

# 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

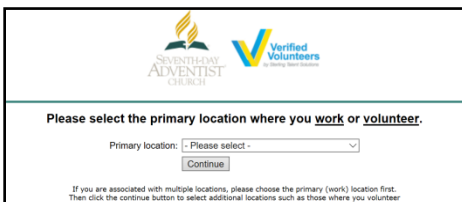
**Step 3:** Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.



The screenshot shows the user creation interface. At the top, there are logos for the Seventh-day Adventist Church and Verified Volunteers. Below the logos, the text reads: "Please create a user id and password that you will use to access your account". A note states: "Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jane' and 'joe' 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." There are two input fields: "Create a User ID:" and "Create a Password:". A "Continue" button is located below the password field. At the bottom, there are two lines of small 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." and "Your password must be at least 8 characters long." A red link "to contact us about selecting passwords" is at the bottom left.

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

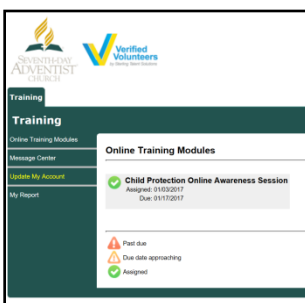
**Step 5:** Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.



The screenshot shows the primary location selection screen. At the top, there are logos for the Seventh-day Adventist Church and Verified Volunteers. Below the logos, the text reads: "Please select the primary location where you work or volunteer." There is a dropdown menu labeled "Primary location:" with the text "- Please select -" and a downward arrow. A "Continue" button is located below the dropdown menu. At the bottom, there is a line of small 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. Upon completion, the last screen will allow you to print a certificate.



The screenshot shows the online training modules screen. At the top, there are logos for the Seventh-day Adventist Church and Verified Volunteers. Below the logos, there is a navigation menu with "Training" selected. The main content area is titled "Online Training Modules" and contains a table with one row: "Child Protection Online Awareness Session" with "Assigned: 9/15/2017" and "Due: 9/17/2017". There are three status icons at the bottom: "Past due" (red triangle), "Due date approaching" (orange triangle), and "Assigned" (green circle).

### 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

**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