

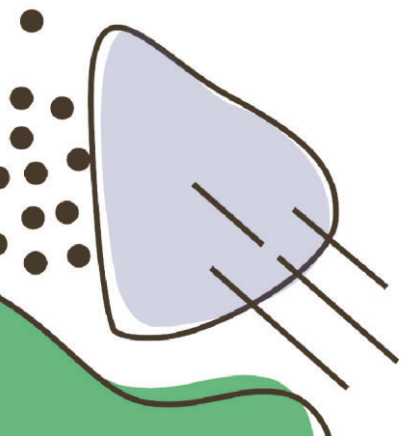


DARKNESS TO LIGHT[®]
END CHILD SEXUAL ABUSE



**USER GUIDE:
STEWARDS OF CHILDREN ONLINE TRAINING**

Idaho Trust Fund



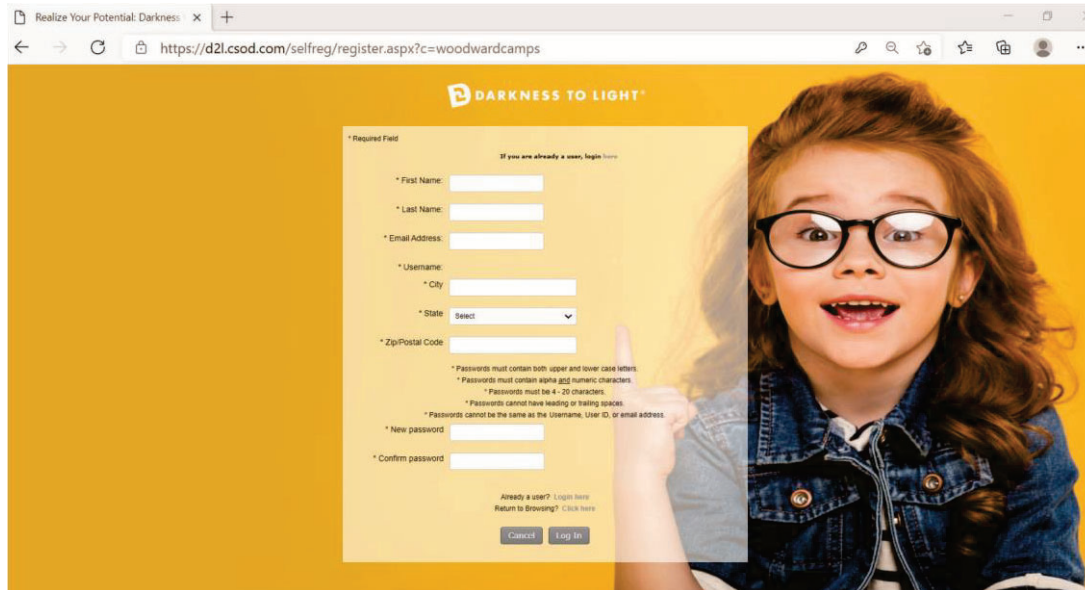
HOW TO REGISTER

If you already have an account in our system, please email: STEWARDS@D2L.ORG so we can update your current account.

1. Go to the Darkness to Light training registration screen

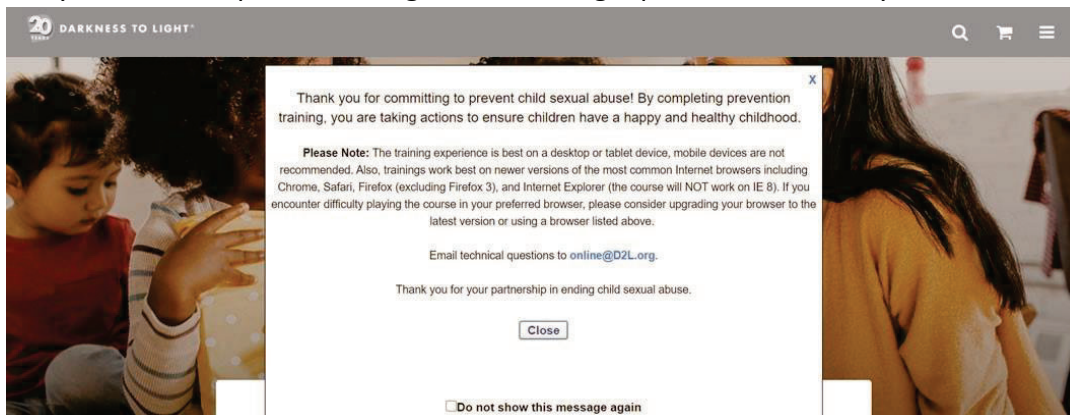
<https://d2l.csod.com/selfreg/register.aspx?c=idahochildrenstrustfund>

a. If you do not see the name of your organization on the form or at the end of the URL, you might be in the wrong place! Please copy the link above again.

A screenshot of a web browser showing the registration page for Darkness to Light. The browser's address bar displays the URL: https://d2l.csod.com/selfreg/register.aspx?c=woodwardcamps. The page features a yellow background with a large image of a young girl with glasses. Overlaid on the page is a registration form with the following fields: First Name, Last Name, Email Address, Username, City, State (a dropdown menu), and Zip/Postal Code. Below these fields are two password fields: New password and Confirm password. There are also links for 'Already a user? Login here' and 'Return to Browsering? Click here', and buttons for 'Cancel' and 'Log In'. A hand cursor is pointing at the 'Log In' button.

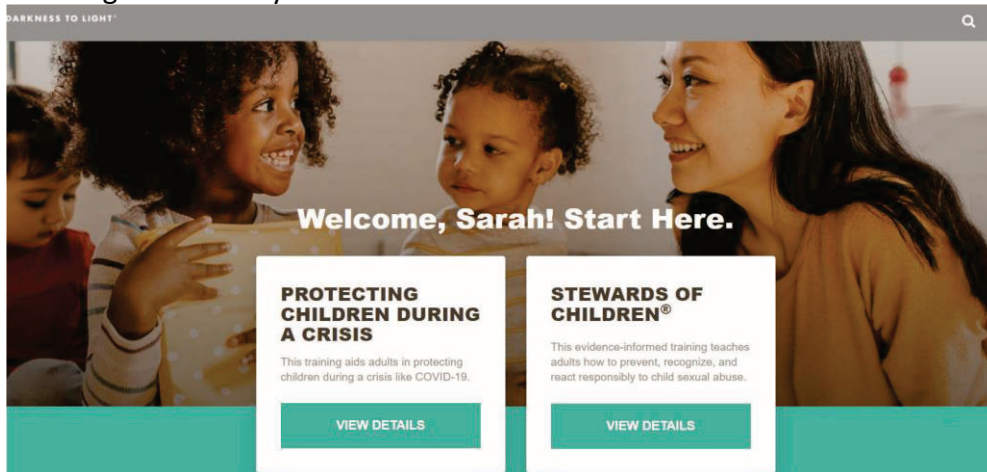
2. Enter all required fields and click the grey **“Login”** button ONCE. Please be patient for the Welcome Page to load.

3. Once you have completed the registration or login process, a “Thank you” screen will appear.

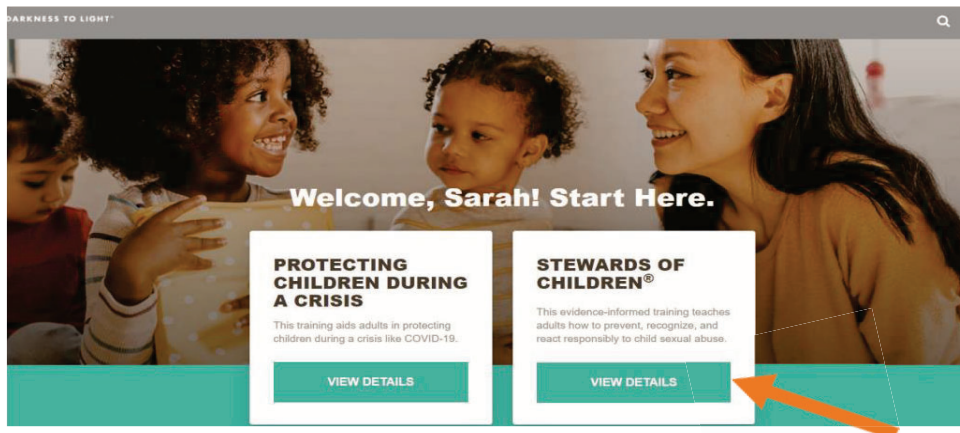


HOW TO PURCHASE THE TRAINING WITH CODE

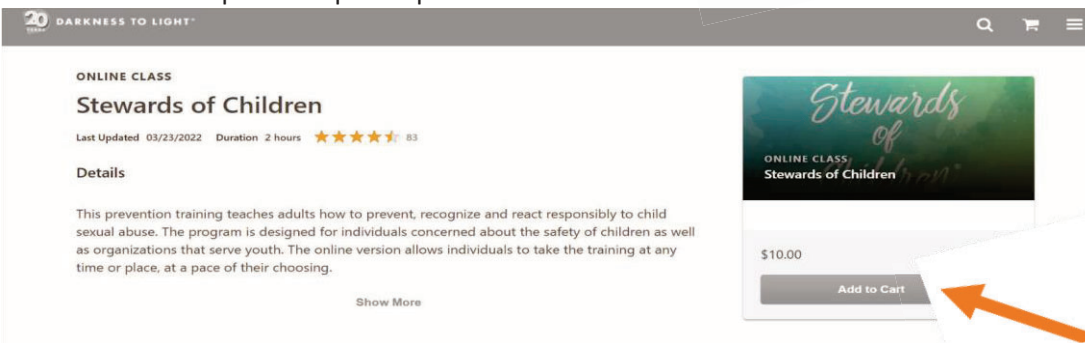
1. Now you are on your Personalized Online Training Dashboard. Once you are signed into your online training dashboard you should see the screen below:



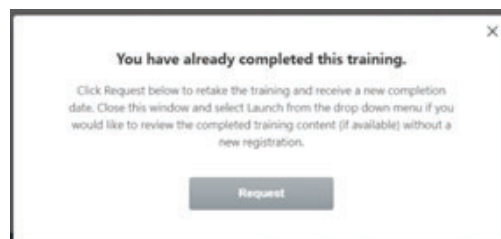
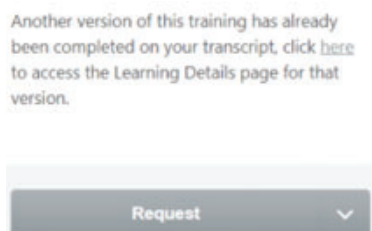
2. Click **“View Details”** to go to the training access page.



3. Click **“Add to Cart”** to place coupon in purchase.

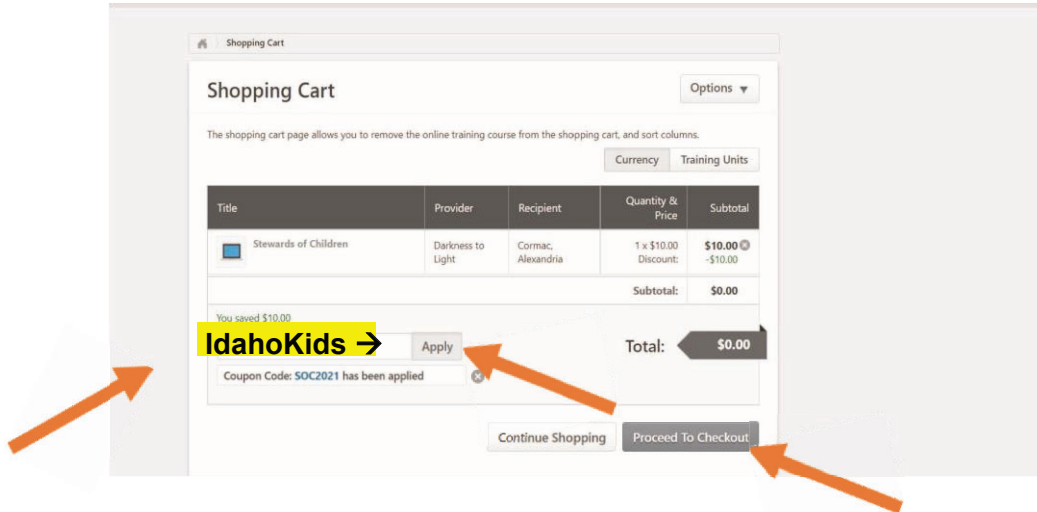


(If you have completed the training in the past, you may have to click REQUEST to request to take the training again and not Re-Launch the course you have completed in the past.)



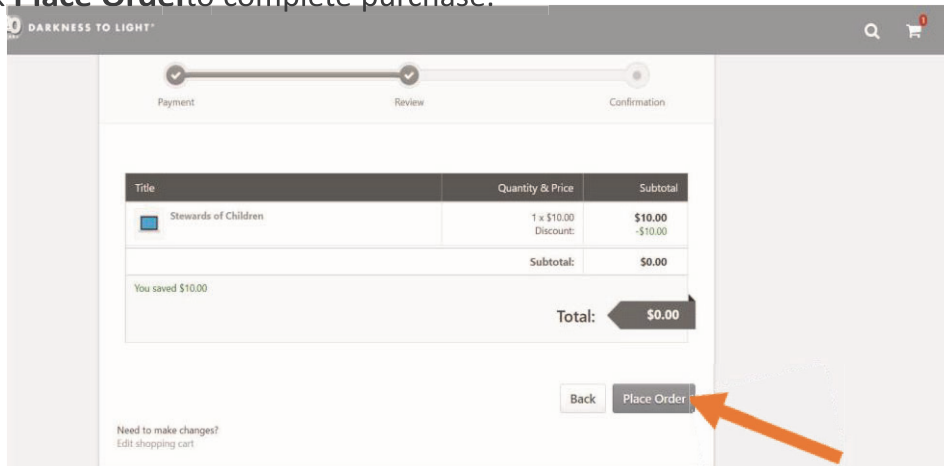
HOW TO PURCHASE THE TRAINING WITH CODE

4. You will then be brought to your Shopping Cart. Enter the code “**IdahoKids**” in the box to the left of the **Total** and click “**Apply.**” Then select “**Proceed To Checkout.**”

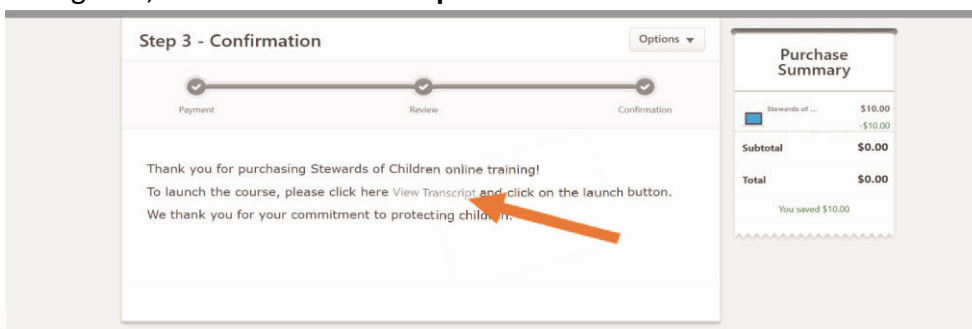


CODES:
IdahoKids

5. Click **Place Order** to complete purchase.

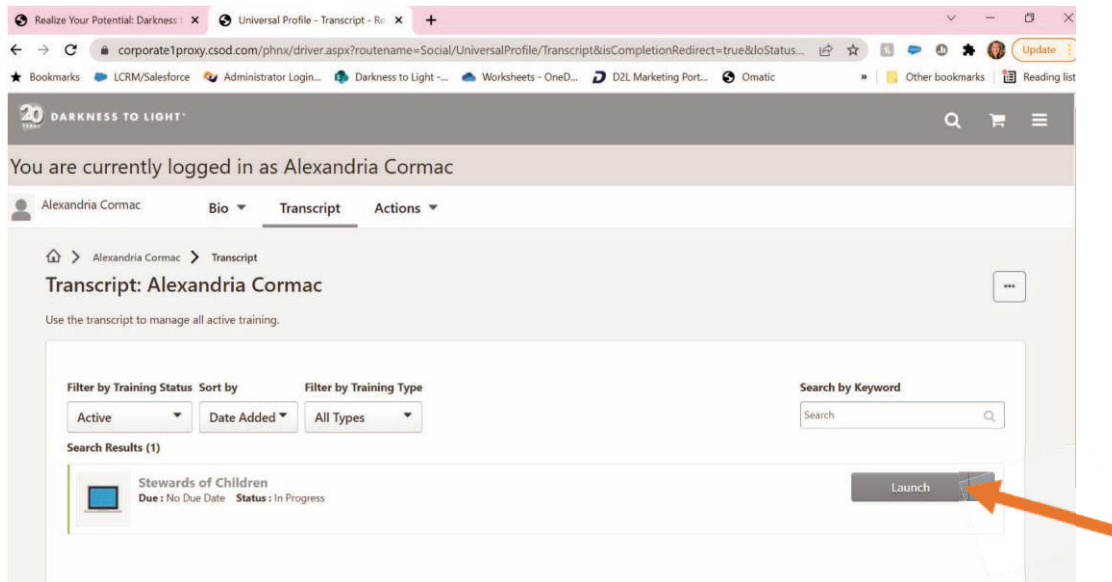


6. This will bring you to the Confirmation page. If you are ready to launch the Stewards of Children® online training now, select “**View Transcript.**”

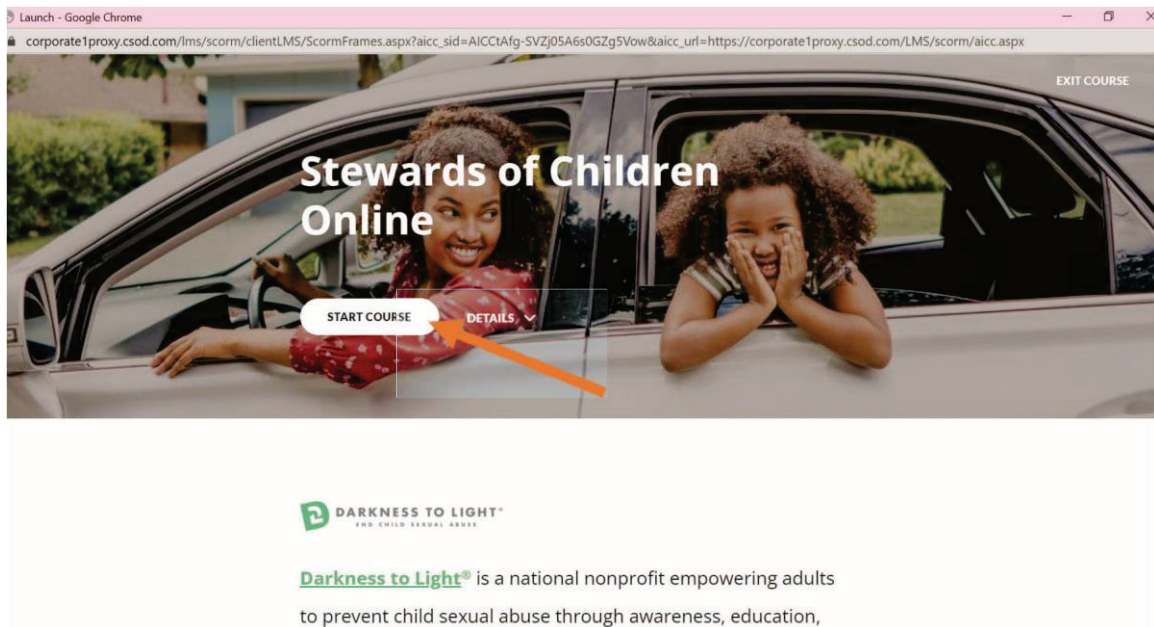


HOW TO LAUNCH THE TRAINING

1. Click **“Launch”** on the **Transcript** page.

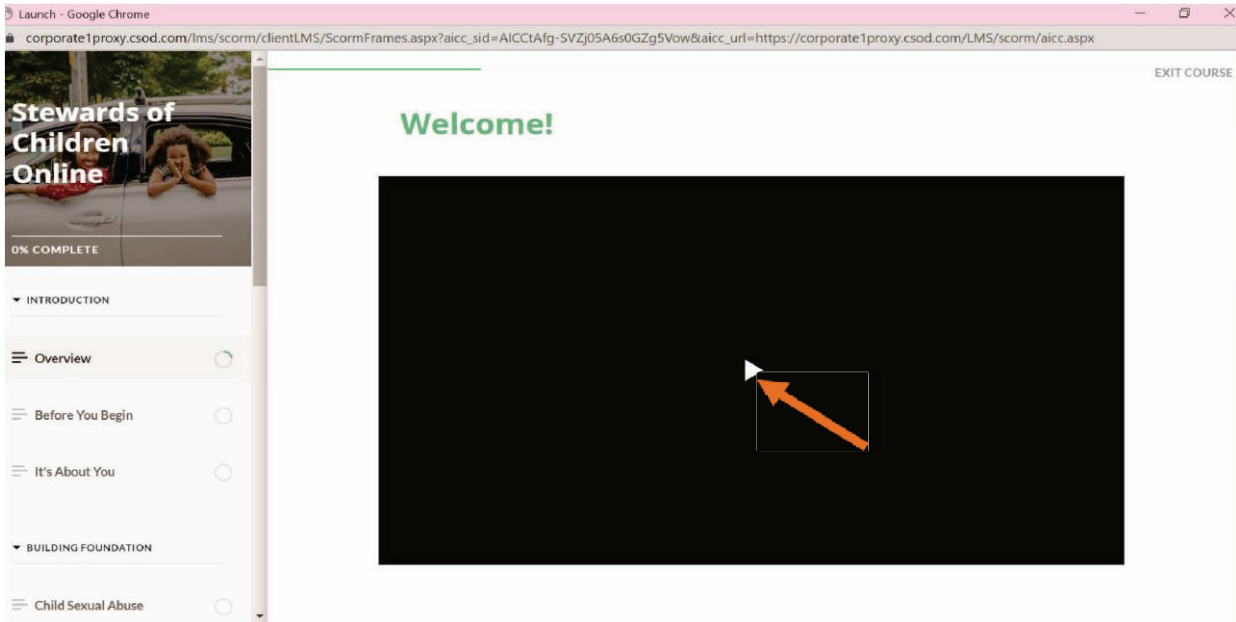


2. This will open a new window. Click the **"Start Course"** button to begin.

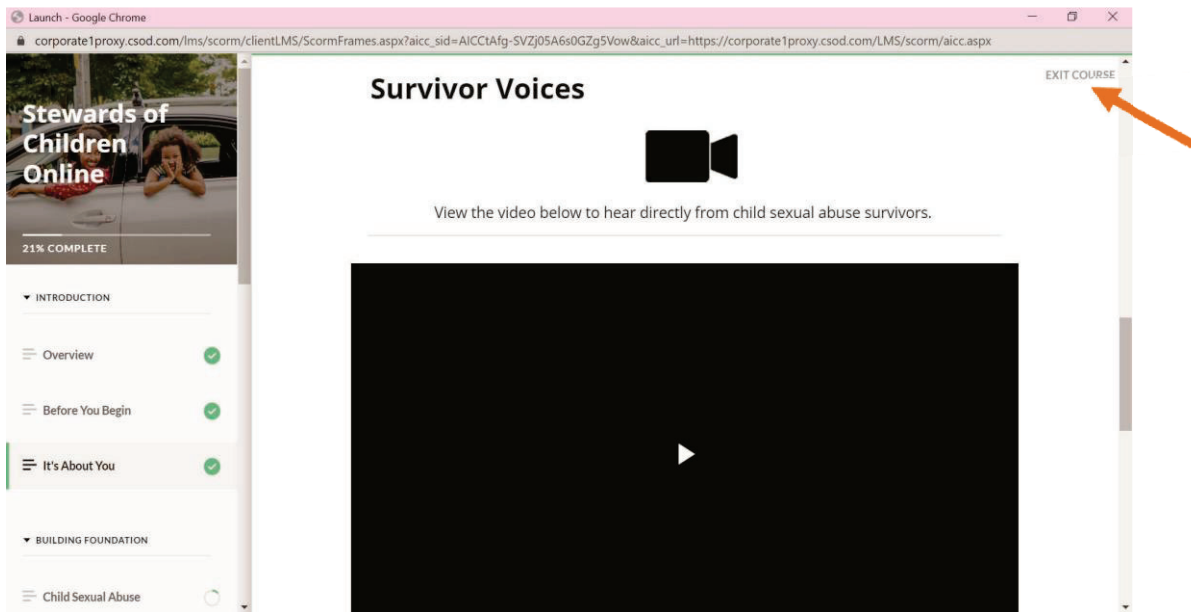


HOW TO LAUNCH THE TRAINING

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

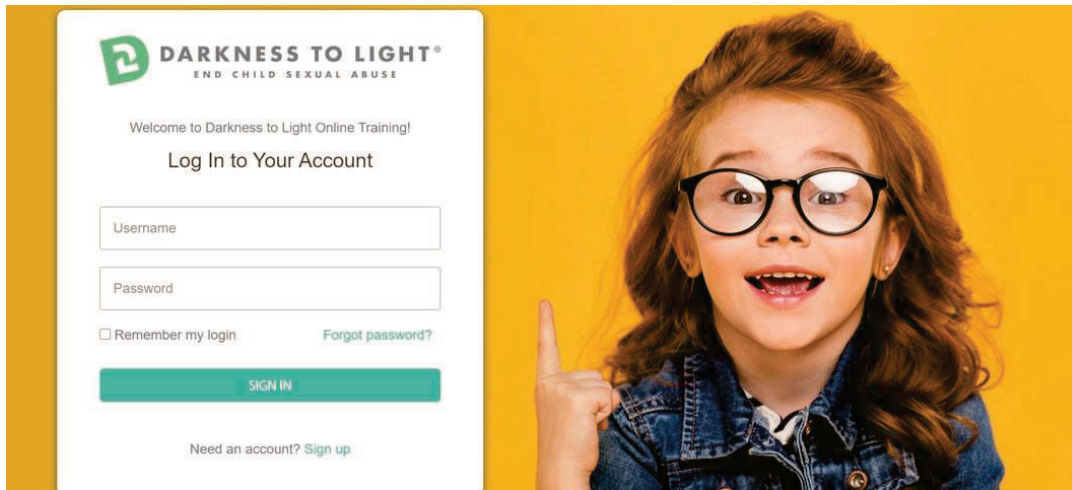


4. If you do not complete Stewards of Children in one sitting and would like to come back to the training later, it will save your spot. Click “Exit Course” in the upper right corner of the window.

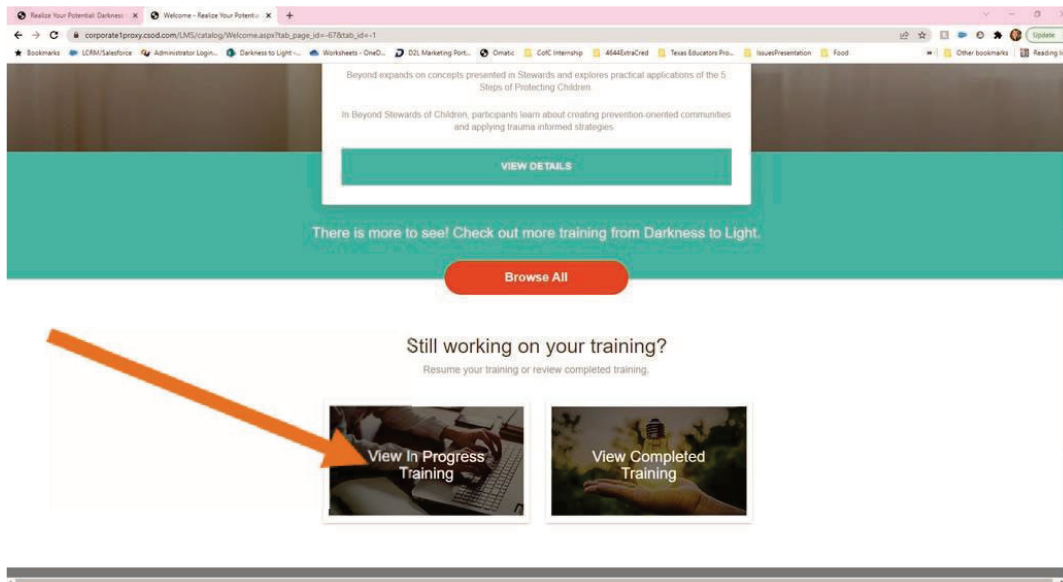


LAUNCHING YOUR IN-PROGRESS TRAINING

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

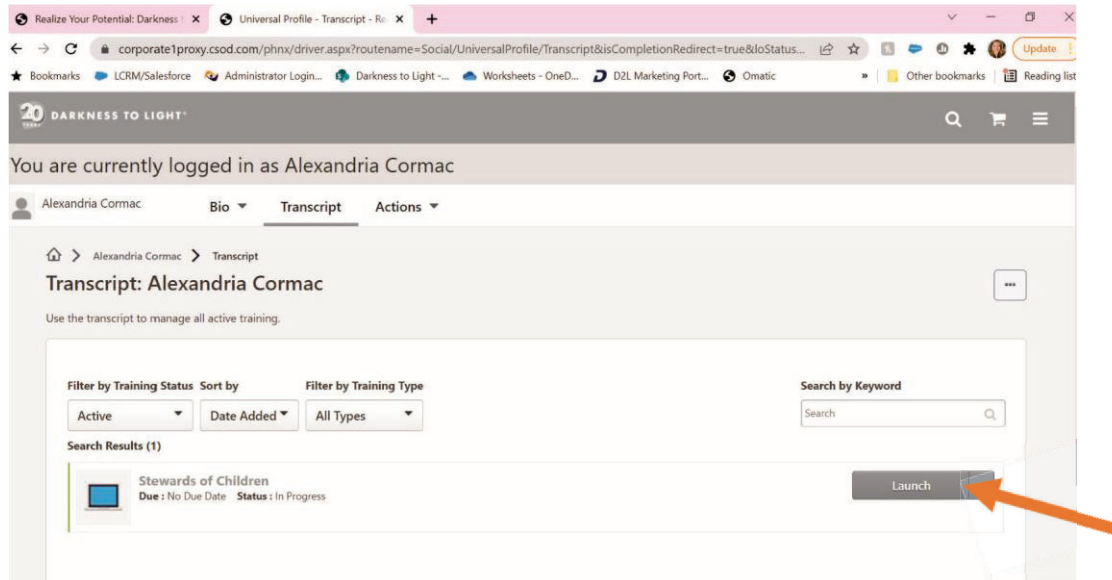


2. Scroll down and click **“View In-Progress Training”**.

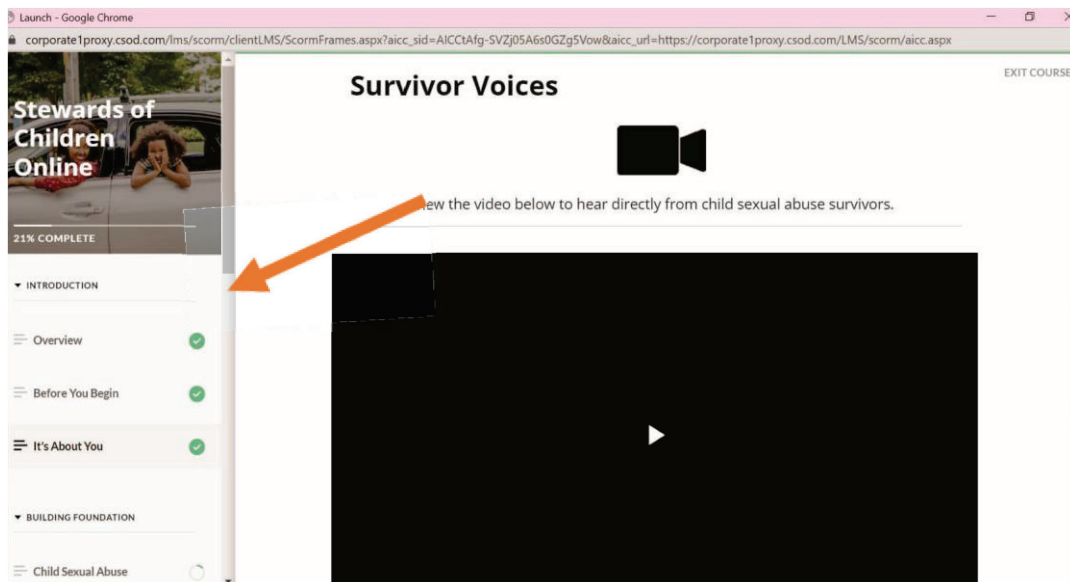


LAUNCHING YOUR IN-PROGRESS TRAINING

3. Click “Launch”.



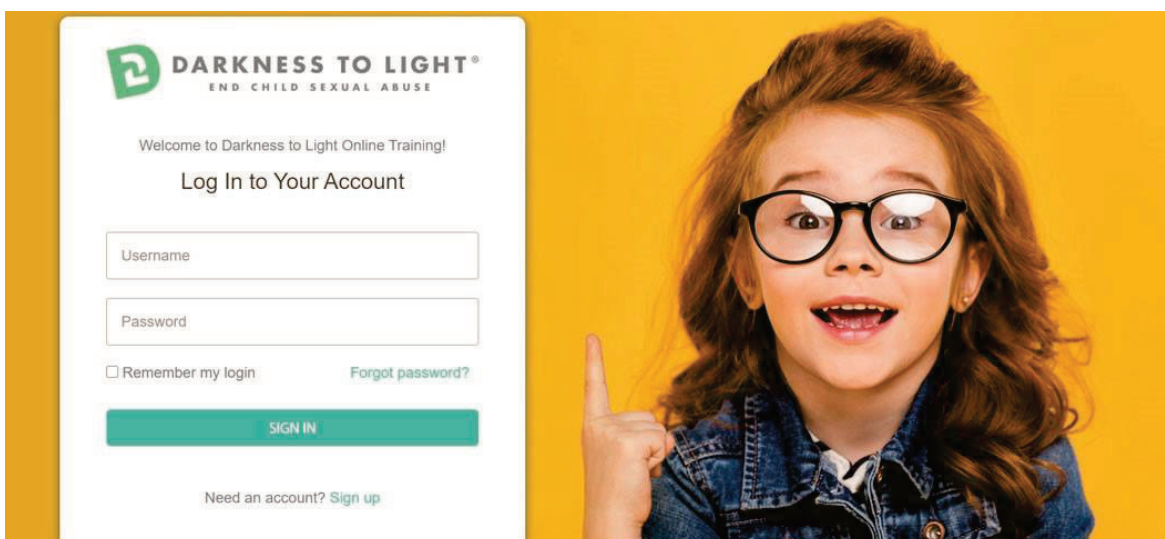
4. It will automatically resume where you left off. You can use the left side bar to move around the training if you need to review previous sections. You cannot skip ahead in the training.



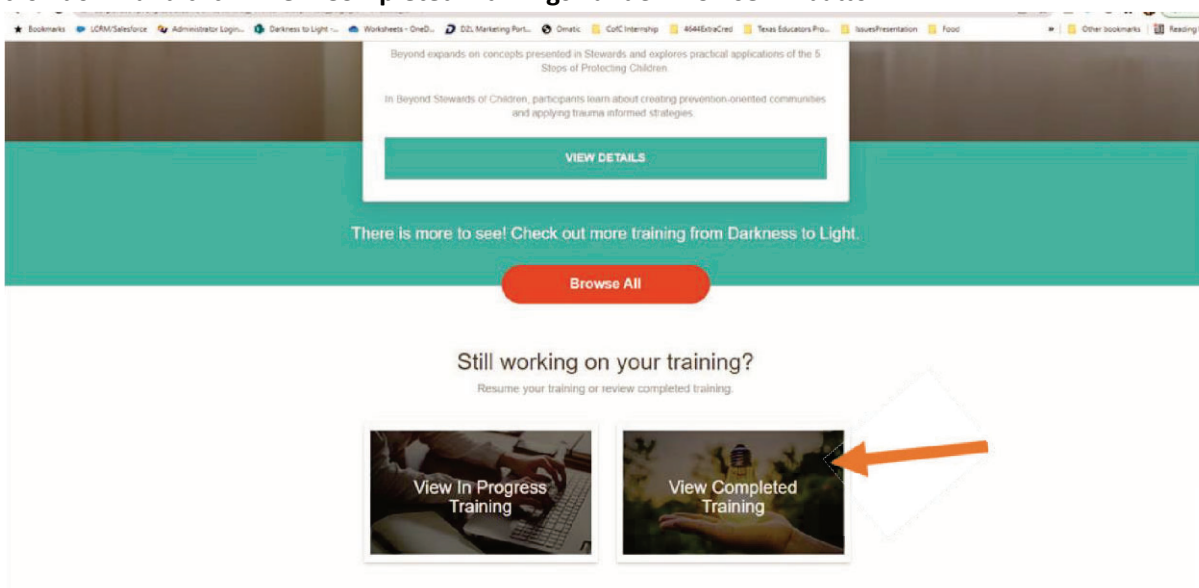
Upon completion, you will have access to your certificate both on the platform and via the email used to register.

ACCESSING YOUR TRAINING CERTIFICATE POST TRAINING

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

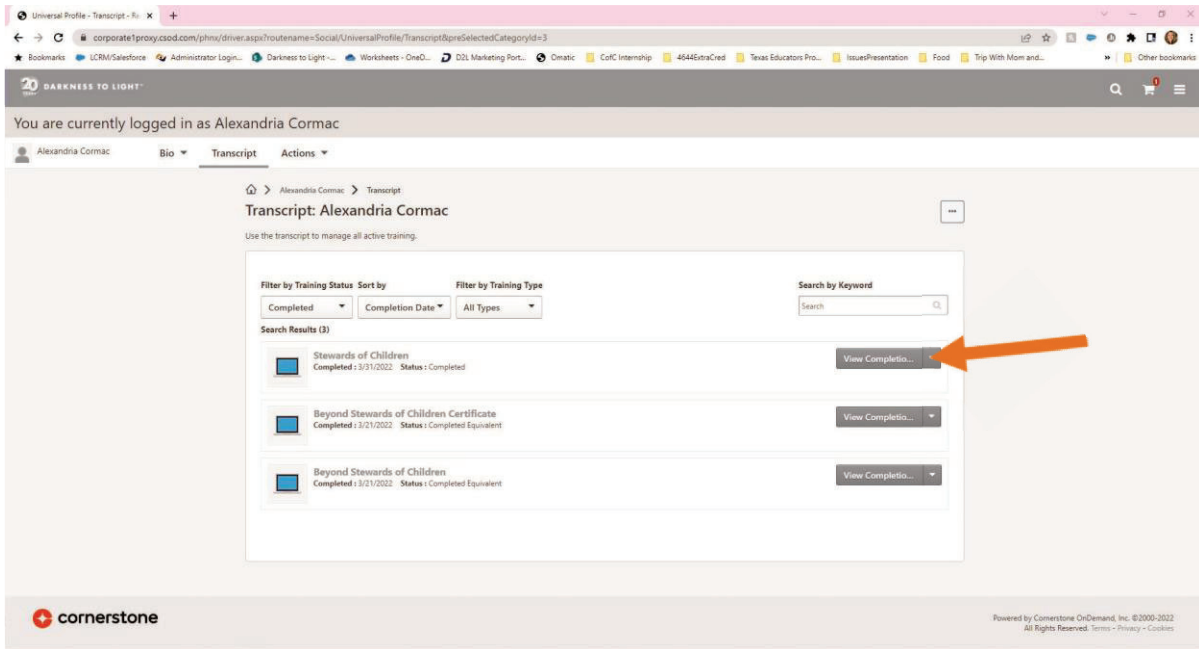


2. Scroll down and click “View Completed Trainings” under Browse All button.

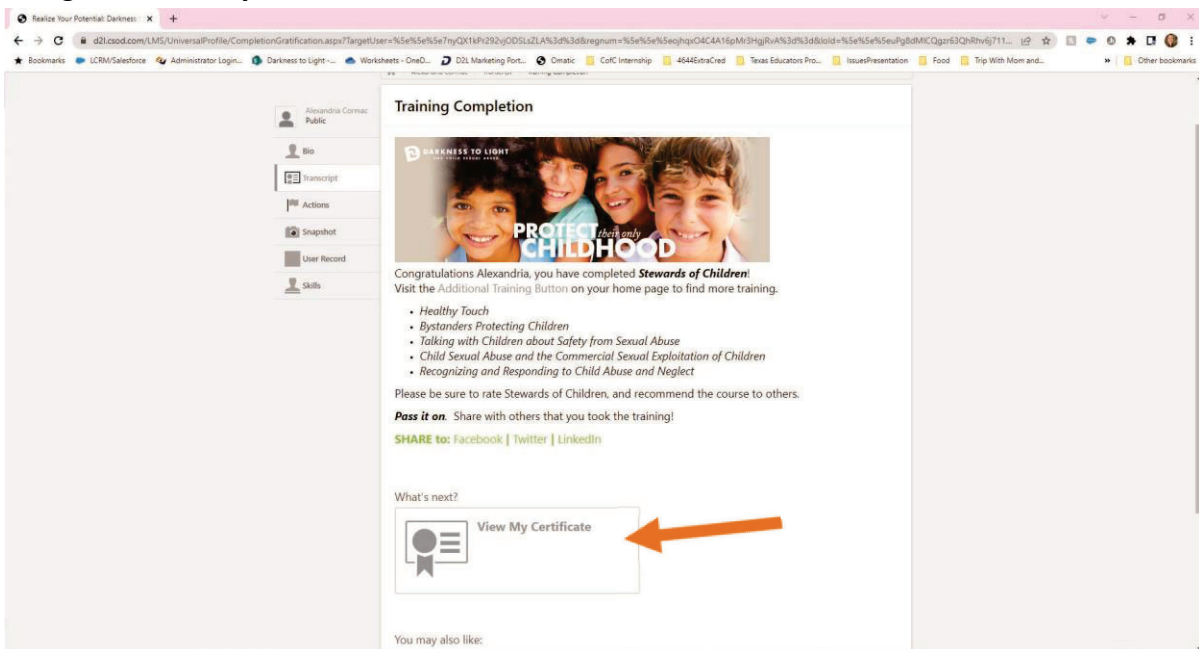


ACCESSING YOUR TRAINING CERTIFICATE

3. Click “View Completion”



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



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.”**

Use the transcript to manage all active training.


Filter by Training Status Sort by Filter by Training Type

Completed Completion Date All Types

Search by Keyword

Search




Search Results (1)

 **Stewards of Children**
Completed : 8/13/2022 Status : Completed Equivalent Training Type : Online Class

View Completion...
View Completion Page
View Certificate
Launch
View Training Details
Move to Archived Transcript

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.

Assignment and Version History

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	

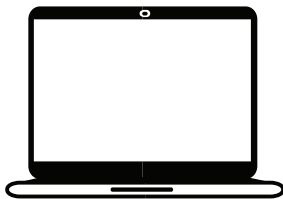
3. A new page will pop up with your certificate of completion.

OTHER TECH SUGGESTIONS

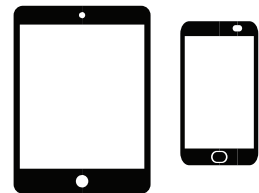
If you are struggling to open the eLearning here are a few suggestions that could help.

IF YOU CAN'T ACCESS THE COURSE

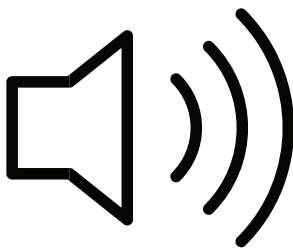
- Use Chrome for your browser.
- Try re-copying the URL link and press refresh.
- The eLearning course uses a pop-up window, make sure to enable pop-ups.
- You may need to close other running programs for the eLearning to work.
- Make sure to close out any other tabs on your browser. This will help the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

