

1 Go To: shieldthevulnerable.org



2 Click >>



3

First-Time Signup

Select Your Organization

Seventh-day Adventist

Lake Union

▶ Illinois Conference

If correct, click >>

- >> 1. Pick **Seventh-day Adventist** from the dropdown list
- >> 2. Select your **ATLANTIC UNION**
- >> 3. Select your **NORTHEASTERN CONFERENCE**

NOTE: if you cannot find your Union or Conference, STOP. Contact your administrator.



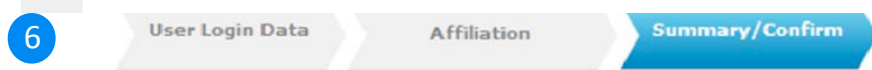
User/Login Data: Fill in the requested information and create your login. Only one person can be named on the registration. It's important to provide a valid email address — if you have one.

NOTE: Please write down your ID and Password in case you need to log in again.



Affiliation Tab: Here, you identify yourself as a volunteer. Then identify which type of location (Church) at which you work or volunteer. Finally, identify your position at the organization. See example in image below.

Volunteer Church Church Location Church Name Select ✘



Summary: Review your registration information and if correct and you "Accept" the license, click the "Confirm Signup" button. It will take you to the "**My Courses**" page to start your training

7 **My Course Page:** Click "Start" button to open the "required" course. You may take optional once you take the required course.

Assigned Courses (1) Collapse			
Adult Courses	Assigned	Done	Certificate
<input type="button" value="Start"/> Protect Children: Parts I & II	09-22-12	0%	

8 **Background Screening:** Once you train, you are required to do a background check. You must electronically sign an authorization to permit the screening. If finger printing is required, arrange for it at a location near you. Your local administrator can help you.

