How to Complete Adventist Screening Verification (ASV)

To acquire the Adventist Screening Verification (ASV) Date, a series of three tasks must be completed:

- Task 1: Register for an ASV Account
- Task 2: Complete the Training Module
- Task 3: Complete the Background Check

After these three tasks are completed, wait for an email response for confirmation that the background check is completed. Then the last task must be completed:

- Task 4: Record ASV Date

If the ASV account is associated with another organization other than the Florida Conference, then instructions for sharing the verification are provided at the end. Lastly, frequently asked questions (FAQs) are at the end for account management such as account recovery.

TASK 1: Register for an ASV Account

Step 1: Go to the website

Click on the link to open the following website: https://www.nadadventist.org/asv

The website should appear as depicted in the picture below.
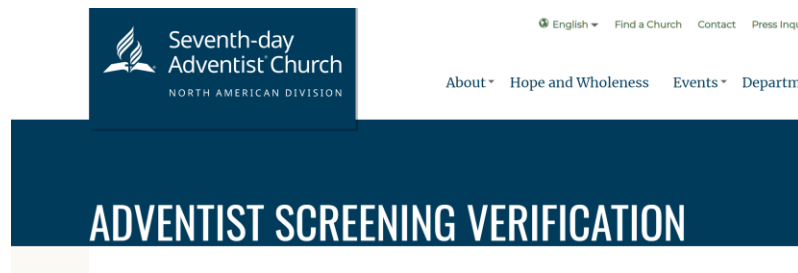
Step 2: Click Option that Best Describes ASV Status

Scroll down on the website to find the three orange buttons of "LOGIN FOR EXISTING ACCOUNTS", "FIRST-TIME REGISTRANT", and "ESPAÑOL: ACCESO O INSCRIPCIÓN". For the purposes of this guide, the instructions will follow if the "FIRST-TIME REGISTRANT" button is pressed, but the process is the same for Spanish/Español as well.

Step 3: Select "FL - Florida" or State of Home Membership

The website should be redirected such that it looks as depicted below. Click on "--- Please select ---" and from the Drop down, select either "FL - Florida" or the state in which your home SDA Church Membership is located in. Then press "Select and Continue".

Please select the State in which your Conference, Program or University is located

--- Please select --- ▼

Select and Continue

If you need assistance, please contact your Adventist program for further direction.

Step 4: Select "Florida Conference" or Conference of Home Membership

On the next drop down question, click the drop down to then select "Florida Conference" or the Conference of Home Membership as applicable. Then press "Select and Continue".

Step 5: Choose "No" for Previous ASV Registration

The screen should be redirected as depicted below. If you have previously registered with Adventist Screening Verification (ASV) press "Yes" or "No" accordingly. For the purposes of this guide, "No" is to be selected to provide a walkthrough for first-time ever registrants.

Have you previously registered with Adventist Screening Verification?

Yes   No

Step 6: Crease a User ID & Password

Create a username and password (which must be different from each other). Make sure it is something that is memorable as you need to use it to log back into repeatedly and it must match the requirements as stated on the website. Furthermore, if you already have an account and want to recover it, press the blue button, "Click here" or if you prefer to register in Spanish click "Registro en español".

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: [   ]

[Continue]

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?

Click here

Registro en español

Step 7: Fill out the Personal Information

As a new user, the information on the form needs to be filled out as accurately as possible. Note that the items with a red asterisk are required and legal names must be used. When the form is completed, press "Continue".

Please provide the information requested below

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

Salutation	- Please select - ▼
First Name:	[ ] *
Middle Name:	[ ]
Last Name:	[ ] *
Email:	[ ] *
Home Address:	[ ] *
Home Address 2:	[ ]
City:	[ ] *
State/Province/Region:	-- Select -- ▼ *
ZIP/Postal Code:	[ ] *
Country:	USA - United States ▼ *
Daytime Phone:	[ ] * (###-###-####)
Ext:	[ ]
Cell Phone:	[ ] *✚ (###-###-####)
Date of Birth:	[ ] 📅 *
Gender:	-- Select -- ▼ *
	Continue

* Required field

✚ 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

Step 8: Select the Primary Church for Volunteer Involvement

From the dropdown menu as shown below, select the local SDA church where you spend most of your time volunteering.

Please select the primary location where you <u>work</u> or <u>volunteer</u>.

Location: [- Please select - ▼]

[Continue]

Once a location is selected, a checkbox menu will appear as shown below. There are a lot of choices in this and it is important to select all of the roles in which you would have the potential for volunteering with the church. For the services offered as an MCC Member, check the box next to "**Ministry Support**". Once done, press "Continue" at the bottom of the page.

Please select all of the roles that you perform at this location

Employee Roles

- ☐ After Sch Care (Employee)
- ☐ Assistant Chaplain
- ☐ Asst Pastor
- ☐ Bible Worker (Employee)
- ☐ Business Manager
- ☐ Business Office Assistant
- ☐ Camp Assistant (Employee)
- ☐ Camp Ranger/Assist.
- ☐ Chaplain
- ☐ Coach (Employee)

Volunteer Roles

- ☐ Admin Asst/Secty
- ☐ Administrator
- ☐ Adventurers
- ☐ After Sch Care (Volunteer)
- ☐ AVS Volunteer
- ☐ Bible Worker (Volunteer)
- ☐ Camp Assistant (Volunteer)
- ☐ Children Ministry
- ☐ Classroom Aide
- ☐ Coach (Volunteer)

Step 9: List Other Locations as Necessary

If there is a potential for being involved at other local SDA Churches than the listed primary location, then click "Yes". This will redirect the page to repeat step 8 as many times as necessary. Otherwise, if involvement is generally limited to only one location, click "No".

Are you associated with any other locations?

[Yes]   [No]

Step 10: Select "Yes" or "No" based on Training Attendance

If a live training session for Child Protection was attended, click "Yes". Otherwise, as is the assumption of the guide provided here, click "No".

Have you already attended a Child Protection Training Live Session?

YES   NO

Task 2: Complete the Training Module

Step 11: Begin Child Protection Training Module

The page will be redirected as shown below.

You now have a registered account and can log out of the website and log back in as needed as of this point. However, the process to obtain the ASV Date is not complete yet.

Click on the bolded title "Child Protection Module" to begin the training. The training must be completed within the assigned period, but it is best to do it now. Disable pop-up blocker if enabled at this time.

Step 12: Watch Child Protection Module Training Video

A new pop-up window will open that appears as is shown below. The video must be watched in full to receive credit.

To start the video, press the play button symbol: . When the video is complete, press "NEXT >".

Child Protection Module

Please watch the video above.

If you do not watch the full video, you will not receive credit for this training.

NEXT >

1 of 2

Step 13: Continue to take the Quiz

As is shown below, the page has been redirected. Click "CONTINUE this module" to move forward with the quiz.

**For information on how to report child abuse in your particular state,
please click here to go to childwelfare.gov for toll-free phone numbers and state-specific websites.**

You will now be directed to a quiz over the material presented.

Please select, "Continue this Module" below.

< PREVIOUS

**You have reached the end of this section.
You have one more section to complete.**

CONTINUE this module   EXIT and return to NCS Risk

2 of 2

Step 14: Answer the Quiz Questions

The simple multiple choice question quiz is 25 questions long and is graded immediately. If a wrong answer is chosen, the question is redirected for another try. (AKA Don't stress out). Proceed to answer the questions and finish the quiz.

To answer a question, press the ⊙ that follows the desired answer choice. When selected, the answer appears as the following symbol: ⊙ .Then to submit your answer press "Submit answer"

Submit answer

Your progress is tracked as is illustrated by the progress bar.   8 of 25

Step 15: Exit the Training Module

Once the quiz is completed, the following screen will be shown. Click "EXIT and return to NCS Risk".

Congratulations!

You have reached the end of the Child Protection Module module.

> EXIT and return to NCS Risk

Task 3: Complete the Background Check

Step 16: Start Background Check

After the Training Module, the main page is redirected to the following screen:

Click "Submit Background Check" to start the process.

Step 17: Complete the Forms

The page will be redirected to a form headed with the following:

Important Next Step: Background Check

Read the information and then check the three ☐ , enter your name, and Social Security number. If you do not have a Social Security number, click the box for "No SSN". When the form is done, click the button "Submit Background Check".

Continue to proceed through the forms until the background check has been fully submitted at no charge to you.

Task 4: Record ASV Date

Step 18: Wait for the Background Screening to be Completed

When the background screening has been fully submitted, the page should be redirected to something akin to the following image.

To see the status on the background screening, click on the left menu option of "My Report".

Step 19: See the Status on the Background Screening

The page should be redirected to something akin to the following image:

My Report

BACKGROUND SCREENING

Date	Type & Provider	Name Submitted	Run By	Status	Results
01/05/2018	L2 VV		REGISTRATION	Adjudicated	Eligible

TRAINING

Module	Assigned	Started	Completed
Child Protection Online Awareness Session	01/05/18	01/05/18	01/05/18

Under "Background Screening" is the table which shows the status of the background screening. Under the "Results" column, if it says "Pending", then the screening has not been completed yet.

If it says "Eligible" then the date under "Date", which for this picture is 01/05/2018, would be your ASV Date. For all other cases (such as failed screenings), please contact the MCC admin at https://floridaconference.com/mcc-contact-us/.

Step 20: Save Your Report

While on the My Report page, press CTRL + P to print the report. From the printer menu you can choose to print it as a paper copy (good for paper records), or choose to set the printer as "Save as PDF" to save an electronic copy (good for electronic records). Please do both as well as keep track of the ASV Date for entering on the MCC Membership Application.

Step 21: Check the Conference of Clearance

At the top right of the page should be your name (for this case is DEMO DEMO) and underneath the conference in which you have your account registered with. If it is "Florida Conference" as shown below, then you are done!
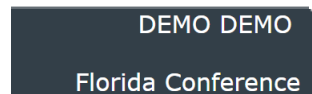
If it does not say "Florida Conference" at the top right, then authorization for the Florida Conference to review this information is necessary, but thankfully is very easy to do.

On the left menu click "Share My Report".
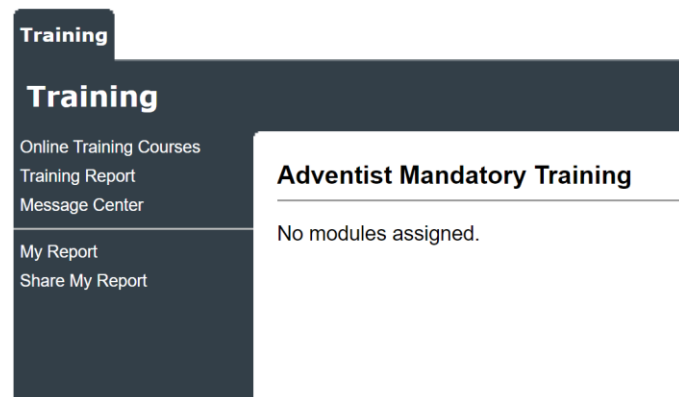
Step 22: Provide Florida Conference Access for Review

The page should be redirected to the following:

Share My Report

I give my permission to share my report information with the following conferences and/or groups:

☐ ADRA International   ☐ Mid America Union

☐ ASI   ☐ Minnesota Conference

☐ Adventist Media Ministries   ☐ Montana Conference

☐ Adventist Risk   ☐ Mountain View Conference

☐ Alaska Conference   ☐ Nevada-Utah Conference

Click the ☐ next to ☐ Florida Conference   such that it appears as ☑ Florida Conference .

Scroll to the bottom of the page and press the save button Save .

Step 23: Finish

CONGRATULATIONS! The ASV requirement should be taken care of by this point until the verification expires 3 years after the ASV date.

If for some reason, there are issues, please check out the FAQs linked below and/or reach out for help by contacting the MCC Office at https://floridaconference.com/mcc-contact-us/.

Frequently Asked Questions (FAQs)

If you have any questions dealing with usernames, passwords, recovering old accounts, associated account emails, and etc., please visit the FAQ page for the ASV at the following link: https://www.ncsrisk.org/adventist/virtus_help_faq.cfm.