## Scerling Volunteers

## **Registration Process**

- 1) Visit <a href="https://www.ncsrisk.org/adventist/">https://www.ncsrisk.org/adventist/</a>
- 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







Please select your Conference, Program or University
Southeastern California Conference 
Select and Confinue
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.

SEVENTION	Scerling Volunteers
Please create a user id and passwor Common names like Mary and Jehn are net Common abbreviations like 'jonnth' a Common abbreviations like 'jonnth' We suggest using your full name (without space Create a User ID: [ Create a Password [ Create a Password ]	d that you will use to access your account good choices as they are most likely simady in use. If "mones" are also likely to alread be in use. s) or email address as they are more likely to be unique.
Your user id is case sensitive. We recommend that you Email addresses are ok. Your user id must be at least 4	use all lower case letters and avoid spaces and punctuation. I 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).

Background Check	
You	are required to have a background check.
All of your informet	ion is prepared and ready to send to Verified Volunteers.
Please click the but	ton below when you are ready to submit your information
	Submit Background Check

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):

	Important Next Step: Rackground Check	
	important rent step. background check	
ou, as a consumer, have a num quired by law to provide you w view and sign, by checking the air Credit Reporting Act(s).	ser of rights when it comes to your personal information and your background chack report. Seventh Day thi information regarding those rights and to gain your consent for a background chack before allowing y boxes, to indicate your consent to begin the background check percess and to acknowledge your rights -	Adventist Church North American Div is se to continue with your order. Please order the Federal and applicable State
	Consent to Use of Electronic Records and Signatures	
is have the opportunity to complete and ocuments and signatures, and to sign the	igr discerents, as well as receive nations and other disconnents maked in your application and background dheak, in electronic rather then p document with the same effect as physically signing your name, clot the "Sign" historical the bottom of this page effect well-weight the information	oper form. To agree to these uses of electronic on ballow.
urder to sign, complete and receive doc	ments electronically you will need the following	
A A personal e-mail address,     E A computer or sthar device with stars     C. Internet E-poper version 2 or never.     d. A connection to the Internet, and     A. A politike if you want to print paper to	ant o-mái schanac Iraho. Congo Chorne, or Salvei an.	
Insertion, pay and delite pay and the	same pressure of data server within the case and before both when the boots and shreet. To do not school server the Bodie (bit servers at 11)	Earlie Palmer, Juneau Zeel Polier, P.P. 10814
I acknowledge receipt of the preced	IS COMMENTATION NOTICE DRIVER A 2010/01/LOLIDOR MODEL OF DRIVER OF DRIVER OF DRIVER OF DRIVER ACT.	
I have read the Disclosure Regardin below, I hereby consent to the prepa- background reports regarding me an at any time after receipt of this axito agency or court, educational institut organization itself, and authorize Ver	In Waterieffson-Paid Product Tackground Report provided by Write's Waterien and Ite Authorization to Data Waterieffson to be a Write's Waterief Schule Schulz, Schulz Schulz Schulz, Schulz Schulz, Schulz	hal Position Background Roport. By my signature il Option 3, www.vernitedvolanteen.com, of valantoorhoogaid position docaiani avvolving me valoo, any state of Indexal Jave extencement in reparcing me to Vernited Velonteens and/or the latherization shall be as valid as the original.
I understand that by typing my name	where indicated below, I connent to the use of electronic records and signatures in the manner described above, and the electronic st	orage of such documents.
Your First Name	Your Last Name	
Fist Name*	Last Nerse"	
SSN input your SSN or if you do not	ave one, check the loss below	
U No SSN		

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.

