

## Verified Volunteers

Just a reminder that if you have not already done so, you will need to register for a background check through Verified Volunteers. If you did a background check through *Shield the Vulnerable*, you will need to do it again through Verified Volunteers. Here are the steps to register:

**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 Union and Conference where you work or volunteer

**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.



**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. However, you don't need to list every location.

**Step 6:** Select your role(s) within the organization (multiple may be selected). However, you don't need to list every role.

**Step 7:** Click on the green circle to begin the online training. 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 8:** Upon completion, the last screen will allow you to print a certificate.

**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 Verified Volunteers Background Check by clicking on 'Complete the Verified Volunteers Background Check'. Verified 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 Verified Volunteers platform to confirm the details required for the background check.

**Step 11:** Review and complete the consent form.

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