

Registration Instructions Adventist Child Protection Screening

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

All Volunteers & Employees must complete the Child Protection Training and Screening before beginning their duties.

Step 1: Go to <https://www.ncsrisk.org/adventist/index.cfm> 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. *If you already have a user ID and password, please skip to step 7.*



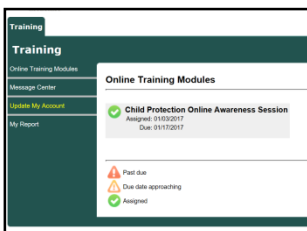
The screenshot shows the Scerling Volunteers registration page. It features a header with the Scerling Volunteers logo. Below the logo, there is a section titled 'Please create a user ID and password that you will use to access your account'. This section contains two input fields: 'Create a user ID:' and 'Create a Password:'. A 'Continue' button is located below the password field. Below the registration fields, there is a section titled 'Already have an account?' with a 'Click here' button and a link to 'Register an employer'.

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.

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 page. It has a sidebar with links for 'Online Training Modules', 'Message Center', 'Update My Account', and 'My Report'. The main content area is titled 'Online Training Modules' and lists a 'Child Protection Online Awareness Session' with a green checkmark icon, assigned on 01/02/2017, and due on 01/17/2017. Below this, there are three status indicators: 'Not 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 (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.

Completion of Child Protection Training and Screening **will not** affect citizenship status in the United States.