

Please log into www.shieldthevulnerable.org

You should review the attached and complete the registration and required training: Protect Children. After you complete the training 100%, you will select yes when asked to run a background check. If you do not get the prompt to run a background check after completing required training, you should select *my account* tab then click on the *screening tab* and select *run background check*.

How it works:

You must go through a Self- registration process.

Volunteers log in and register at shield the vulnerable for online interactive training and background screening for employees and volunteers.

You are to select:

Seventh-day Adventist

Columbia Union

Allegheny East Conference for initial set-up.

The names listed on the sheet are just for illustration purposes. Some individuals are trying to use the illustration information i.e. Lake Union, Illinois Conference.

- 1) Once users complete the registration, they take the online training. The *recognize and report child abuse* course is based on the law of the jurisdiction where the user lives or works. Additional related courses are available at no charge. The courses are self-paced and users can leave and return to the course to complete it.
- 2) Once users complete the training, the program automatically encrypts and sends the user information to Employment Screening Resources, which conducts the background screening.
- 3) The background screening results are confidentiality reviewed by the Conference and summary reports of the training and background screening are available to selected administrators.