

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.



Please create a user id and password that you will use to access your account.

Choose a name for your user id and a password that is not too simple (e.g., 123456789, abcdefghijklm, or your name). Passwords must be 8 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character. Your password must be at least 8 characters long.

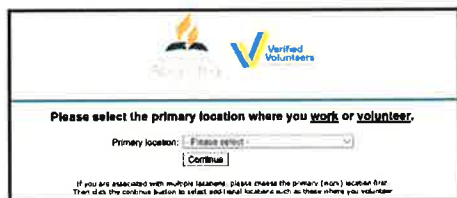
Create a User ID:

Create a Password:

You will receive an email with your user id and password. Please check your email and click on the link provided to activate your account. If you do not receive an email, please check your spam folder. If you still do not receive an email, please contact your administrator.

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.



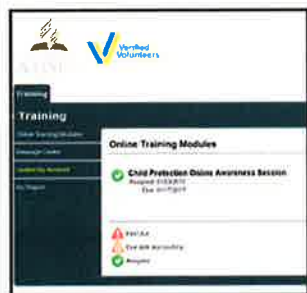
Please select the primary location where you work or volunteer.

Primary location:

If you are associated with multiple locations, please choose the primary (main) 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.



Training

Online Training Modules

Child Protection Online Awareness Session

Completed: 11/18/2017

View Report

Print Certificate

Print Certificate

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.

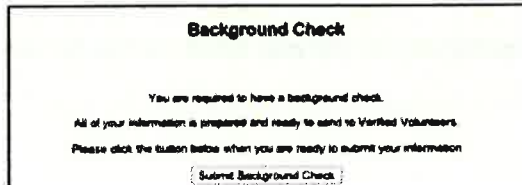
Step 8: Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour).

Registration Instructions

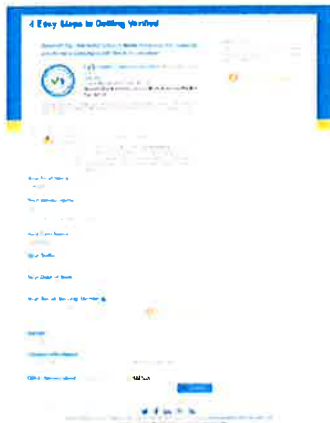
Adventist Child Protection Screening

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

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).



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.



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.



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