

Registration Instructions

Adventist Child Protection Screening

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

Step 1: Go to www.ncsrisk.org/adventist and click on the first-time registrant button

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

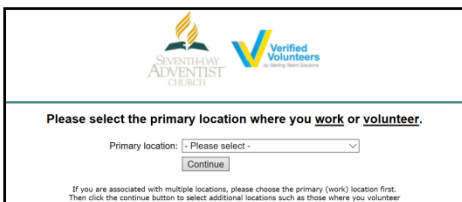
Step 3: Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.



The screenshot shows the 'Please create a user id and password that you will use to access your account' screen. It includes instructions on naming conventions and a form with fields for 'Create a User ID' and 'Create a Password', followed by a 'Continue' button. A link to the 'Forgot your password' page is also visible.

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

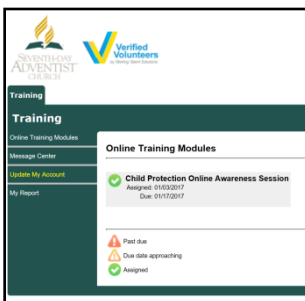
Step 5: Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.



The screenshot shows the 'Please select the primary location where you work or volunteer' screen. It features a dropdown menu for 'Primary location' and a 'Continue' button. A note at the bottom explains that users with multiple locations should select their primary (work) location first.

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' dashboard. It includes a sidebar with links to 'Online Training Modules', 'Message Center', 'Update My Account', and 'My Report'. The main content area displays 'Online Training Modules' with a list of modules, including 'Child Protection Online Awareness Session' which is marked as '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

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