

[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 a registration form with the following fields and instructions:

- Header: Verified Volunteers logo and text: "Please create a user ID and password that you will use to access your account."
- Instructions: "Remember create the user ID and password are not good choices as they are most likely already in use. Continue administration for System and registers are also likely to already be in use. For a better user ID you may consider questions in what appear as they are more likely to be unique."
- Form fields: "Create a User ID:" and "Create a Password:" with input boxes and a "Continue" button.
- Footnote: "Your user ID is your identifier. You are required that you use an email (user letters and numeric values and punctuation) email addresses are ok. Your user ID must be at least 8 characters long. Your password must be at least 8 characters long."

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 a registration form with the following fields and instructions:

- Header: Verified Volunteers logo and text: "Please select the primary location where you work or volunteer."
- Form field: "Primary location:" with a dropdown menu and a "Continue" button.
- Footnote: "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.



The screenshot shows a training module screen with the following content:

- Header: "Training" and "Online Training Modules"
- Module list: "Child Protection Online Assessment Session" with a green checkmark and "Request 09/28/2017 Due 09/28/2017"
- Footer: "Not a user" and "Don't like my settings" with a "Logout" button.

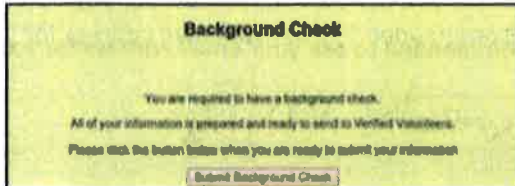
Additional Details:

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).



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.