

# Registration Instructions

## Adventist Child Protection Screening

[Click here](#) for a detailed video on the registration process

**Step 1:** Go to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist) and click on the first-time registrant button

**Step 2:** Select the Union and Conference where you work or volunteer

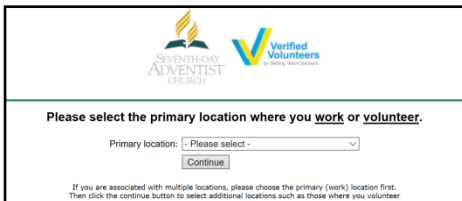
**Step 3:** Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.



The screenshot shows the 'Please create a user id and password that you will use to access your account' screen. It includes instructions about common names and suggests using full names or email addresses. There are input fields for 'Create a User ID' and 'Create a Password', followed by a 'Continue' button. A note at the bottom states: 'Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 8 characters long. Your password must be at least 8 characters long. Important note about selecting passwords'.

**Step 4:** Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

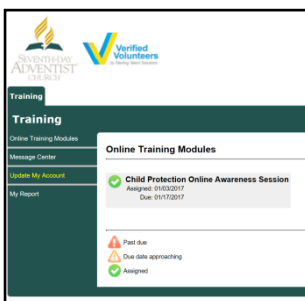
**Step 5:** Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.



The screenshot shows the 'Please select the primary location where you work or volunteer' screen. It features a dropdown menu for 'Primary location' with the text 'Please select -' and a 'Continue' button. A note at the bottom states: 'If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer'.

**Step 6:** Select your role(s) within the organization (multiple may be selected).

**Step 7:** Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate.



The screenshot shows the 'Training' section of the dashboard. It includes a sidebar with links for 'Online Training Modules', 'Message Center', 'Update My Account', and 'My Report'. The main content area shows 'Online Training Modules' with a green checkmark and the text 'Child Protection Online Awareness Session' and 'Assigned 01/03/2017 Due 01/17/2017'. There are also status indicators for 'Past due', 'Due date approaching', and 'Assigned'.

### Additional Details:

Once the online training and the submission of your background check is completed, you can [login to your account](#) and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal information.

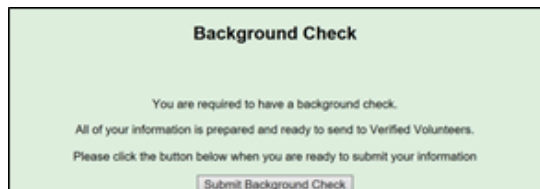
**Step 8:** Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour).

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**Step 9:** Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process (Note: The background check will only take 5-10 minutes).



**Background Check**

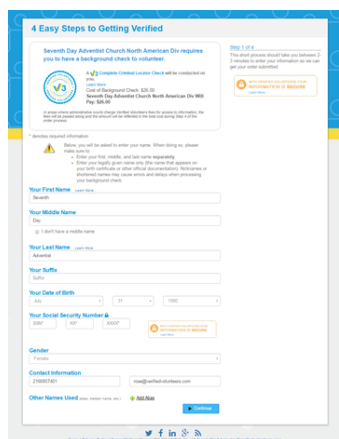
You are required to have a background check.

All of your information is prepared and ready to send to Verified Volunteers.

Please click the button below when you are ready to submit your information

[Submit Background Check](#)

**Step 10:** If you are a volunteer, you will be directed to complete the Verified Volunteers Background Check by clicking on 'Complete the Verified Volunteers Background Check'. Verified Volunteers will require you as a volunteer to claim your account using three pieces of information – email address, home zip code and date of birth. You will then be redirected to the Verified Volunteers platform to confirm the details required for the background check.



**4 Easy Steps to Getting Verified**

**Step 1 of 4**

Seventh Day Adventist Church North American Div requires you to have a background check to volunteer.

**Background Check Cost:**  
 One-time Background Check: \$25.00  
 Renewal: The Adventist Church North American Div: \$50.00  
 Pay: \$25.00

**Background Check Information:**  
 Please provide the following information to complete your background check.  
 \* Please provide your legal name and date of birth to complete your background check.

**Your First Name**

**Your Middle Name**

**Your Last Name**

**Your Suffix**

**Your Date of Birth**

**Your Social Security Number**

**Gender**

**Contact Information**

**Other Names Used**

[Go to Step 2](#)

### Additional Background Check Information:

- Enter your full LEGAL name – Not an alias or nick name
- You will be giving consent to run the background check on Step 3
- The Fair Credit Reporting Act governs all background checks – We are NOT checking your credit report. Use of the word “credit” references the law. You can print a copy of that consent form.

**Step 11:** Review and complete the consent form.



**4 Easy Steps to Getting Verified**

**Step 2 of 4**

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. Seventh Day Adventist Church North American Div is required by law to provide you with information regarding these rights and to gain your consent for a background check before we proceed with the background check process.

**Consent to Use of Electronic Records and Signatures**

You have the opportunity to complete and sign documents, as well as receive notices and other information directly from our website and background check, in electronic form. To give us your consent to receive documents and signatures, and to sign this document with the same effect as physically signing and writing, click the "I Agree" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- A functional e-mail address

I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A Summary of Your Rights Under the Fair Credit Reporting Act."

I have read the Disclosure Regarding the Volunteer/Non-Paid Position Background Report provided by Verified Volunteers and the Authorization to Obtain Volunteer/Non-Paid Position Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 311 South College Avenue, Fort Collins, CO 80504 (201) 246-1888, to use my information for the purpose of background screening and the release of such reports to any organization (including me) that is affiliated with the organization, to assist the organization in making a volunteer/non-paid position decision involving me at any time after receipt of the authorization and throughout my volunteer/non-paid position. In the event permitted by law, to this end, I hereby authorize, without restriction, any state or federal law enforcement agency, credit bureau or other information service bureau or data repository to search any and all information regarding me in a verified volunteer and the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that I understand this, authorize or permission of this authorization shall be as well as the original.

I understand that by signing my name above I am giving my consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents.

**Your First Name**

**Your Last Name**

[I Agree](#)

**Step 12:** Confirm the information is correct and click submit. Once the background check has been successfully processed you will be notified via email.