



Registration Process

- 1) Visit <https://www.ncsrisk.org/adventist/>
- 2) Click **First Time Registrant**
- 3) Choose State: **California**
- 4) Choose Conference: **Southeastern California Conference**
- 5) Have you previously registered with Adventist Screening Verification? **No**
- 6) Create User ID and Password and fill out requested information.
- 7) Select the Primary Location you work or volunteer: **Choose "Redlands Adventist Academy" from the dropdown menu**
- 8) Choose the Kind of Volunteer
 - School Basic/Field Trip (Driver)
 - School Basic/Field Trip (Non-Driver)
 - School Driving Check Only

(Only choose this if you will be an Extended Volunteer who is doing Live Scan and other training but also want to drive).
- 9) Choose any other locations for which you volunteer: **Ex. your church**
- 10) Volunteer Commitment Form
 - a. Click on the PDF logo and read the form.
 - b. Type your name and date to acknowledge.
- 11) You are now registered with Sterling Volunteers.
- 12) Complete the 30-minute video Child Protection Training (Screenshot)

(You may pause and rewind, but not fast forward. It will start up where you left off if you need to leave or there is a period of inactivity.)
- 13) Answer 25 Questions to ensure knowledge.
- 14) Back on your account homepage, click on the left hand column "Training Report." This will take you through the entire process of receiving a background check and Motor Vehicle Record *check (if a driver)*.

For questions or to report technical difficulties you may have, please contact:

Sterling Volunteers Support Team

(855) 326-1860

AdventistSupport@verifiedvolunteers.com

Step 1: Go to www.ncsrisk.org/adventist and click on the first-time registrant button.

Step 2: Select the state in which your Conference, Program or University is located = **CALIFORNIA**



SEVENTH-DAY ADVENTIST CHURCH Sterling Volunteers

Please select the State in which your Conference, Program or University is located

--- Please select ---

Select and Continue

If you need assistance, please contact your Adventist program for further direction.

Step 3: Select your Conference, Program or University = **SOUTHEASTERN CALIFORNIA CONFERENCE**



SEVENTH-DAY ADVENTIST CHURCH Sterling Volunteers

Please select your Conference, Program or University

Southeastern California Conference

Select and Continue

If you are affiliated with multiple conferences, please select your main conference at this time. You will be able to share your detail with multiple conferences later in the process.

Step 4: Create a user ID and a password you can easily remember. It's recommended that you use your email address for your username.



SEVENTH-DAY ADVENTIST CHURCH Sterling Volunteers

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 abbreviations like 'jsmith' and 'mjones' 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.

Create a User ID:

Create a Password:

Continue

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 must be at least 4 characters long. Your password must be at least 8 characters long.

[Important note about selecting passwords](#)

Step 5: Please provide the information requested on the screen. *(Note: Do not click the back button or your registration will be lost).*

Step 6: Select your role(s) within the organization. *(You may select more than one.)*

Step 7: Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate. *(This option will depend on your conference.)*

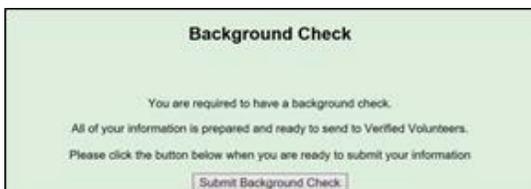


Additional Details:

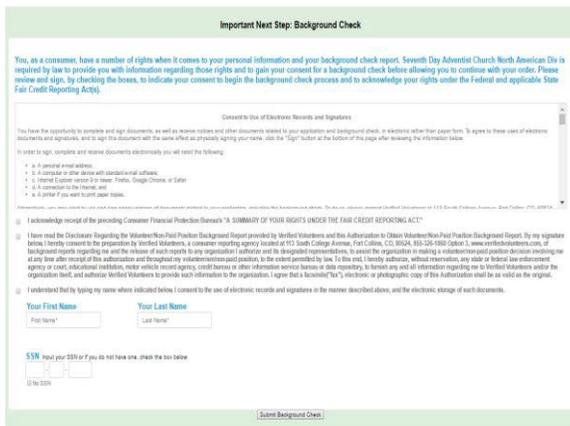
Once the online training and the submission of your background check is completed, you can [login to your account](#) and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal 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).*

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: From there, you should be automatically routed to a page with the consent form to be read and some information to be completed, which will look like this *(depending on the background check package associated with your role):*



Additional Background Check Information:

- Enter your full LEGAL name, not an alias or nickname.
- You will be giving consent to run the background check in 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

***** On the digital signature portion, please be sure to enter your name exactly as you did in the Registration Process as the system is made to be very case sensitive.**

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

Questions?
Please click on the "Contact the Helpdesk" link or Call 1-855-326-1860 (toll-free).