



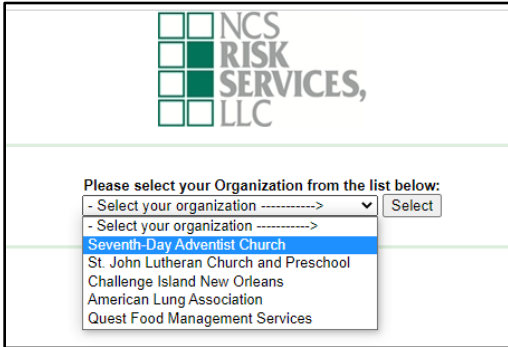
# REGISTRATION INSTRUCTIONS (NEW ACCOUNT)

## Sterling Volunteers (Background and Training modules)

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

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

**Step 3:** Click on “Seventh-Day Adventist Church”



NCS  
RISK  
SERVICES,  
LLC

Please select your Organization from the list below:

- Select your organization ----->

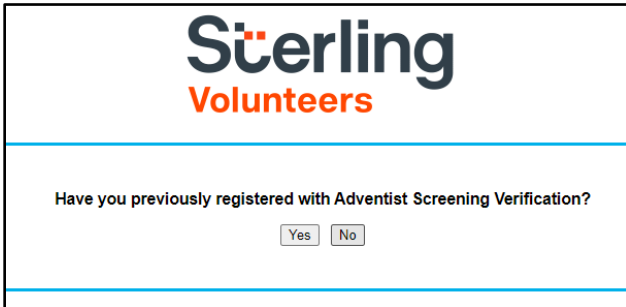
- Select your organization ----->

- Seventh-Day Adventist Church
- St. John Lutheran Church and Preschool
- Challenge Island New Orleans
- American Lung Association
- Quest Food Management Services

**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:** Click “No”



**St**erling  
Volunteers

---

Have you previously registered with Adventist Screening Verification?

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



**St**erling  
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:

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

The screenshot shows the Sterling Volunteers logo at the top. Below it, a pink box contains the text: "It is important to submit your full legal name to run a proper background check. This is the information you entered. First: Maria, Middle: , Last: Perez. Do you need to update this information to match your FULL, LEGAL name?" There is a button labeled "I need to enter my FULL, LEGAL name". Below the pink box, a blue box contains the text: "If you entered your full, legal name and are ready to continue, click the button below." There is a button labeled "I entered my FULL, LEGAL name. Continue".

**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.

The screenshot shows the Sterling Volunteers logo at the top. Below it, a blue box contains the text: "Please select the primary location where you work or volunteer." There is a dropdown menu labeled "Location: [- Please select -]" and a button labeled "Continue".

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

The screenshot shows the Sterling Volunteers logo at the top. Below it, a blue box contains the text: "You have chosen following locations and roles: Carolina Conference SDA Church • Youth Ministries (Volunteer) ✓". Below this, there is a question: "Are you associated with any other locations?" and two buttons labeled "Yes" and "No".

**Step 11:** 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 Sterling Volunteers logo at the top. Below it, a dark blue sidebar contains the text: "Training", "Online Training Courses", "Training Report", "Message Center", "My Report", and "Share My Report". The main content area is titled "Adventist Mandatory Training" and contains the text: "To begin your online training, please click the title of your assigned training:". Below this, there is a green checkmark icon and the text: "Child Protection Module", "Assigned: 08/04/2022", and "Due: 09/04/2022". Below this, there are three icons: a red triangle with a white exclamation mark labeled "Past due", a yellow triangle with a white exclamation mark labeled "Due date approaching", and a green checkmark icon labeled "Assigned".

**Additional Details:**

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 date. You can also access 'Update My Account' to update your personal information.

**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 one 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).

**Important Next Step: Background Check**

You are required to have a background check.

All of your information is prepared and ready to send to VV.

Please click the button below when you are ready to submit your information

**Only click ONE time!!**

**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" .

**Important Next Step: Background Check**

**Your background check will include:**

**Social security Trace** - This search identifies potential address and alias detail from the last 7 years.

**The Department of Justice Sex Offender** - The most inclusive sex offense search available via the Department of Justice directly.

**OFAC Government Watch List** - Identifies individuals and companies with affiliation or records listed on various terrorist watch lists, financial sanctions directories or DEA watchlist.

**The Complete Criminal Record Locator Search** - Utilizes a combination of search methods to identify criminal information under any alias name used in any jurisdiction associated with the individual.

A credit check is **NOT** included.

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. A financial credit check would require separate and specific permission which is not included in this disclosure.

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. Seventh Day Adventist Church North American Div is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

**Consent to Use of Electronic Records and Signatures**

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- a. A personal e-mail address;
- b. A computer or other device with standard e-mail software;
- c. Internet Explorer version 9 or newer, Firefox, Google Chrome, or Safari;
- d. A connection to the Internet; and
- e. A printer if you want to print paper copies.

I acknowledge receipt of the preceding Consumer Financial Protection Bureau's notices "A Summary of Your Rights" and "Your Rights Under the Fair Credit Reporting Act."

I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Check. I understand that the background check is being conducted by Sterling Volunteers, a consumer reporting agency located at 1 State Street Plaza, New York, NY 10038. I understand that the background check is being conducted for the purpose of assisting the organization in making an employment and/or volunteerism/non-employee position decision involving this position. I understand that the background check may include a search of the following: any state or federal law enforcement agency or court, educational institution, motor vehicle records, and any other sources of information. I agree that a facsimile ("fax"), electronic or photo copy of my signature is acceptable for the purpose of this consent. I hereby consent to the background check and authorize Sterling Volunteers to provide such information to the organization. I agree that a facsimile ("fax"), electronic or photo copy of my signature is acceptable for the purpose of this consent.

|||855-326-1860, Option 3

I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures.

**Your First Name**  
First Name\*

**Your Last Name**  
Last Name\*

**SSN** Input your SSN  
- - - - -  
 No SSN

**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
- 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 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.

Questions? Please contact the Carolina Youth Department at [varana@carolinasda.org](mailto:varana@carolinasda.org) or 704-596-3200 ext. 5713

Or you can call [AdventistSupport@verifiedvolunteers.com](mailto:AdventistSupport@verifiedvolunteers.com) or 1-855-326-1860 (toll free)