DARKNESS TO LIGHT®

END CHILD SEXUAL ABUSE

USER GUIDE:
AKC "FROM BYSTANDER TO UPSTANDER"
ONLINE TRAINING PROCESS with CODE

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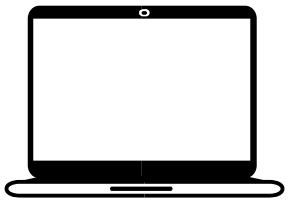
TECH SUGGESTIONS

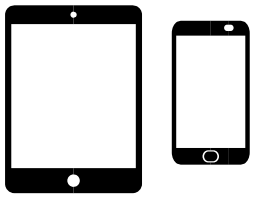
If you are struggling to open the eLearning here are a few suggestions that could help.

WE RECOMMEND THE FOLLOWING:

- Use **Chrome** for your browser with a strong WIFI signal.
- 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.

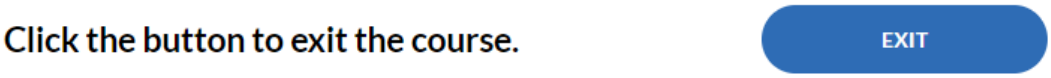


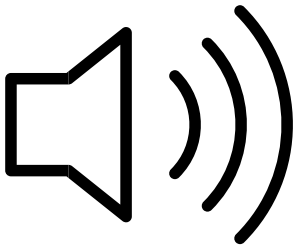
Consider using a different device. This course runs best on desktop computers and laptops.



When exiting the course select EXIT COURSE on the top right corner.

Once you complete the quiz, continue to scroll through the training until all circles are complete on the left and there is an EXIT at the end of the course.





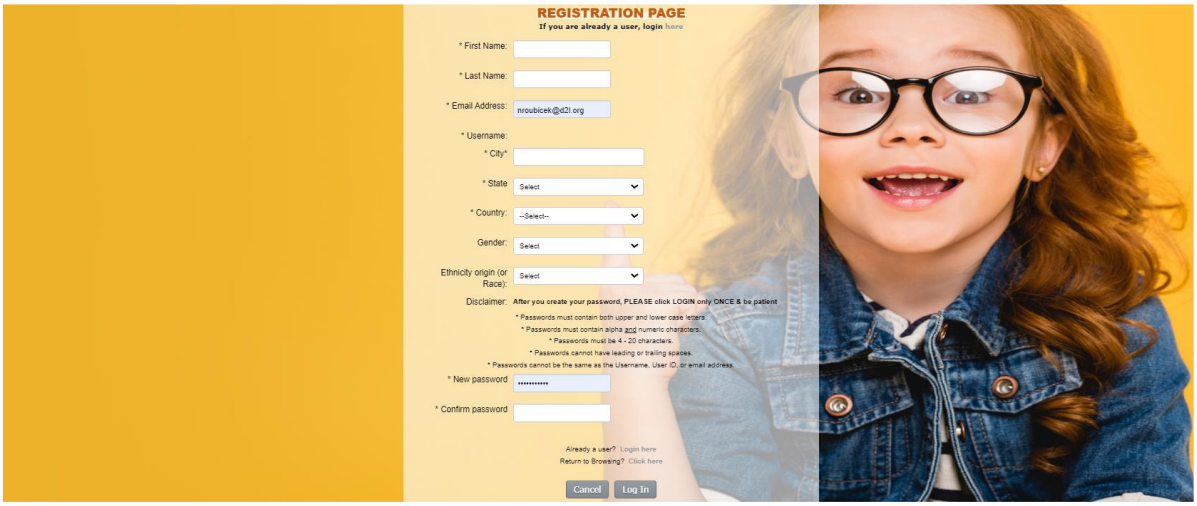
IF YOU CAN'T HEAR THE COURSE

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

HOW TO REGISTER

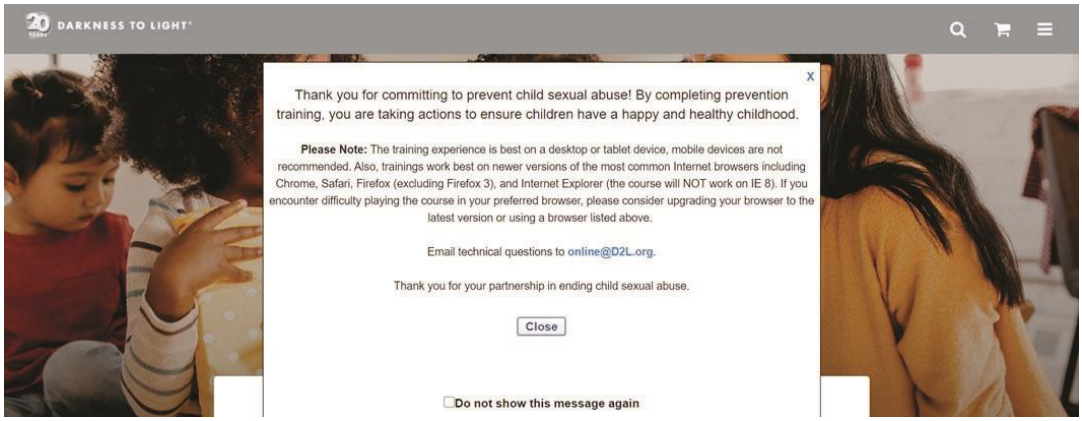
1. Go to the Darkness to Light training registration screen

   https://d2l.csod.com/selfreg/register.aspx?c=akc



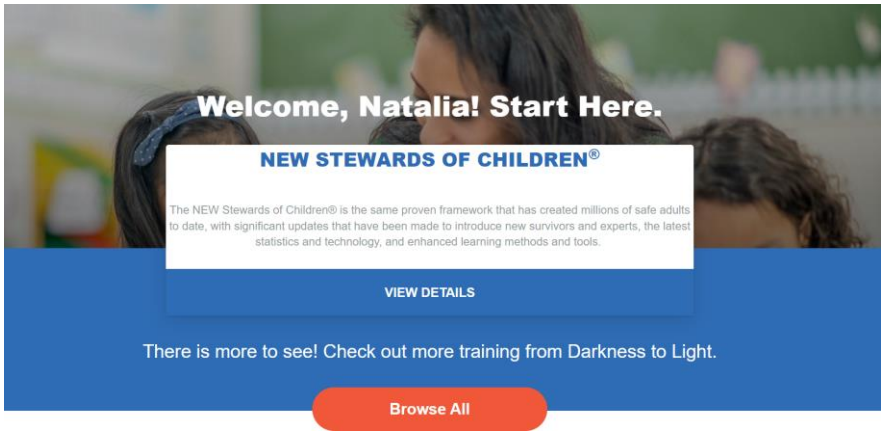
2. Enter all required fields and select the grey "**Login**" button ONCE. Please be patient for the Welcome Page to load.

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

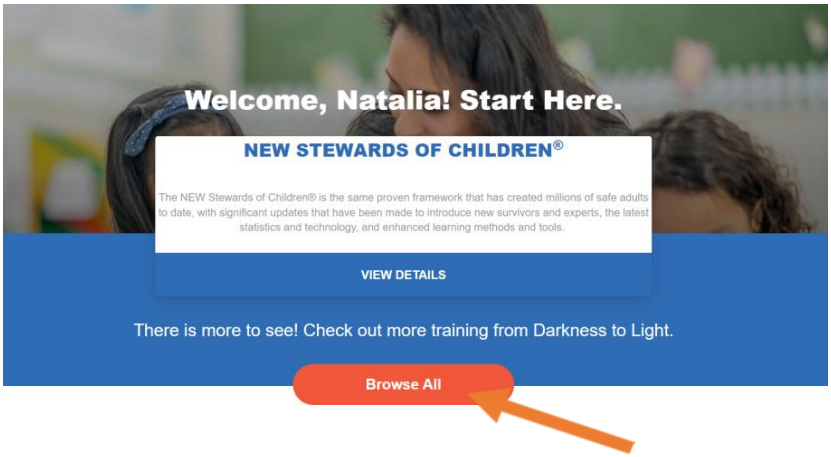


HOW TO PURCHASE THE TRAINING WITH CODE

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:

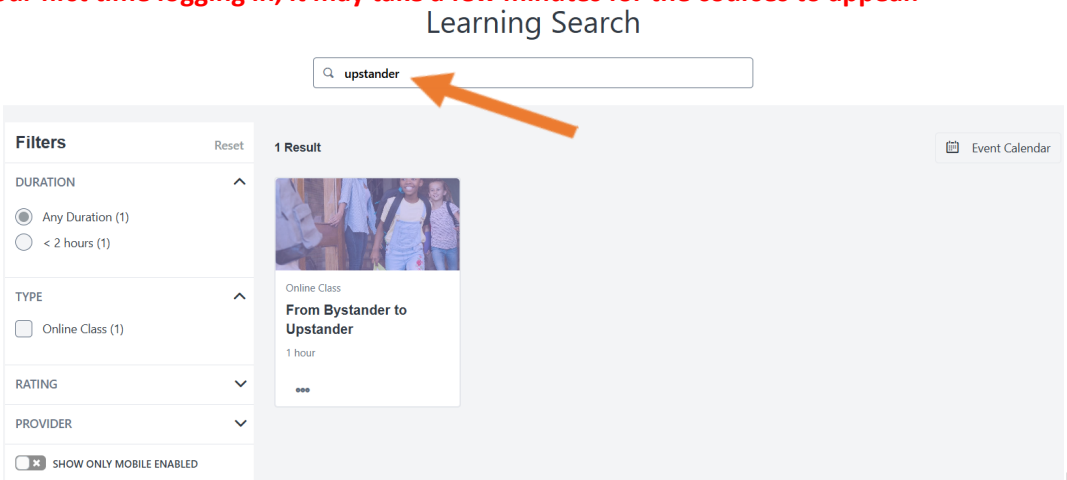


2. Select "**Browse All**" to go to the online training search page.



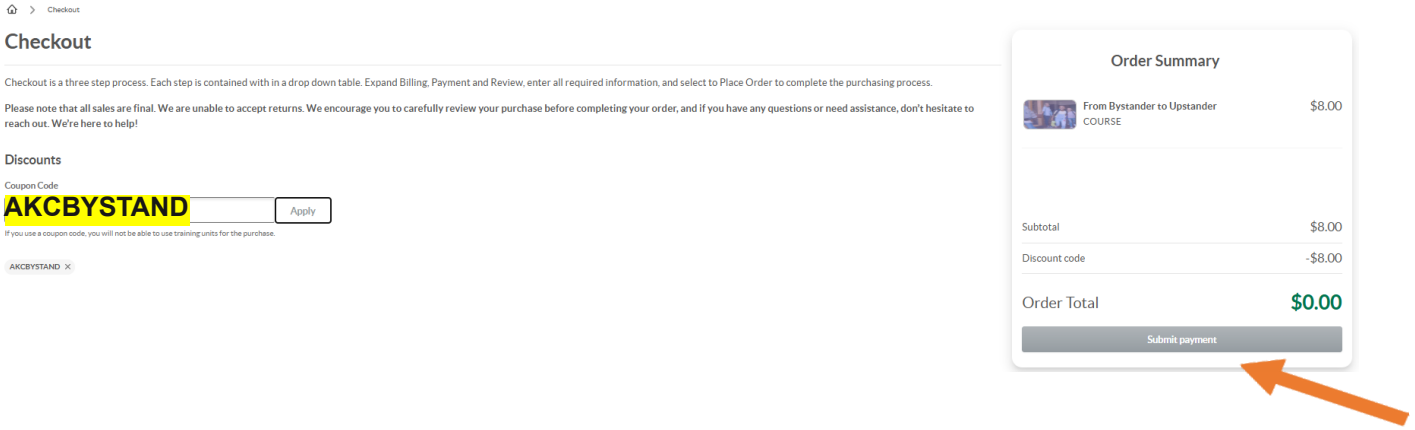
3. Type the name of the course: **Upstander** in the **"Search for Learning"** field. Then, select on the box of the training you would like to take. Then, select **"Add to Cart".**

If this is your first time logging in, it may take a few minutes for the courses to appear.

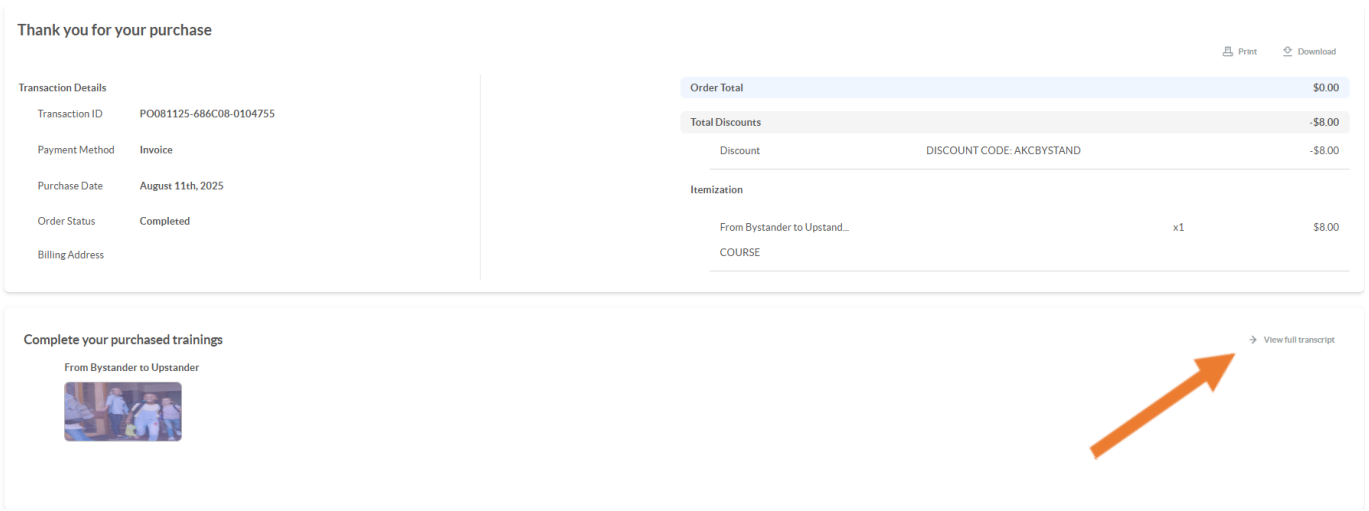


HOW TO PURCHASE THE TRAINING WITH CODE

4. You will then be brought to your Shopping Cart. Select "Continue to Checkout". Enter the code **AKCBYSTAND** in the box to the left of the **Total** and select "**Apply**." Then select "**Submit Payment.**"

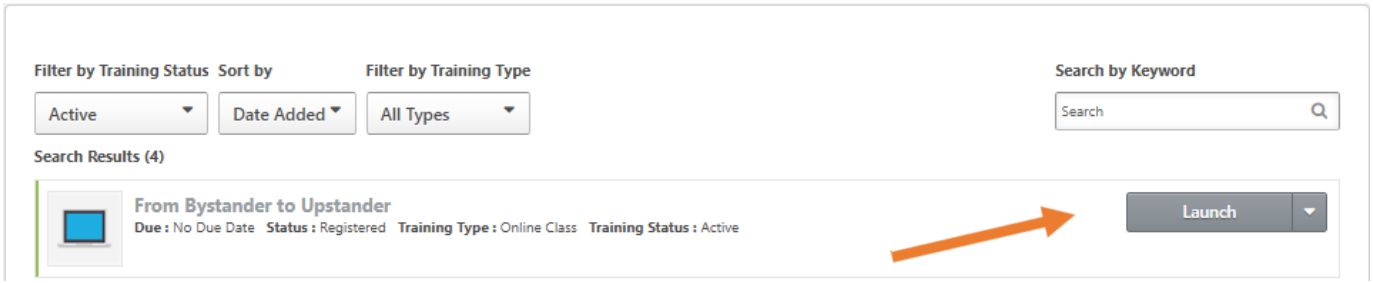


6. This will bring you to the Confirmation page. If you are ready to launch the online training now, select "**View Transcript**."

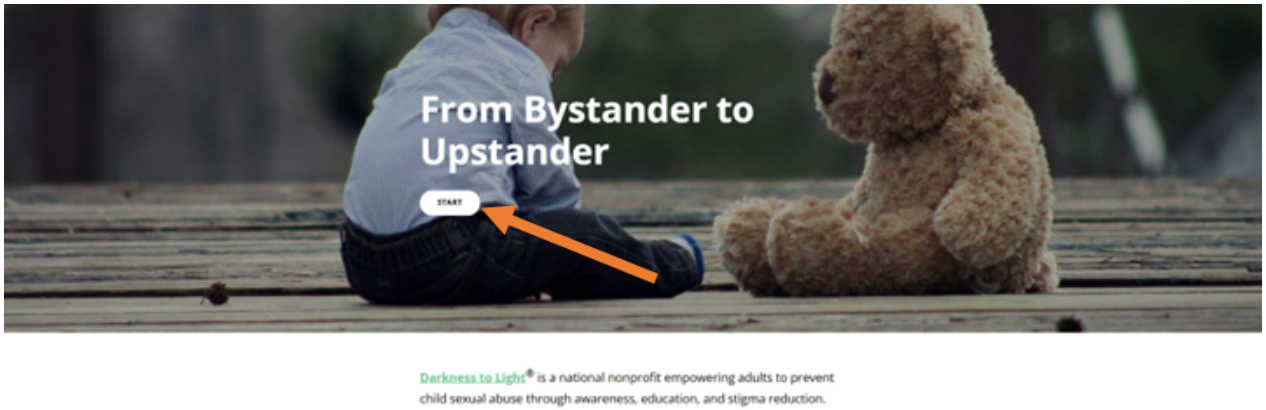


HOW TO LAUNCH THE TRAINING

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

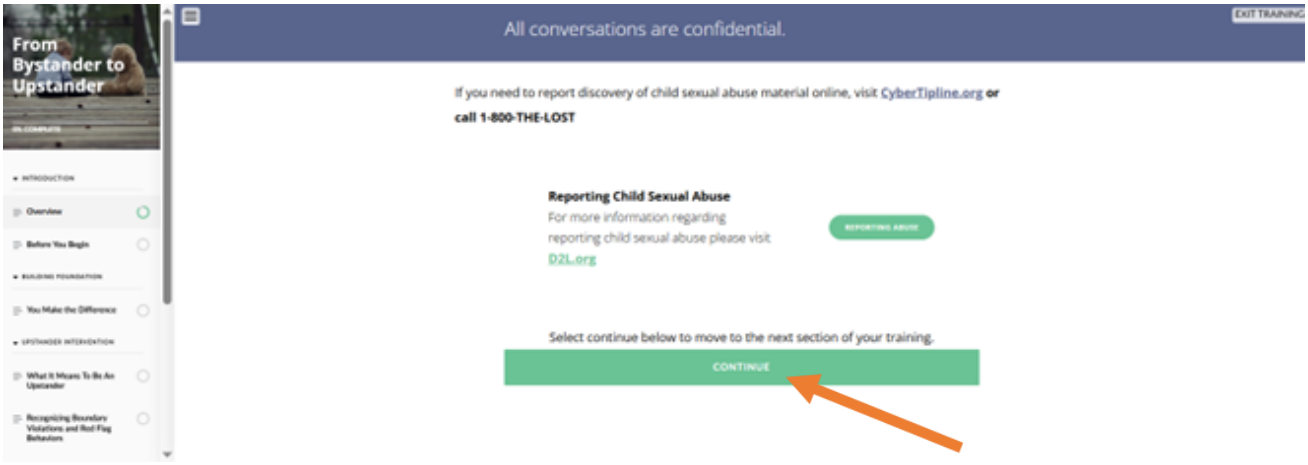


2. This will open a new window. Select the "**Start"** button to begin.

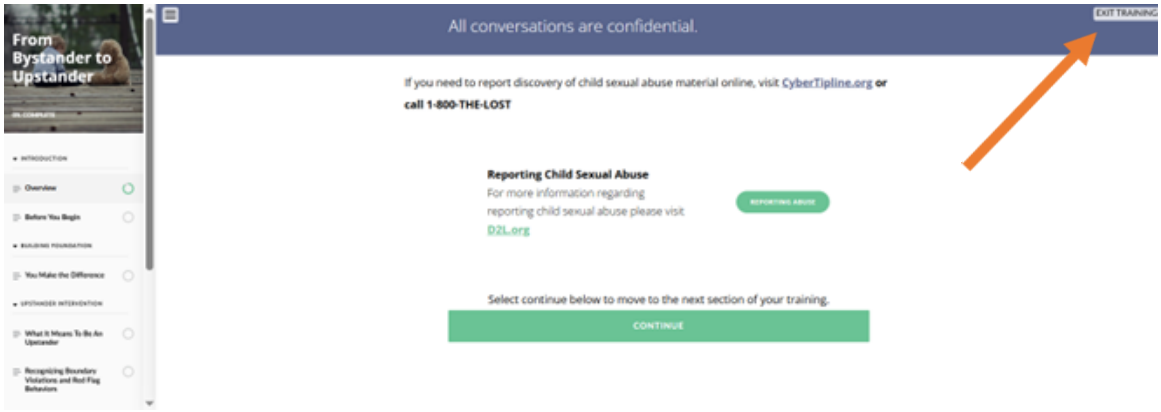


HOW TO LAUNCH THE TRAINING

3. Select the "**CONTINUE**" button to begin the training.



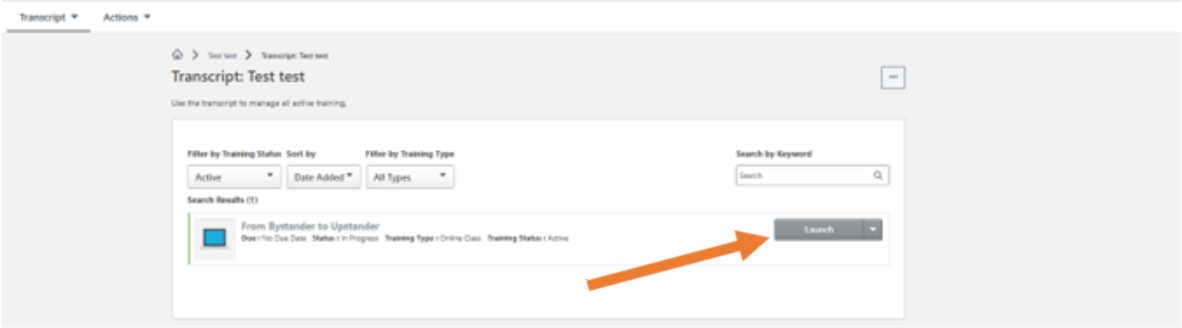
4. If you do not complete the training in one sitting and would like to come back to the training later, it should save your spot. Select "**Exit Course**" in the upper right corner of the window.



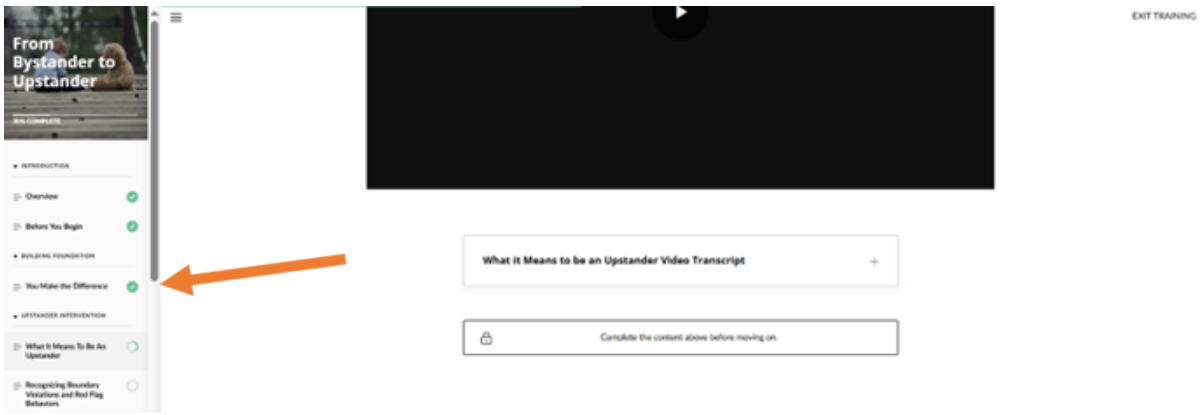
LAUNCHING YOUR IN-PROGRESS TRAINING

LAUNCHING YOUR IN-PROGRESS TRAINING

3. Select “**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.

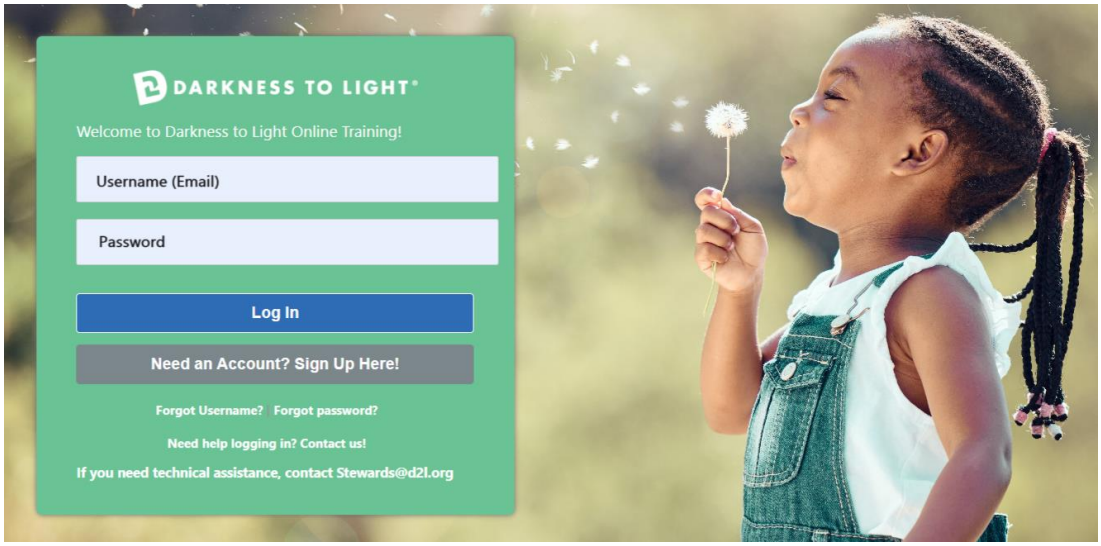


Upon completion, you will have access to your certificate both on the platform and via the email used to register.

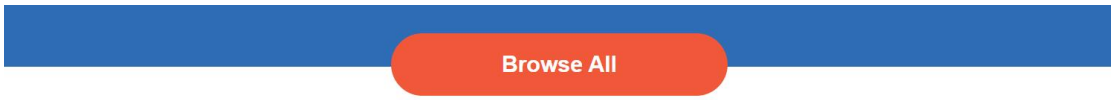
ACCESSING YOUR TRAINING CERTIFICATE POST TRAINING

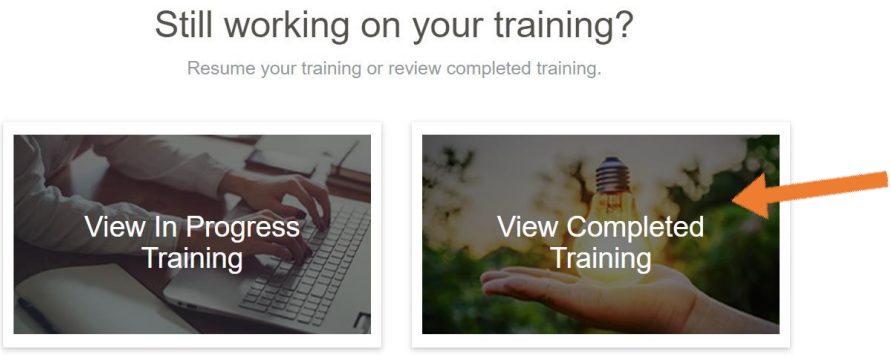
1. Login with your credentials at: https://d2l.csod.com/

a. The login screen looks like the picture below.



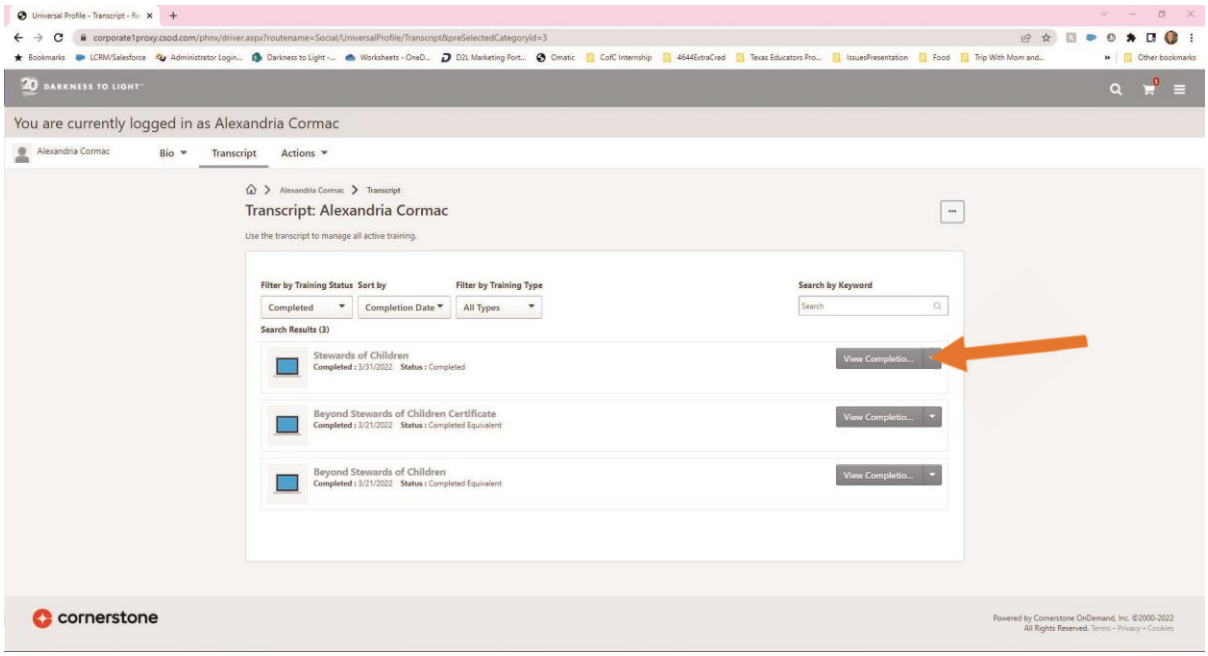
2. Scroll down and select "**View Completed Trainings**" under **Browse All** button.



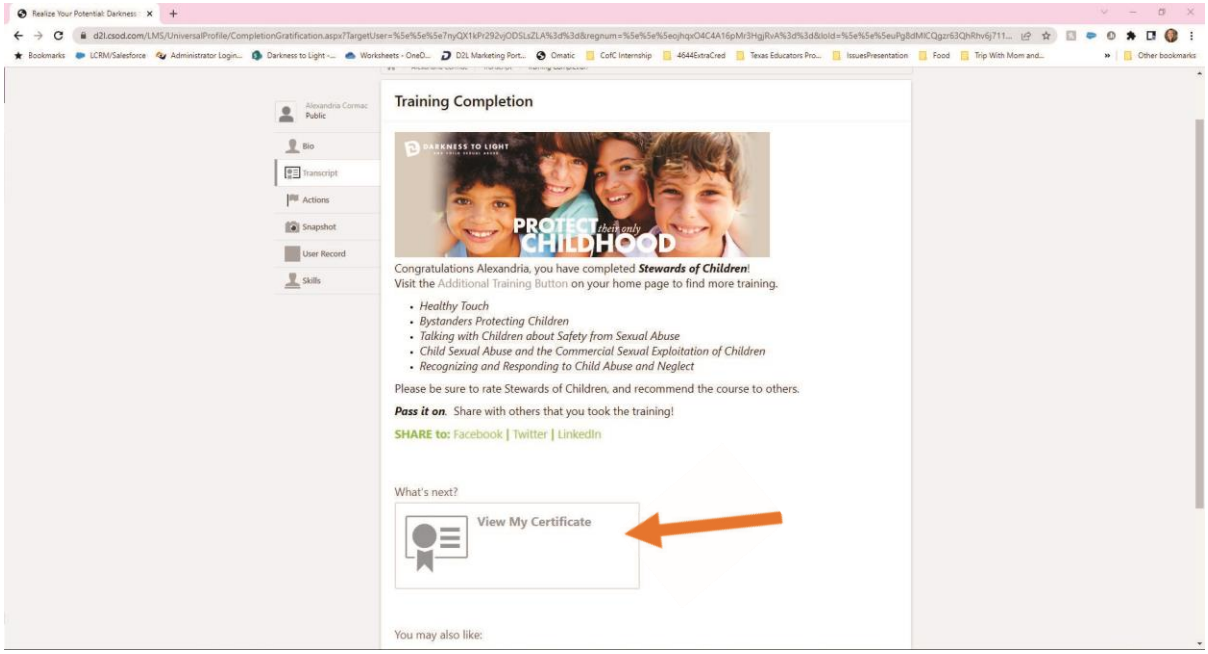


ACCESSING YOUR TRAINING CERTIFICATE

3. Select "**View Completion**"



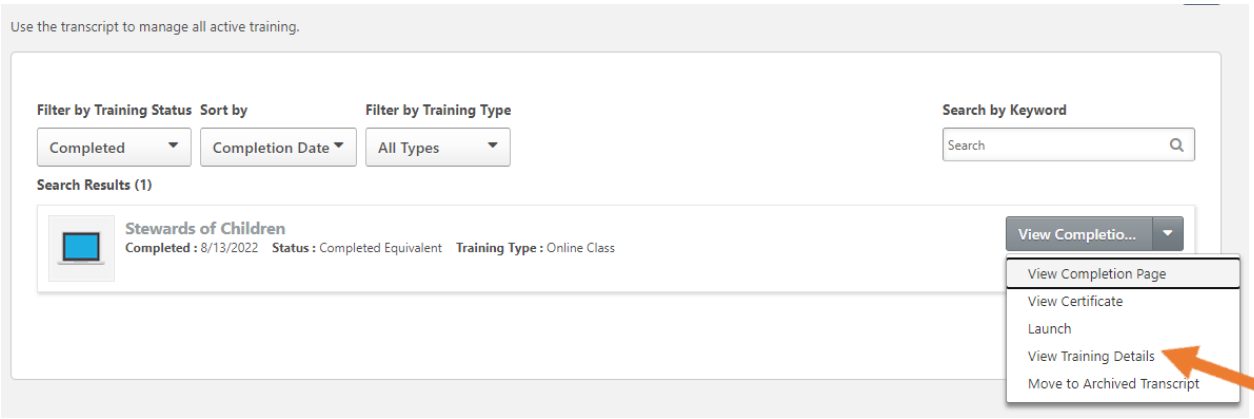
4. This will take you to the Training Completion Page. You can view and download yourcertificate by selecting on "**View My Certificate**"



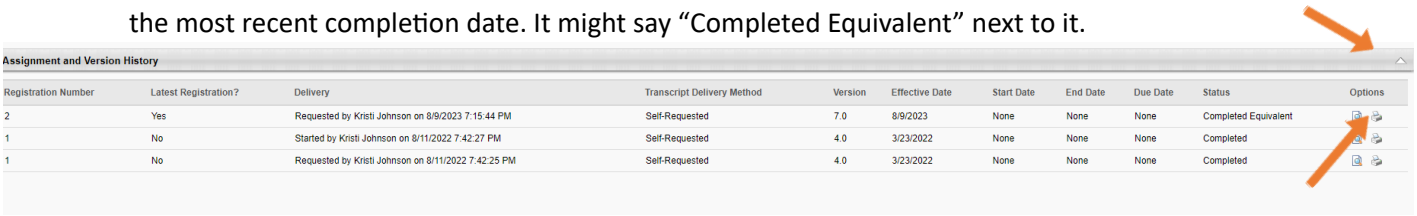
ACCESSING YOUR TRAINING CERTIFICATE

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, select "**View Training Details.**"



2. Select the drop-down arrow for "Assignment and Version History" and select on the printer icon of the most recent completion date. It might say "Completed Equivalent" next to it.



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