

NORTH AMERICAN DIVISION

EXISTING ACCOUNTS

Step 1: Go to <u>https://www.nadadventist.org/asv</u> and click on the **LOGIN FOR EXISTING ACCOUNTS** button

Step 2: Enter in the username and password created during your initial registration. If you are having trouble remembering this information, click "Need login information?"

LOGIN FOR EXISTING ACCOUNTS			
Username:			
sda-admin-37469			
Password:			
Password:	Sign In		

Step 3: upon login, you will be directed to complete any piece of the process that is not complete. If training is still required, the training prompt will display and if the background check is required you will have a display that directs you to complete the background check process.

To review your status information, select the "My Report" option on the left-hand side:

My Report

BACKGROUND SCREENING

Date	Type & Provider	Name Submitted	Run By	Status	Results
07/23/2019	L2 VV		REGISTRATION	Pending Submission	

TRAINING

None

If you need to update your registration information, select the "Update My Account" information in the upper right-hand corner:

Edit My Information

Hear ID:	sda-admin-37469				
First Name:					
Last Name:	test				
Email:	test@ncsrisk.org				
Password:	•••••				
Date of Birth:	04/11/2001				
Address:	27 Benedict Street				
Address Cont'd:					
City:	Norwalk				
State:	CT - Connecticut	¥			
ZIP:	06850				
Daytime Phone:					
Evening Phone:					
Primary Location:	Administration	¥			
Additional Locations: Bayberry Christian Adventist School					
Roles:	Add/Remove locations Deacon/Deaconess Music (Volunteer) Add/Remove roles Save Cancel				

