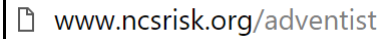




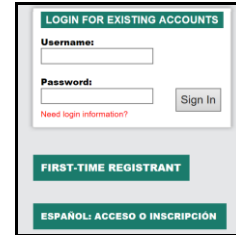
Registration Instructions Adventist Child Protection Screening

*Videos of this process are available at: <https://vimeo.com/channels/adventistchildprotection>

Please go to the website www.ncsrisk.org/adventist and click on the link to access the Registration page to complete the online training, **Child Protection Online Awareness Session**, and submit your background check.

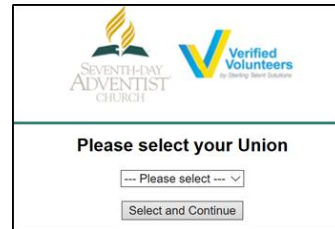


Click on **First-Time Registrant** or **Español: Acceso O Inscripción** to start the registration process.



Select your **Union and Conference** where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Select and Continue** to proceed.



Create a user ID and a password you can easily remember. This is necessary for all participants as this establishes your account. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

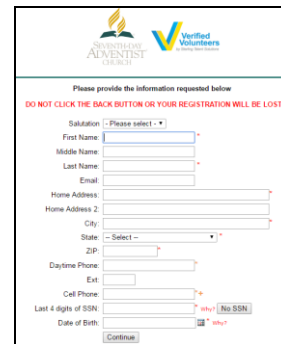
Click **Continue** to proceed.



Please provide the information requested on the screen.

(Please Note: Do not click the back button or your registration will be lost.)

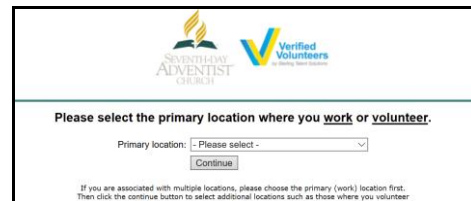
Click **Continue** to proceed.



Select your **Primary Location** where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Select and Continue** to proceed.

If you work or volunteer in another location, please select **Yes**. And, then select additional locations where you work or volunteer by clicking the downward arrow and highlighting the location. Click **Yes or No** to proceed.



Registration Instructions Adventist Child Protection Screening

*Videos of this process are available at: <https://vimeo.com/channels/adventistchildprotection>

Please select the role(s) that you are associated within your conference. You may select multiple roles based on your involvement.

Click **Continue** to proceed.



Please select your roles
Please check all that apply.

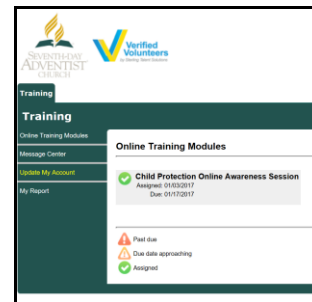
- Admin Asst/Secy
- Administrator
- Adventurers
- After Sch Care (Employee)
- After Sch Care (Volunteer)
- Assistant Chaplain
- Asst Pastor
- Bible Worker (Employee)
- Bible Worker (Volunteer)
- Business Manager
- Business Office Assistant
- Camp Assistant (Employee)
- Camp Assistant (Volunteer)
- Camp Ranger/Assist.
- Chaplain
- General Staff - Camps (Volunteer)
- IT/IS
- Lay Pastor
- Librarian (Employee)
- Librarian (Volunteer)
- Literature Evangelists (Employee)
- Literature Evangelists (Volunteer)
- Maintenance (Employee)
- Maintenance (Volunteer)
- Manager/Asst
- Medical Personnel
- Medical Support (Employee)
- Medical Support (Volunteer)
- Ministry Support
- Music (Employee)

Click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Please note that once you complete the online training AND the submission of your background check, you can log back into your account at www.ncsrisk.org/adventist to see your activity at any time by clicking on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date.

You also have access to 'Update My Account' to update your personal information.



Training

Online Training Modules

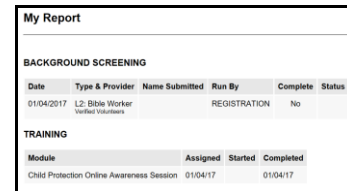
Message Center

Update My Account

My Report

Online Training Modules

- Child Protection Online Awareness Session
Assigned: 01/03/17
Due: 01/17/2017
- Past due
- Due date approaching
- Assigned



My Report

BACKGROUND SCREENING

Date	Type & Provider	Name Submitted	Run By	Complete	Status
01/04/2017	L2: Bible Worker Verified Volunteers		REGISTRATION	No	

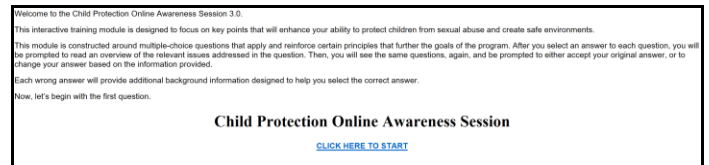
TRAINING

Module	Assigned	Started	Completed
Child Protection Online Awareness Session	01/04/17		01/04/17

Please read the instructions regarding the structure of the online training and then proceed.

Select **Click Here to Start** to begin the online training.

Training will take approximately one hour.



Welcome to the Child Protection Online Awareness Session 3.0.

This interactive training module is designed to focus on key points that will enhance your ability to protect children from sexual abuse and create safe environments. This module is constructed around multiple-choice questions that apply and reinforce certain principles that further the goals of the program. After you select an answer to each question, you will be prompted to read an overview of the relevant issues addressed in the question. Then, you will see the same questions, again, and be prompted to either accept your original answer, or to change your answer based on the information provided.

Each wrong answer will provide additional background information designed to help you select the correct answer.

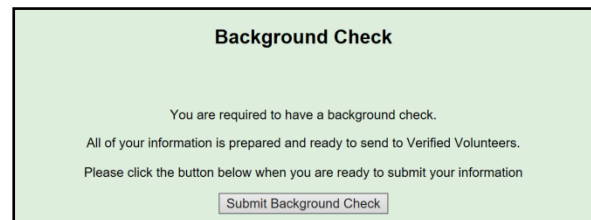
Now, let's begin with the first question.

Child Protection Online Awareness Session

[CLICK HERE TO START](#)

Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process.

Click on **Submit Background Check**.



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](#)

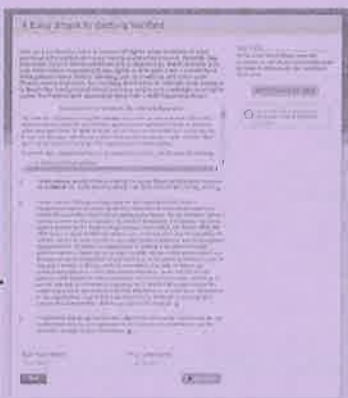
Step 10: If you are a volunteer, you will be directed to complete the Verified Volunteers Background Check by clicking on 'Complete the Verified Volunteers Background Check'. Verified Volunteers will require you as a volunteer to claim your account using three pieces of information – email address, home 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.

A screenshot of a web form titled "4 Easy Steps to Getting Verified". The form is for a "Volunteer" and includes fields for "Full Name", "Email Address", "Home Zip Code", and "Date of Birth". There are also checkboxes for "I agree to the terms and conditions" and "I agree to the background check". A "Submit" button is visible at the bottom right of the form.

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.

A screenshot of a web form titled "4 Easy Steps to Getting Verified". This form is the "Consent Form" and contains detailed text regarding the background check process, including a section for "Consent to Background Check". There are checkboxes for "I agree to the terms and conditions" and "I agree to the background check". A "Submit" button is visible at the bottom right of the 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.

