STERLING VOLUNTEER INSTRUCTIONS

Background check

First time registration

Pre-registration: As part of the background screening process, four (4) character references, are required. A pastoral reference should be one of these. Full legal names and email addresses are required for each reference. Relatives will be disqualified. Please, contact Joyce Moore with the names and emails of your references.

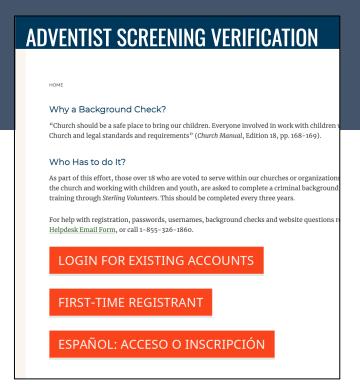
Step 1: Go to https://www.nadadventist.org/asv and click on the first-time registrant button.

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

Step 3: Create a user ID and a password you can easily remember. It's recommended to use your email address for your username.

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.





STERLING VOLUNTEER INSTRUCTIONS Cont...

Background check

First time registration cont.

- **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.
- **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: There are two trainings that might last up to 1 hour all together).
- **Step 9:** Upon completion of your online training, you will be instructed to **complete your background check**. Please MAKE SURE to complete ALL the steps within the background check process (Note: The background check will only take 5-10 minutes).
- **Step 10: Review** and complete the consent terms and mark the boxes to **agree**. Enter your First and Last Name as it appears on your legal document and enter your SSN or mark the box that says, "No SSN".
- **Step 11:** Confirm the information is correct and DON'T FORGET TO CLICK the "**Submit Background Check**" button at the end.

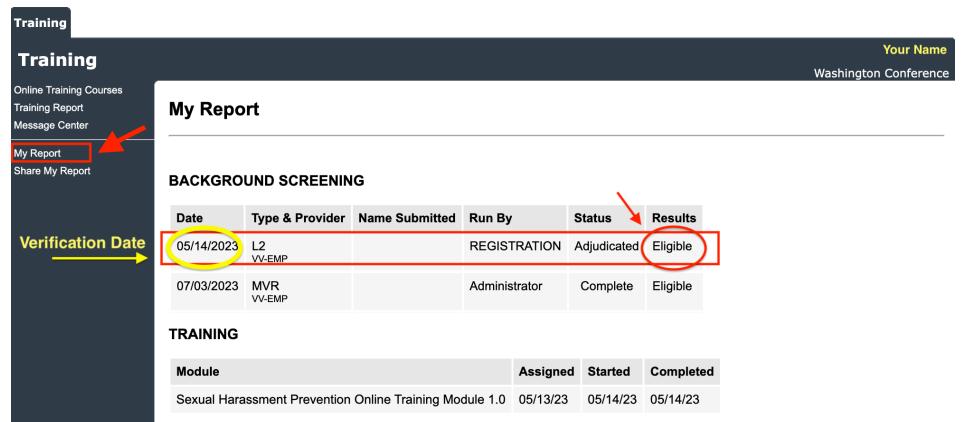
STERLING VOLUNTEER INSTRUCTIONS

How to retrieve your verification date



You can also update your personal information

Update My Account | Logout



Once the online training and the submission of your background check is completed (after completing up to Step 11), 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/verification date needed for YMMS

STERLING VOLUNTEER INSTRUCTIONS

Driving authorization

In addition to the Sterling Volunteers verification (2 Training Modules and Background Check = eligible), volunteer drivers must submit the Driving Records Release of Interest form and the copy of the drivers' license.

Please, start the process by contacting Joyce Moore with a list of your staff that will need driver authorization to: joyce.moore@wc.npuc.org.





