

Idaho Children's Trust Fund - *Stewards of Children* Online Training User Guide.

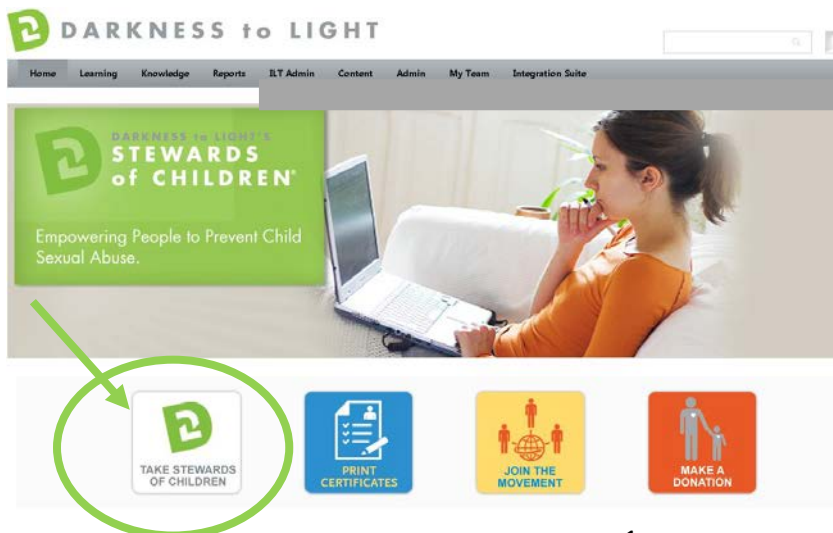
How register for the Stewards of Children online training:

1. Go to the online training login screen -
<https://d2l.csod.com/selfreg/register.aspx?c=idaho%20childrens%20trust%20fund>
2. If you are a new user, click "NEW USER".
 - o Enter all required fields and click "Login".
3. 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>
4. Now you are on your Personalized Training Center Dashboard.

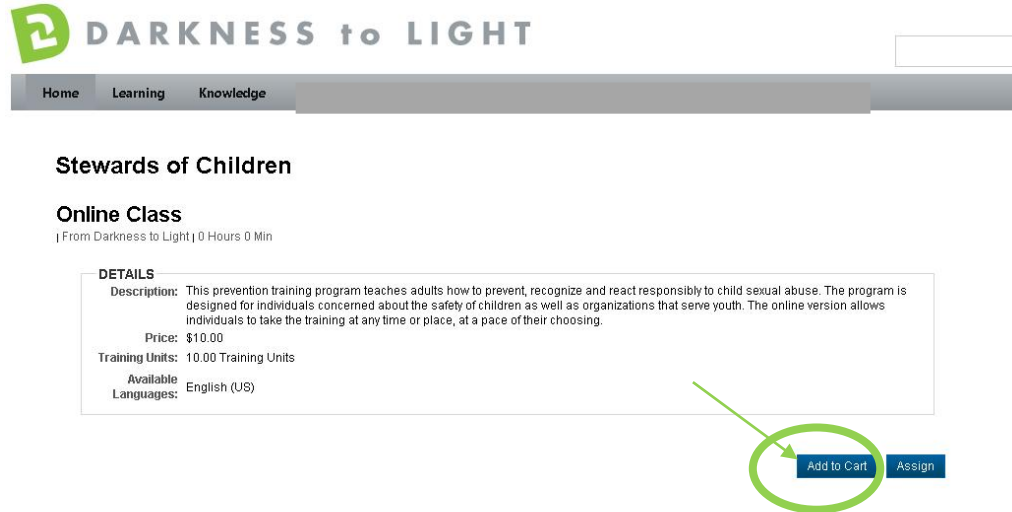
Once you are signed into your online training center dashboard you should see the screen below:



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



Click “Add to Cart”



DARKNESS to LIGHT

Home Learning Knowledge

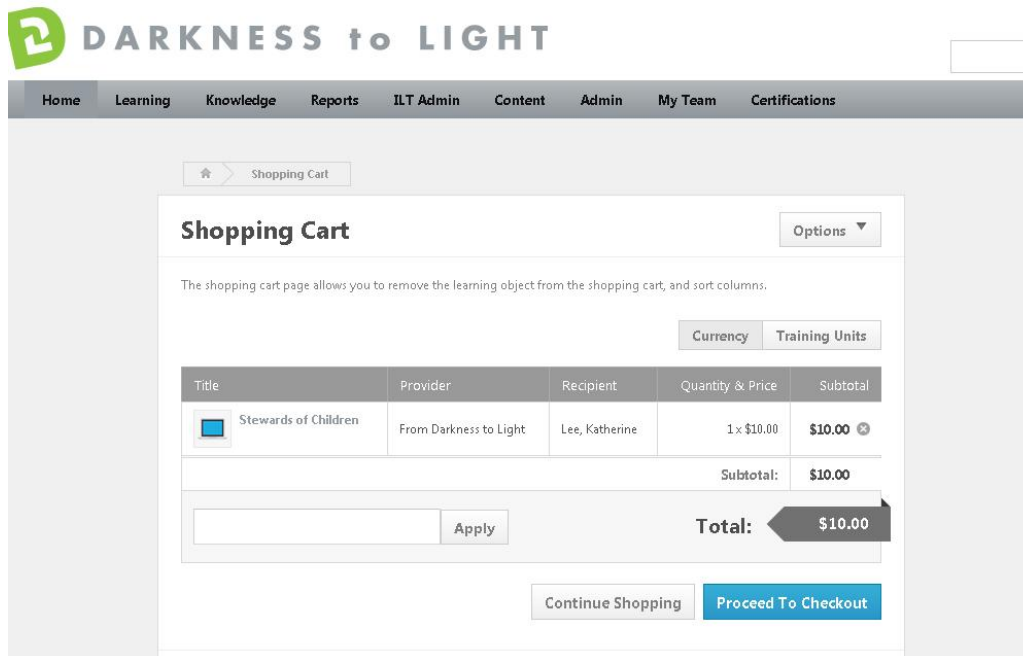
Stewards of Children

Online Class
From Darkness to Light | 0 Hours 0 Min

DETAILS
Description: This prevention training program teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The program is designed for individuals concerned about the safety of children as well as organizations that serve youth. The online version allows individuals to take the training at any time or place, at a pace of their choosing.
Price: \$10.00
Training Units: 10.00 Training Units
Available Languages: English (US)

[Add to Cart](#) [Assign](#)

You will then be brought to your Shopping Cart.



DARKNESS to LIGHT


Home Learning Knowledge Reports ILT Admin Content Admin My Team Certifications

Shopping Cart

Shopping Cart

The shopping cart page allows you to remove the learning object from the shopping cart, and sort columns.

Currency Training Units

Title	Provider	Recipient	Quantity & Price	Subtotal
 Stewards of Children	From Darkness to Light	Lee, Katherine	1 x \$10.00	\$10.00 ✕
			Subtotal:	\$10.00

[Apply](#) **Total:** \$10.00

[Continue Shopping](#) [Proceed To Checkout](#)

Enter the passcode from your email confirmation in the box to the left of the Total and click “Apply.”


Home Learning Knowledge Reports **ILT Admin** Content Admin My Team Certifications

Shopping Cart

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The shopping cart page allows you to remove the learning object from the shopping cart, and sort columns.

Currency Training Units

Title	Provider	Recipient	Quantity & Price	Subtotal
 Stewards of Children	From Darkness to Light	Lee, Katherine	1 x \$10.00	\$10.00
Subtotal:				\$10.00

Apply **Total: \$10.00**

Continue Shopping **Proceed To Checkout**

The coupon code will be applied and will take the \$10 fee away. Click “Proceed to Checkout.”


Home Learning Knowledge **Certifications**

Shopping Cart

Shopping Cart

The shopping cart page allows you to remove the learning object from the shopping cart, and sort columns.

Currency Training Units

Title	Provider	Recipient	Quantity & Price	Subtotal
 Stewards of Children	From Darkness to Light	Richardson, Jessica	1 x \$10.00	\$10.00 -\$10.00
Subtotal:				\$0.00

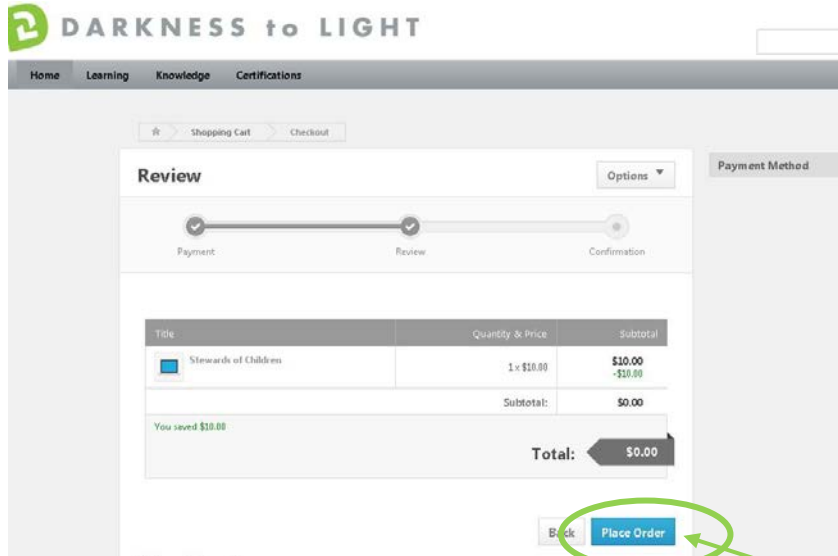
You saved \$10.00

Enter coupon code Apply **Total: \$0.00**

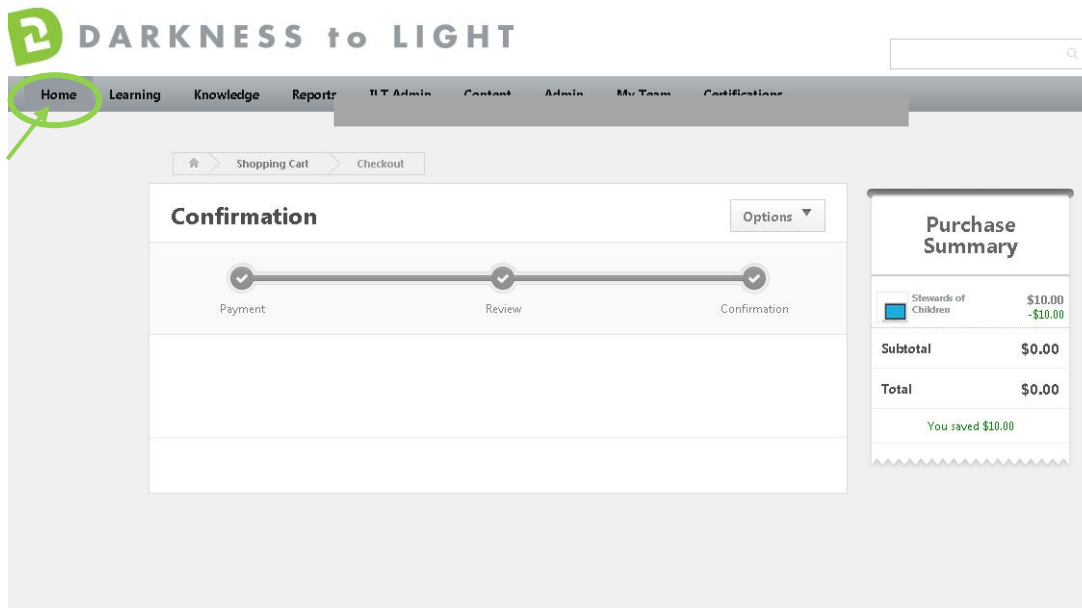
Coupon Code: [redacted] has been applied

Continue Shopping **Proceed To Checkout**

Click "Place Order"



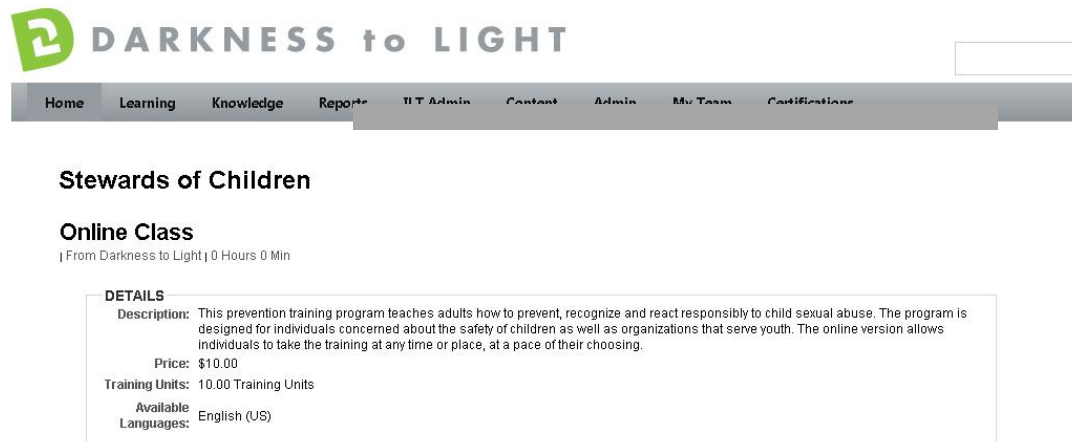
This will bring you to the confirmation page. If you are ready to take the *Stewards of Children* online training now, click on "Home."



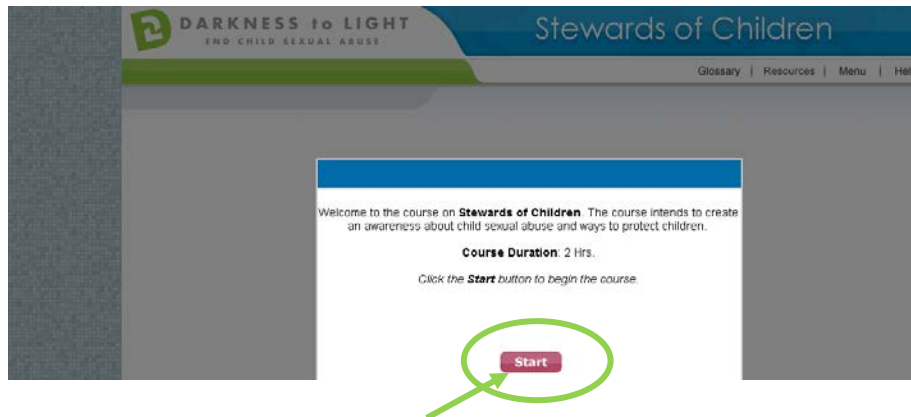
Click "Take Stewards of Children"



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

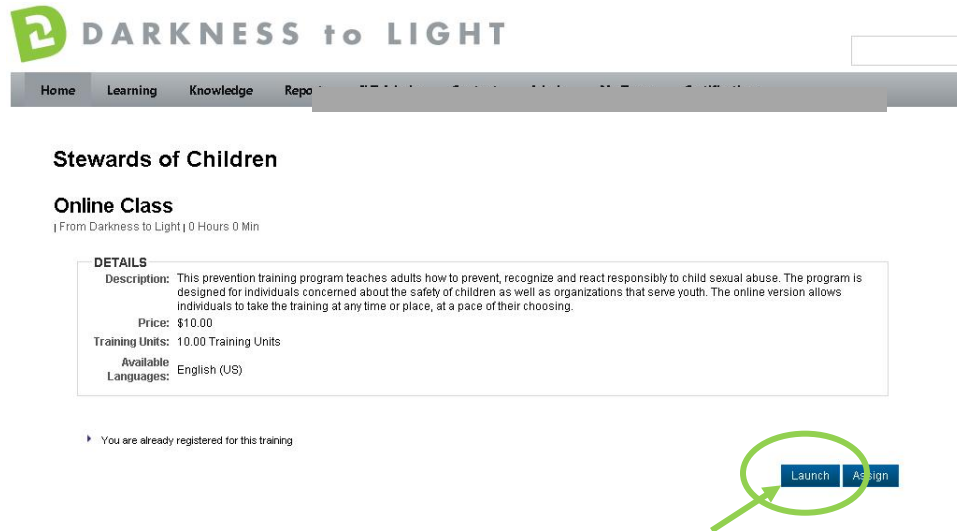


If you don't complete *Stewards of Children* in one sitting and would like to come back into the program at a later date, it will save your spot.

Login and Click “Take *Stewards of Children*”

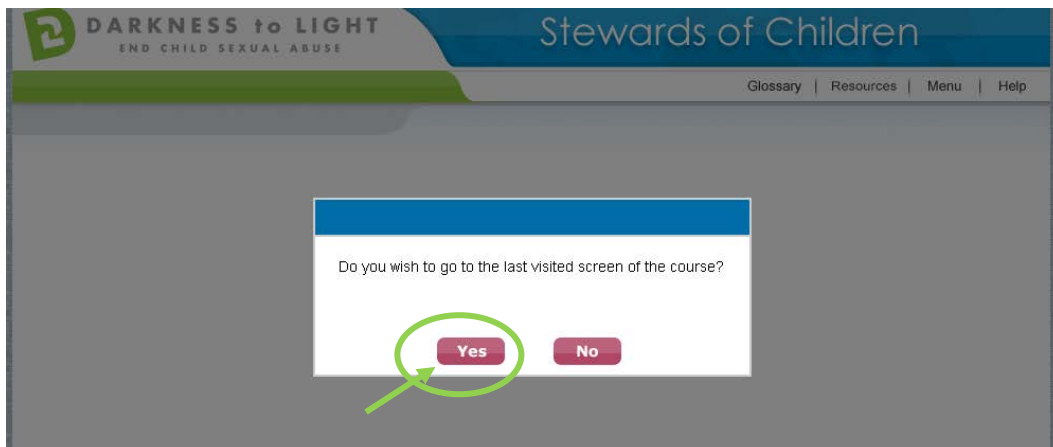


Click "Launch." Please ensure your pop-up blockers are off in order to launch the training.



The screenshot shows the "Stewards of Children" online class registration page. At the top, there is a navigation bar with "Home", "Learning", "Knowledge", and "Reports". Below the navigation bar, the page title is "Stewards of Children" and the section is "Online Class". A sub-header indicates the course is "From Darkness to Light | 0 Hours 0 Min". A "DETAILS" box contains the following information: Description: "This prevention training program teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The program is designed for individuals concerned about the safety of children as well as organizations that serve youth. The online version allows individuals to take the training at any time or place, at a pace of their choosing." Price: \$10.00. Training Units: 10.00 Training Units. Available Languages: English (US). Below the details box, a message states "You are already registered for this training". At the bottom right, there are two buttons: "Launch" and "Assign". A green circle highlights the "Launch" button, with a green arrow pointing to it from the left.

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

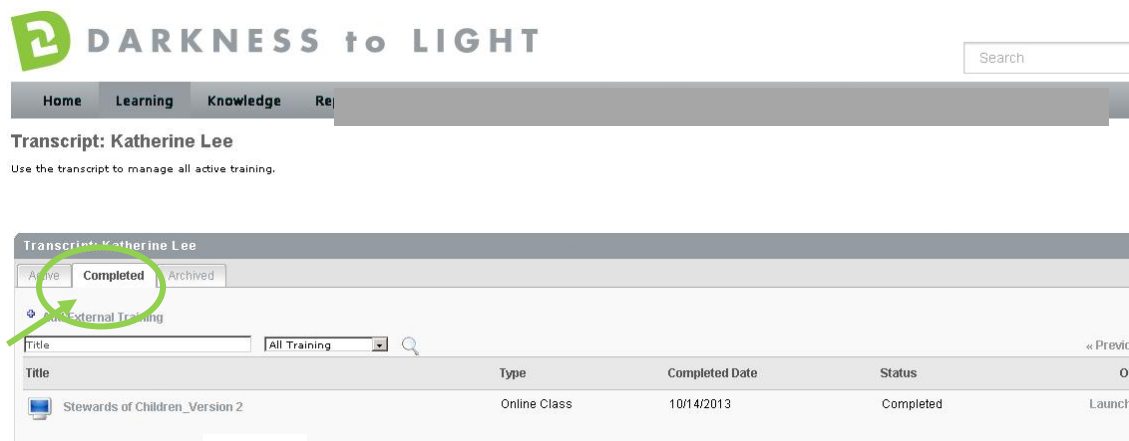


The screenshot shows a confirmation dialog box with a blue header bar. The text inside the dialog box asks, "Do you wish to go to the last visited screen of the course?". Below the text are two buttons: "Yes" and "No". A green circle highlights the "Yes" button, with a green arrow pointing to it from the left.

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



Click on the “Completed” tab



Click on the title “Stewards of Children”

Transcript: Katherine Lee


Use the transcript to manage all active training.

Transcript: Katherine Lee

Active **Completed** Archived

Add External Training

Title All Training « Previous

Title	Type	Completed Date	Status	Opt
 Stewards of Children	Online Class	10/14/2013	Completed	Launch

Click on "Print Certificate."



Transcript: Katherine Lee >

Stewards of Children

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.