

Sterling Volunteers

Thank you for serving as a volunteer for the churches and/or schools in the Northern California Conference of Seventh-day Adventists.

REGISTRATION INSTRUCTIONS ADVENTIST CHILD PROTECTION SCREENING

Step 1 Go to www.ncsrisk.org/adventist and click the *First-Time Registrant* option.

Step 2 First select the state and then Conference (Northern California).

Step 3 Create a user ID and a password that you can easily remember. It's recommended to use your email address for your user name. This data will be case sensitive.

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

Step 5 Select the primary location where you work or volunteer, and click continue. If you work or volunteer in another location (perhaps at a school and a church), select "Yes" and then select a second location.

Step 6 Select your role(s) within the organization. (Multiples may be selected here as well.)

Step 7 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 of your online training, you will be instructed to complete your Background Check. Don't forget this important step!

Step 9 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 nickname
- If you do not wish to use your Social Security Number, check the box *No SSN*.
- The Fair Credit Reporting Act governs all background checks. The NCC is NOT checking your credit report. Use of the word "credit" references the law. You can print a copy of the consent form.

Step 10 Review and complete the consent form.

Step 11 Confirm the information is correct, and click *Submit*. Once the background check has been successfully processed, you will be notified via email.

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 and view your background check completion date. You can also access the "Update My Account" link at the top of the page to update your personal information.

Questions?

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