



# NCS Risk Sign-in Instructions

(Replaces “Shield the Vulnerable”)

- Go to ncsrisk.org
- Select “First Time Registrant”

Not secure | ncsrisk.org/adventist/

bookmarks HBA Pathfinders > Log My TurboTax®



Home Reporting Child Abuse Contact Information

**LOGIN FOR EXISTING ACCOUNTS**

**Username:**


**Password:**

[Need login information?](#)

Sign In

**FIRST-TIME REGISTRANT**

**ESPAÑOL: ACCESO O INSCRIPCIÓN**



## Welcome

We are excited to be launching the new Child Protection Screening process in partnership with the North American Division of the Seventh-Day Adventist Church. The new web-based platform features a training and screening system for both employees and volunteers across all conferences in the division.

Our system provides a comprehensive menu of functions for churches, religious organizations, and facilities from one convenient resource. Additionally, both our program management and communication tools are available to conference administrators 24/7!

## New Users

Please click the First-Time Registrant Button to the left and follow the instructions on screen



## Returning Users

Enter your username and password in the boxes to the left

- Select “Southwestern” Union, then “Select and Continue”

Secure | [https://www.ncsrisk.org/adventist/registration/reg\\_0.cfm?theme=0](https://www.ncsrisk.org/adventist/registration/reg_0.cfm?theme=0)

★ Bookmarks | HBA Pathfinders > Log | My TurboTax® | Other boo



Please select your Union

--- Please select ---

--- Please select ---

Atlantic

Columbia

General

Lake

Mid-America

North Pacific

Pacific



Southern

Southwestern

- Select “Texas Conference”, then “Select and Continue”

Secure | [https://www.ncsrisk.org/adventist/registration/reg\\_1.cfm?theme=0](https://www.ncsrisk.org/adventist/registration/reg_1.cfm?theme=0)

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Please select your Conference

--- Please select ---

--- Please select ---

Arkansas-Louisiana Conference

Oklahoma Conference

Southwest Region



Texas Conference

Texico Conference

- Choose a unique user id and password.

Secure | [https://www.ncsrisk.org/adventist/registration/reg\\_2.cfm?theme=0](https://www.ncsrisk.org/adventist/registration/reg_2.cfm?theme=0)

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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](#)

- Enter ALL the required personal information.

Secure | [https://www.ncsrisk.org/adventist/registration/reg\\_3.cfm?theme=0&i=63796564656A6065616361666E&v=63796564656A6065616361666E](https://www.ncsrisk.org/adventist/registration/reg_3.cfm?theme=0&i=63796564656A6065616361666E&v=63796564656A6065616361666E)

Bookmarks | HBA Pathfinders | Log | My TurboTax® | Other boo



Please provide the information requested below

**DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST**

Salutation:  \*

First Name:  \*

Middle Name:

Last Name:  \*

Email:

Home Address:  \*

Home Address 2:

City:  \*

State/Province/Region:  \*

ZIP/Postal Code:  \*

Country:  \*

Daytime Phone:  \*

Ext:

Cell Phone:  \*

Last 4 digits of SSN:  \*

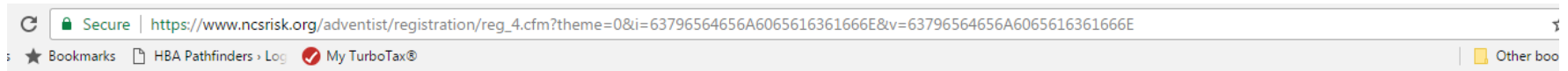
Date of Birth:  \*

\* Required field

\* One field in this group is required

\* By providing your mobile phone number, you are agreeing that Seventh-Day Adventist may send you text messages (including SMS and MMS) to that phone number. Text message or data rates may apply

- Choose your home church, and then “continue”



Please select the primary location where you work or volunteer.

Location: - Please select -

- Harlingen SDA Church
- Harlingen Spanish SDA Church
- Hemphill SDA Church
- Henderson SDA Church
- Henderson Spanish SDA Company
- Hico SDA Company
- Hidalgo Spanish SDA Church
- Hill Country Adventist School
- Hillsboro SDA Church
- Houston Adventist Church of TheWoodlands
- Houston Bay Area SDA Company
- Houston Central SDA Church**
- Houston First Fil-Am SDA Church
- Houston Ghanaian SDA Company
- Houston Gulfhaven SDA Church
- Houston Haitian Bethany SDA Church
- Houston International SDA Church
- Houston Korean SDA Church
- Houston Northwest SDA Church
- Houston Spanish Alief SDA Church

If you are associated w  
Then click the continue

location first.  
you volunteer

- Choose all the roles that you serve in your church, then select “Continue” at the bottom of the page.

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Please select your roles

Please check all that apply.

<input type="checkbox"/> Admin Asst/Secty	<input type="checkbox"/> General Staff - Camps (Employee)
<input type="checkbox"/> Administrator	<input type="checkbox"/> General Staff - Camps (Volunteer)
<input type="checkbox"/> Adventurers	<input type="checkbox"/> IT/IS
<input type="checkbox"/> After Sch Care (Employee)	<input type="checkbox"/> Lay Pastor
<input type="checkbox"/> After Sch Care (Volunteer)	<input type="checkbox"/> Librarian (Employee)
<input type="checkbox"/> Assistant Chaplain	<input type="checkbox"/> Librarian (Volunteer)
<input type="checkbox"/> Asst Pastor	<input type="checkbox"/> Literature Evangelists (Employee)
<input type="checkbox"/> Bible Worker (Employee)	<input type="checkbox"/> Literature Evangelists (Volunteer)
<input type="checkbox"/> Bible Worker (Volunteer)	<input type="checkbox"/> Maintenance (Employee)
<input type="checkbox"/> Business Manager	<input type="checkbox"/> Maintenance (Volunteer)
<input type="checkbox"/> Business Office Assistant	<input type="checkbox"/> Manager/Asst
<input type="checkbox"/> Camp Assistant (Employee)	<input type="checkbox"/> Medical Personnel
<input type="checkbox"/> Camp Assistant (Volunteer)	<input type="checkbox"/> Medical Support (Employee)
<input type="checkbox"/> Camp Ranger/Assist.	<input type="checkbox"/> Medical Support (Volunteer)
<input type="checkbox"/> Chaplain	<input type="checkbox"/> Ministry Support
<input type="checkbox"/> Children Ministry	<input type="checkbox"/> Music (Employee)
<input type="checkbox"/> Classroom Aide	<input type="checkbox"/> Music (Volunteer)
<input type="checkbox"/> Coach (Employee)	<input type="checkbox"/> Nurse
<input type="checkbox"/> Coach (Volunteer)	<input type="checkbox"/> Office (Employee)
<input type="checkbox"/> Conference President	<input type="checkbox"/> Office (Volunteer)
<input type="checkbox"/> Conference Secretary	<input type="checkbox"/> Pastor
<input type="checkbox"/> Conference Treasurer	<input checked="" type="checkbox"/> Pathfinders
<input type="checkbox"/> Counselor (Employee)	<input type="checkbox"/> Program Support
<input type="checkbox"/> Counselor (Volunteer)	<input type="checkbox"/> Radio Station Volunteer
<input type="checkbox"/> Custodian (Employee)	<input type="checkbox"/> Sales
<input type="checkbox"/> Custodian (Volunteer)	<input type="checkbox"/> Security (Employee)
<input type="checkbox"/> Deacon/Deaconess	<input type="checkbox"/> Security (Volunteer)
<input type="checkbox"/> Dean	<input type="checkbox"/> Teacher
<input type="checkbox"/> Departmental Dir/Assc	<input type="checkbox"/> Teacher Aid
<input type="checkbox"/> Director	<input type="checkbox"/> Teacher-Sabbath Sch
<input type="checkbox"/> Driver (Employee)	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Driver (Volunteer)	<input type="checkbox"/> Vacation Bible Sch

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- If all your information was added, you should get to the following screen:

Update My Account | Logout

SEVENTH-DAY ADVENTIST CHURCH

Verified Volunteers  
by Sterling Talent Solutions

Training

Training

Nadine Lashier  
Texas Conference

Online Training Courses  
Training Report  
Message Center  
My Report

Online Training Modules

To begin your online training, please click the title of your assigned training:

✓ Child Protection Online Awareness Session  
Assigned: 03/20/2017  
Due: 04/20/2017

⚠ Past due  
⚠ Due date approaching  
✓ Assigned

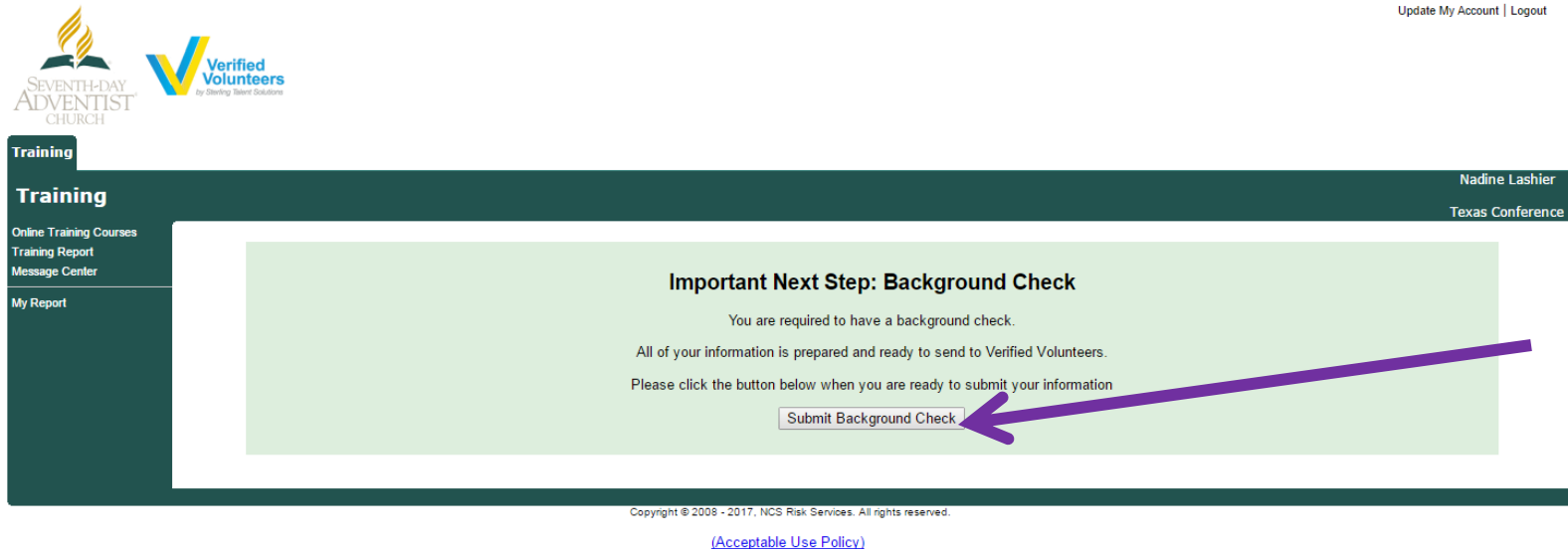
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This is the class you need to take. Click on the title when you are ready to start. (Sound is required – make sure you have speakers or headphones available.)



- After completing the training, you will need to submit for a background check:

1



SEVENTH-DAY ADVENTIST CHURCH

Verified Volunteers

Update My Account | Logout

**Training**

Nadine Lashier  
Texas Conference

Online Training Courses  
Training Report  
Message Center  
My Report

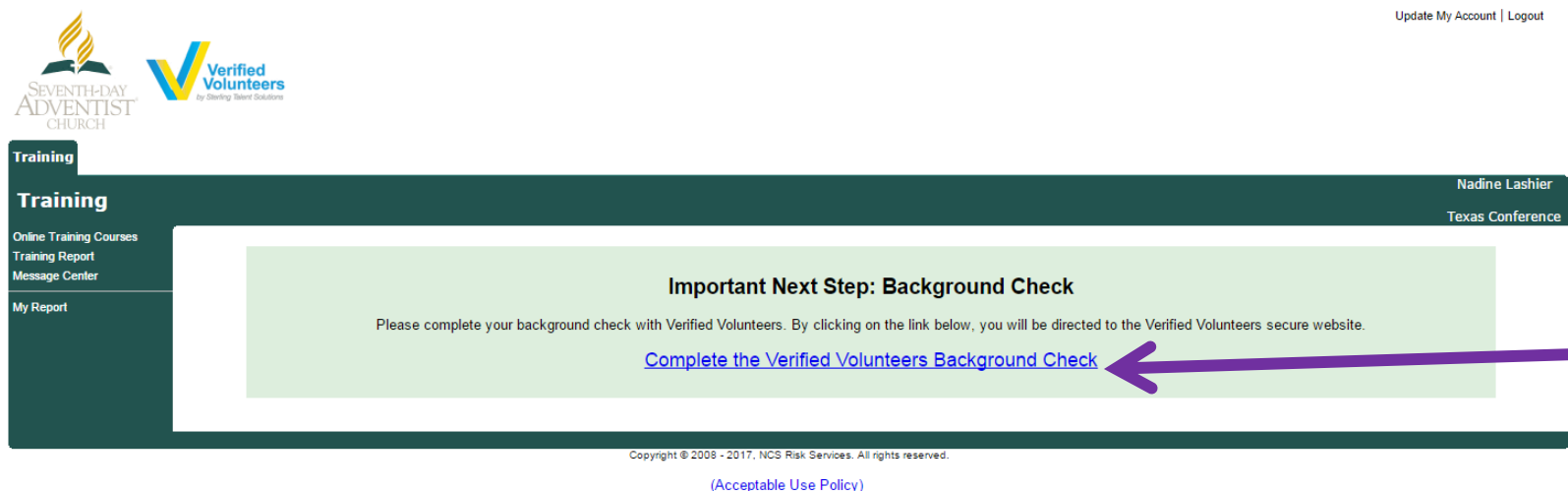
**Important Next Step: Background Check**

You are required to have a background check.  
All of your information is prepared and ready to send to Verified Volunteers.  
Please click the button below when you are ready to submit your information

[Submit Background Check](#)

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SEVENTH-DAY ADVENTIST CHURCH

Verified Volunteers

Update My Account | Logout

**Training**

Nadine Lashier  
Texas Conference

Online Training Courses  
Training Report  
Message Center  
My Report

**Important Next Step: Background Check**

Please complete your background check with Verified Volunteers. By clicking on the link below, you will be directed to the Verified Volunteers secure website.

[Complete the Verified Volunteers Background Check](#)

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- Enter the information that matches what you entered on slide 5.

The screenshot shows a web interface for 'Verified Volunteers' by Sterling Talent Solutions. The header includes the logo and the tagline 'Propelling Nonprofits'. The main content area has a blue background with a pattern of white circles and a central graphic of a magnifying glass over a document. The text reads: 'Welcome to Verified Volunteers! Now that you have registered with Seventh Day Adventist Church North American Div, you will need to create an account with Verified Volunteers before placing your background check order. For security purposes only, please enter a few details about yourself below using the same data that was entered during your registration with Seventh Day Adventist Church North American Div.'

**Your Information**

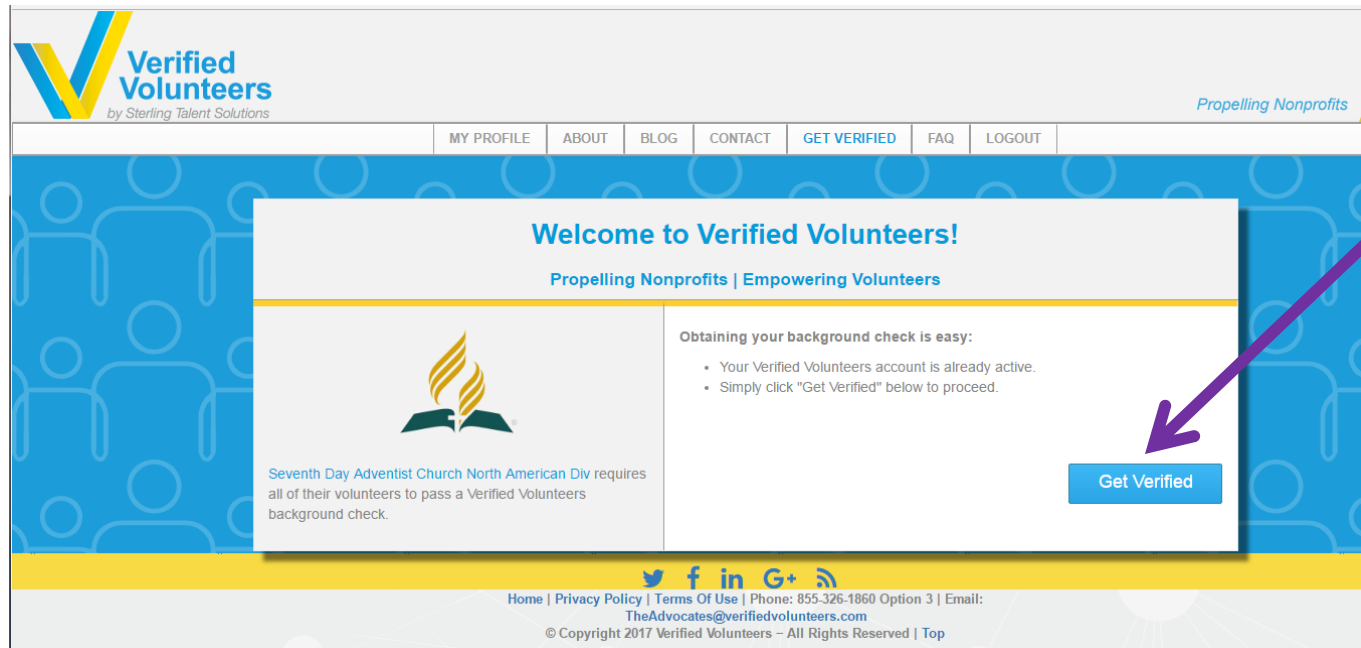
**Date of Birth**

**5-Digit Zip Code**

[Continue >](#)

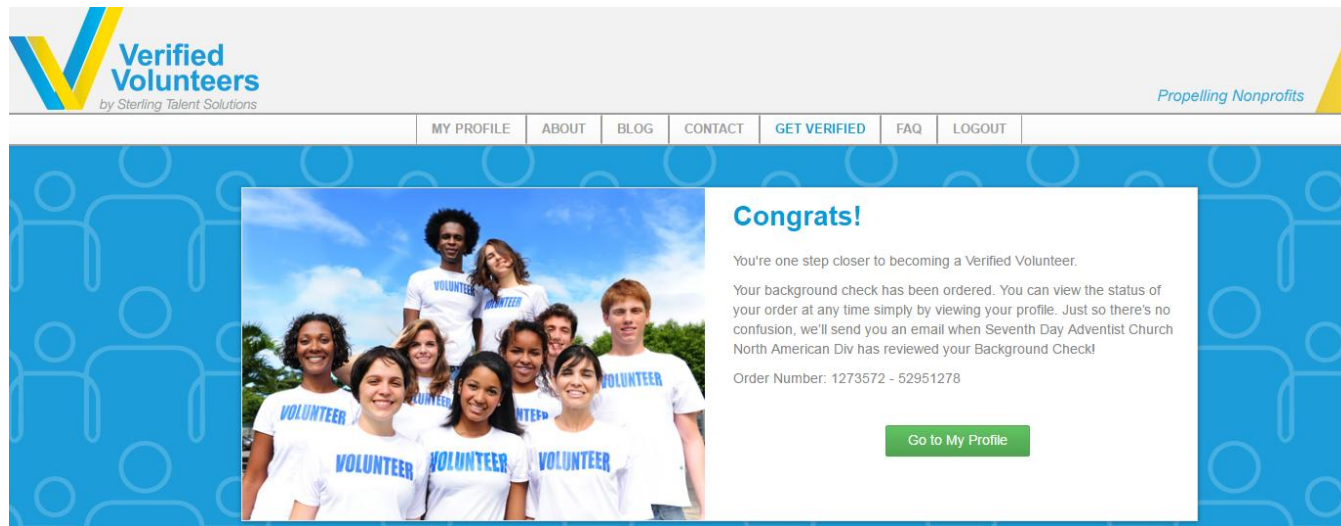
- On the next screen, set up an ID, password, and security questions.

- Start the background check by clicking “Get Verified”, and fill ALL the information on the next several screens.



- On the final screen, it will show the cost of the background check. There is an option for you to pay, but you do not have to – the cost will be covered by the church.

- When you've successfully entered all your information for the background check, you should see a screen like this:



- And that's it! This entire process took me less than 1.5 hours (and that included creating these instructions)...