

<https://vimeo.com/channels/adventistchildprotection> 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 (North Pacific Union Conference) and Conference (Upper Columbia Conference) where you work or volunteer

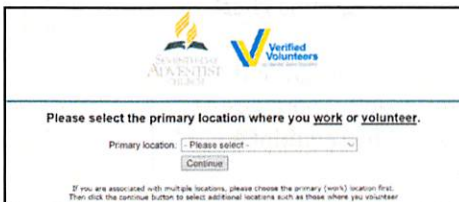
Step 3: Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.



The screenshot shows the registration page with the following text: "Please create a user id and password that you will use to access your account. Common names like Mary and John are not good choices as they are most likely already in use. Common surnames like Smith and Johnson 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." Below this text are input fields for "Create a User ID" and "Create a Password", and a "Continue" button. At the bottom, there are additional instructions: "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 should be at least 6 characters long. Your password must be at least 8 characters long." A link "Access our guide about user IDs and passwords" is also visible.

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

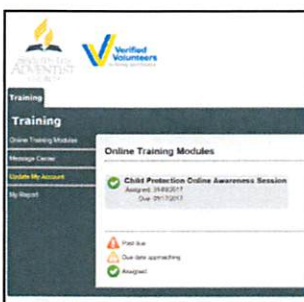
Step 5: Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.



The screenshot shows the registration page with the following text: "Please select the primary location where you work or volunteer." Below this text is a dropdown menu labeled "Primary location: Please select" and a "Continue" button. At the bottom, there are additional instructions: "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 training page with the following text: "Training" and "Online Training Modules". Below this text is a list of modules: "Child Protection Online Awareness Session" (Assigned: 10/24/2017, Due: 01/10/2018) and "Print Job" (Due late reporting, Assigned). There is a green circle next to the "Child Protection Online Awareness Session" module.

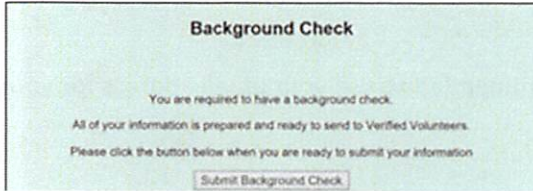
Additional Details:

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.

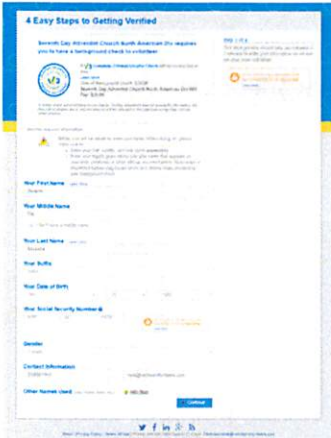
Step 8: Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour).

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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. **Please note you are not cleared to volunteer until your personal references have been completed, check with your local volunteer screening coordinator to determine when you are fully eligible to volunteer.**