



All adults over the age of 18 who choose to volunteer to work with children are required to complete the online training and submit the background check to be able to participate in any Dakota Conference children's ministry-related event. This includes parents, pastors, teachers, and any youth who have reached the age of 18. They may participate at the event but will need to follow the "adult regulations."

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 the conference**

Please make sure you list Dakota Conference or your report will not be available to us.

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.



This report must have your legal name.

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 'smith' 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:

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 6 characters long.
[Important note about selecting passwords](#)

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.



If you do not have a driver's license please ONLY choose roles that say you are a NON-DRIVER.

Please do not choose another role, or it will require you put in a license number and your application will be delayed.

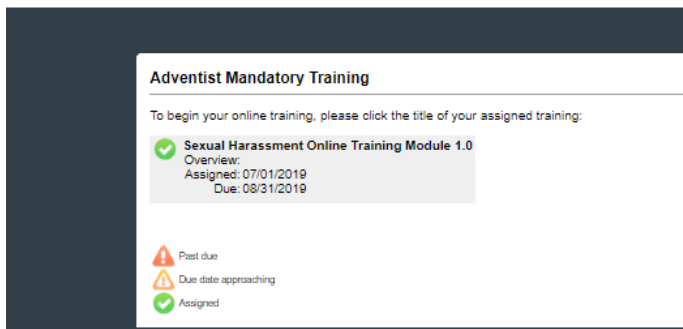
Please select the primary location where you work or volunteer.

Location:

If you are associated with multiple locations, please choose the primary (work) location first.
Then click the continue button to select additional locations such as those where you volunteer

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. **Please let us know if they do not assign you training. Everyone must complete training.**



Additional Details:

Once the online training and the submission of your background check is completed, 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 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)

Once you finish the training and receive the certificate, **YOU ARE NOT YET DONE!** You must continue to input the information they require and then submit the application for the background check.

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



The background check is not submitted automatically. You must submit it.

Some reports come back in a day or two—others take longer. Please be patient. Once they are approved, the report is then made available to the Dakota Conference Office and personnel must manually approve each person which can be a time-consuming process. If you have need of a fast approval for an event, please contact the Youth Department or the associate treasurer at the Conference Office to give a heads up so they will know to watch for it and approve it as quickly as possible.