

# Registration Instructions

## Adventist Child Protection Screening

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

**(PREFERRED BROWSER: GOOGLE CHROME)**

**Step 1:** Go to <https://ncsrisk.org/adventist> and click on the first-time registrant button

**Step 2:** Select the Union and Conference where you work or volunteer (SOUTHWESTERN UNION & TEXAS CONFERENCE)

**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.

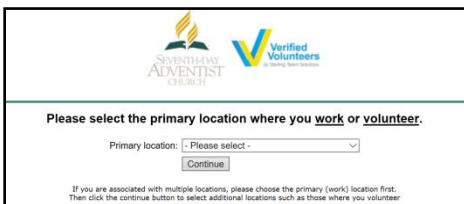


The screenshot shows a registration form with the following fields and instructions:

- Header: SEVENTH DAY ADVENTIST CHURCH and Verified Volunteers logo.
- Section: Please create a user id and password that you will use to access your account.
- Text: Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like Sarah and Roger are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.
- Form: Create a User ID: [input field]
- Form: Create a Password: [input field]
- Button: Continue
- Text: 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 6 characters long. Your password must be at least 8 characters long.
- Text: [Important note about selecting password](#)

**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 the 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.

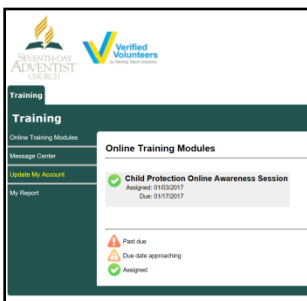


The screenshot shows a registration form with the following fields and instructions:

- Header: SEVENTH DAY ADVENTIST CHURCH and Verified Volunteers logo.
- Section: Please select the primary location where you work or volunteer.
- Form: Primary location: - Please select - [dropdown menu]
- Button: Continue
- Text: 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.



The screenshot shows a dashboard with the following elements:

- Header: SEVENTH DAY ADVENTIST CHURCH and Verified Volunteers logo.
- Section: Training
- Section: Online Training Modules
- Section: Message Center
- Section: Update My Account
- Section: My Report
- Item: Child Protection Online Awareness Session (Assigned: 01/20/2017, Due: 01/17/2017)
- Item: Past due (Warning icon)
- Item: Due date approaching (Warning icon)
- Item: Assigned (Success icon)

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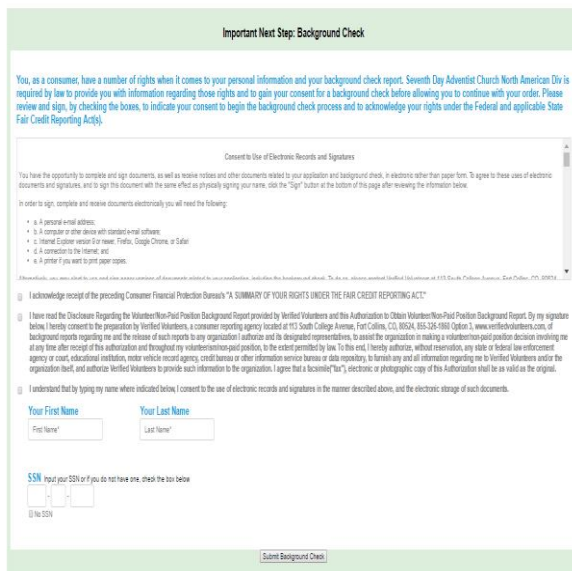
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**Step 9:** Upon completion of the online training, you will be instructed to complete a background check. Please complete the steps within the background check process (Note: The background check will only take 5-10 minutes).



**Step 10:** Consent Form (please read and fill out the information requested). The consent form will look like this: (depending on the background check package associated with your role)



### 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.

**\*\*\* On the digital signature portion, kindly make sure to enter the same name format that you have entered initially on the Registration Process as the system is made to be very case sensitive.**

**Step 12:** Confirm the information is correct and click submit. Once the background check has been successfully processed you will be notified via email (**please check junk/spam folders**).