

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

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

Step 2: Select Southern Union and Gulf States Conference.

Step 3: Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name.



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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 'jerry' and 'jones' 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](#)

Already have an account?

Step 4: Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

Step 5: 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.



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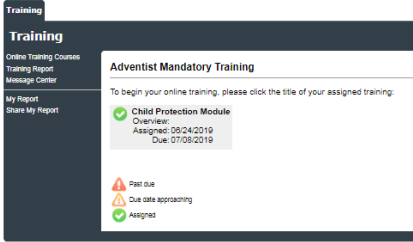
Please select the primary location where you work or volunteer.

Location:

If you are associated with multiple locations, please choose the primary (work) location first.
Then click the continue button to select additional locations such as those where you volunteer.

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.



Additional Details:

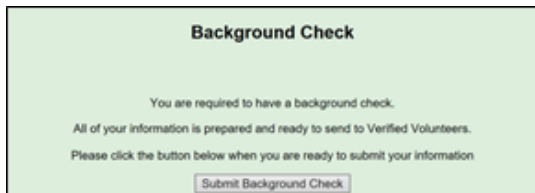
Once the online training and the submission of your background check is completed, you can [login to your account](#) and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal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

Questions? Please contact us via email at AdventistSupport@verifiedvolunteers.com or 1-855-326-1860 (toll free)

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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: If you are a volunteer, you will be directed to complete the Sterling Volunteers Background Check by clicking on 'Complete the Sterling Volunteers Background Check'. Sterling Volunteers will require you as a volunteer to claim your account using three pieces of information – email address, home zip code and date of birth. You will then be redirected to the Sterling Volunteers platform to confirm the details required for the background check.

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.

The screenshot shows a web form titled "4 Easy Steps to Getting Verified". It contains several sections of text and checkboxes for consent. At the bottom, there are input fields for "Your First Name" and "Your Last Name", and a "Continue" button.

4 Easy Steps to Getting Verified

You, as a consentor, 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 give you consent for a background check. It is your right to be notified with your report. 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 information related to your consent application and background check, electronically other 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 "I Agree" 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:

- 1. A functional email address.
- 2. A knowledge receipt of the preceding Consumer Financial Protection Bureau's "A Knowledge Receipt of YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."
- 3. I have read the Disclosures Regarding the Minimum-to-Start Standard Background Report provided by World Widecheck and this Authorization to Obtain Minimum-to-Start Standard Background Report. On my signature below, I hereby consent to the propagation by World Widecheck, a consumer reporting agency located at 20 South Colonial Avenue, Fort Collins, CO, 80501-2000, 970.999.1000, www.worldwidecheck.com, of all background reports regarding me and the release of such reports to any organization(s) authorized and its respective representative, to provide the organization(s) with a non-restricted print and/or electronic version of my report at any time after receipt of this authorization and throughout the entire duration of my employment with the company provided by me. In this and I hereby authorize, without limitation, my name to be used as well as my name and address, without limitation, to be used in any and all information regarding me to World Widecheck and/or its representative, to provide the organization(s) with a non-restricted print and/or electronic version of my report at any time after receipt of this authorization and throughout the entire duration of my employment with the company provided by me. In this and I hereby authorize, without limitation, my name to be used as well as my name and address, without limitation, to be used in any and all information regarding me to World Widecheck and/or its representative, to provide the organization(s) with a non-restricted print and/or electronic version of my report at any time after receipt of this authorization and throughout the entire duration of my employment with the company provided by me. In this and I hereby authorize, without limitation, my name to be used as well as my name and address, without limitation, to be used in any and all information regarding me to World Widecheck and/or its representative, to provide the organization(s) with a non-restricted print and/or electronic version of my report at any time after receipt of this authorization and throughout the entire duration of my employment with the company provided by me.
- 4. I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents.

Your First Name:
Your Last Name:

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

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