Version 2	Online Class	10/14/2013	Completed	Launch I

Click on "Print Certificate."



The screenshot shows the 'Stewards of Children\_Version 2' training details page. The page title is 'Stewards of Children\_Version 2'. Below the title, there is a 'Training Details' section. The details include: 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 pac; Due Date: None; Certificate: Print Certificate. The 'Print Certificate' link is circled in green. Below the 'Training Details' section, there is a 'TRAINING PROGRESS' section. The progress bar shows 100% completion (1 of 1 units complete). Other details include: Last Accessed: 10/14/2013; Total Views: 4; View Time: 3 Hour(s) 34 Minute(s); Status: Completed; Modules: 1.

**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 pac  
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.