
1 Go to **shieldthevulnerable.org**

2 Click on the **First Time Sign-Up** button

3 **FIRST-TIME SIGN-UP**

Select **Seventh-day Adventist** from the dropdown list of organizations

Select **Southern Union** from the dropdown list of unions

Select **Georgia-Cumberland Conference** from the dropdown list of conferences

Click **Confirm**

Read the message from Ed Wright and Ron Smith and click **Next**

4 **USER/LOGIN DATA**

Fill in the requested information using your home address 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). Click **Next Step**.

Note: Please write down your ID and password for logging in again in the future.

5 **AFFILIATION TAB**

Here, you identify yourself as an employee (includes temp/contractor) or volunteer. Then identify which type of location (church, school, etc.) at which you work or volunteer. Finally, identify your position at the organization. Click **Next Step**.

6 **SUMMARY/CONFIRM**

Review your registration information and if correct and you accept the license, click the **Confirm Signup** button. It will take you to the **Background Check Registration** page to start the screening process. Click **Next**.

7 **BACKGROUND CHECK**

You will be asked to complete information about yourself. Do so and then click **Next**. Read and electronically sign the authorization to permit the screening. Click **I Consent to the Background Check**. You will receive a confirmation message. Click **Click Here to Proceed**.

8 **MY COURSE PAGE**

Click the **Start** button to open the required course—**706: Protect Children**. This and other optional courses may be taken at a later date by returning to shieldthevulnerable.org, logging in, and clicking on the My Courses tab.