

- Step 1: Go to <a href="https://www.nadadventist.org/asv">https://www.nadadventist.org/asv</a> 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.





Already have an account?



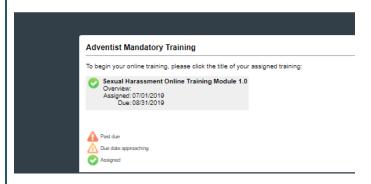
- **Step 4:** Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).
- **Step 5:** Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.





- **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.





## Additional Details:

Once the online training and the submission of your background check is completed, you can <u>login to your account</u> 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 online training, you will be instructed to complete your background check. Please complete the steps within the background check process

