

BACKGROUND CHECK INSTRUCTIONS

Revised July 17, 2019

**DO NOT USE A MOBILE DEVICE (USE A DESK TOP OR LAPTOP ONLY)
USE GOOGLE CHROME, SAFARI, FIREFOX (THE SYSTEM DOES NOT SUPPORT INTERNET EXPLORER)**

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

Step 2: Select the state where your program is located and then select the conference

STATE: SELECT TENNESSEE OR KENTUCKY ONLY

CONFERENCE: KENTUCKY-TENNESSEE 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 '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](#)

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). **ENTER YOUR NAME EXACTLY AS IT APPEARS IN YOUR DRIVER'S LICENSE AND/OR SOCIAL SECURITY CARD, OR OFFICIAL ID IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER AND DRIVER'S LICENSE. REVIEW YOUR INFORMATION FOR MISSPELLINGS AND TYPOS.**

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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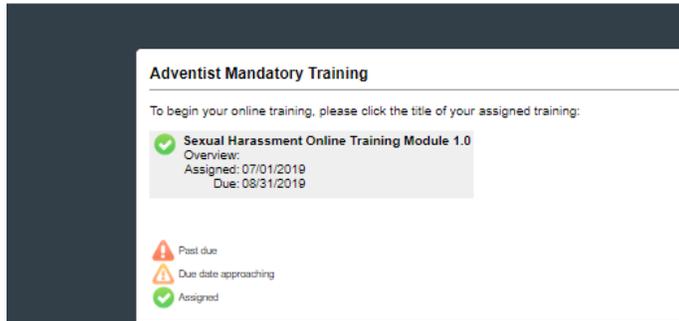
Please select the primary location where you work or volunteer.

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 roles may be selected). **IF YOU DO NOT HAVE A VALID DRIVER'S LICENSE, PLEASE SELECT A ROLE THAT DOES NOT REQUIRE A DRIVER'S LICENSE (LOOK FOR ROLES WITH THE WORDING "WITHOUT DRIVER'S LICENSE").**

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).

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.



You should receive an email confirming you have successfully submitted the background check.

The mission of this platform is to provide you with powerful tools that are easy to understand and even easier to use. If you need technical support please call our toll-free number, 1-855-326-1860 – Option 1 – enter client number 6548.