

**Step 1:** Go to <https://www.nadadventist.org/asv> and click on the first-time registrant button

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



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?**

[Registro en español](#)

**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.



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.

The screenshot shows a web interface with a dark sidebar on the left and a main content area. The sidebar has two tabs: 'Training' (selected) and 'Administration'. Under 'Training', there are links for 'Online Training Courses', 'Training Report', 'Message Center', 'My Report', and 'Share My Report'. The main content area is titled 'Adventist Mandatory Training' and contains the following text: 'To begin your online training, please click the title of your assigned training:'. Below this is a card for 'Child Protection Module' with a green checkmark icon, 'Overview:', 'Assigned: 08/15/2019', and 'Due: 08/29/2019'. At the bottom of the main area are three status indicators: 'Past due' (red warning icon), 'Due date approaching' (orange warning icon), and 'Assigned' (green checkmark icon).

**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 Child Protection training, you will be instructed to complete your Sexual Harrasment Training Module



This screenshot is similar to the first one but shows a different training module. The main content area is titled 'Adventist Mandatory Training' and contains the text: 'To begin your online training, please click the title of your assigned training:'. Below this is a card for 'Sexual Harassment Online Training Module 1.0' with a green checkmark icon, 'Overview:', 'Assigned: 07/01/2019', and 'Due: 08/31/2019'. At the bottom of the main area are three status indicators: 'Past due' (red warning icon), 'Due date approaching' (orange warning icon), and 'Assigned' (green checkmark icon).

## Important Next Step: Background Check

### Your background check will include:

**Social security Trace** - This search identifies potential address and alias detail from the last 7 years.

**The Department of Justice Sex Offender** - The most inclusive sex offense search available via the Department of Justice directly.

**OFAC Government Watch List** - Identifies individuals and companies with affiliation or records listed on various terrorist watch lists, financial sanctions directories or DEA watchlist.

**The Advanced Criminal Record Locator Search** - Identifies criminal records based on current county/state jurisdiction at the primary source as well as a nationwide criminal database. All reported criminal history is validated at the primary source to ensure accuracy.

A credit check is **NOT** included.

- I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." and "Security Freeze Notice"
- I have read the Disclosure Regarding the Employment and/or Volunteerism/Non-Employee Position Background Report provided by Sterling Volunteers and this Authorization to Obtain Employment and/or Volunteerism/Non-Employee Position Background Report. By my signature below, I hereby consent to the preparation by Sterling Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, %0, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making an employment and/or volunteerism/non-employee position decision involving me at any time after receipt of this authorization and throughout my employment and/or volunteerism/non-employee position, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Sterling Volunteers and/or the organization itself, and authorize Sterling Volunteers to provide such information to the organization. I agree that a facsimile("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. |||855-326-1860, Option 3
- 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**

**SSN** Input your SSN or if you do not have one, check the box below

 -  - 

No SSN

**Step 10:** Upon completion of your Child Protection training, you will be instructed to submit your background check.