

# 2. ADVENTIST SCREENING VERIFICATION

## (STERLING VOLUNTEERS INSTRUCTIONS)

### REMEMBER:

#### **LEGAL NAMES MUST BE USED THROUGHOUT THE WHOLE PROCESS**

**Step 1:** Go to [www.ncsrisk.org](http://www.ncsrisk.org) and click on the first-time registrant button

**Step 2:** Click on the green arrow to begin the registration process

**Step 3:** Click on "Seventh-Day Adventist Church"

**Step 4:** Select the State in which your Club is located (North Carolina/South Carolina)

**Step 5:** Select the Conference where you work or volunteer (Carolina Conference)

**Step 6:** When asked if you have previously registered, click "No"

**Step 7:** Create a user ID and a password you can easily remember. It's recommended to use your email address for your username.

**Step 8:** Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

**Step 9:** 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 10:** Select your role(s) within the organization (multiple may be selected).

**Step 11:** Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate.

**Step 12:** 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 half an hour).

**Step 13:** 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 14:** Review and complete the consent terms and mark the boxes to agree. Enter your First and Last Name as it appears on your legal document and enter your SSN or mark the box that says "No SSN".

**Step 15:** Confirm the information is correct and **DON'T FORGET TO CLICK the "Submit Background Check" button at the end.** Once the background check has been successfully processed you will be notified via email.

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## ADDITIONAL DETAILS:

### How to retrieve your verification date:

Once the online training and the submission of your background check is completed (after completing up to Step 15), 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/verification date.**

**Sterling Volunteers**

Update My Account Logout

Your Name  
Carolina Conference

**Training**

Online Training Courses  
Training Report  
Message Center  
**My Report**  
Share My Report

**My Report**

**BACKGROUND SCREENING**

Date	Type & Provider	Name Submitted	Run By	Status	Results
01/05/2020	L2 + DR		REGISTRATION	Approved	Eligible
01/29/2017	L2 + DMV Verified Volunteers		REGISTRATION	Approved	Eligible

**TRAINING**

Module	Assigned	Started	Completed
Child Protection Online Awareness Session	1/29/17	01/29/17	01/29/17

Verification Date

You can also access 'Update My Account' on the top right corner of your screen to update your personal information.