



# Registration Instructions Adventist Child Protection Screening

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

**Step 1:** Go to [www.ncsrisk.org/adventist](http://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.



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.



Please select your Conference, Program or University

Please select

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 to use your email address for your user name.



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 "jimbiz" 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 (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. (This option will depend on your conference)



**Additional Details:**

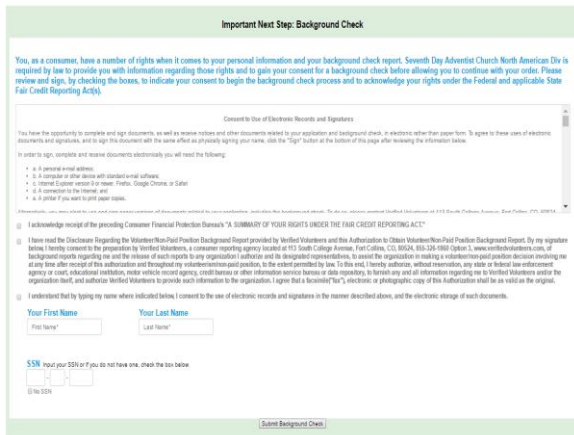
Once the online training and the submission of your background check is completed, you can [login to your account](#) and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal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

**\*\*\* On the digital signature portion, kindly make sure to enter the same name format that you have entered initially on the Registration Process as the system is made to be very case sensitive.**

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