



2019 NJCL Convention

**North Dakota State
University
Fargo, North Dakota**

ADULT REGISTRATION

Thank you for your interest in attending the 2019 NJCL Convention as an adult delegate.

Since this is an event for minors, in order for you to be approved to attend as an adult you need to complete a criminal background check.

You must complete this process even if you attended last year's NJCL Convention.

You MAY begin the registration process at the same time as you submit your background check request. Once your background check has cleared, you will receive an email with a link to the Convention Registration forms. The length of time depends on local regulations.

NJCL will not run any credit checks. You do NOT need to send any private information to the NJCL Office. Instead, follow this link, and you will be asked for all the necessary information. The NJCL Administrator is the only one who will see the results, and he will see no private information. You MUST have an email address to complete this. If you are outside of the United States or are not a US Citizen, the online process is not available. Contact the NJCL Office. There is no cost for the background checks.

Instructions:

Log on to <https://njclconvention.volunteerportal.net>

Review the text on the Welcome Page, enter the password: AclJell919 and click “I Agree”.

N. B.: It is best to cut and paste the password. What looks like “1919” is really a small L “l919”.

There are two signatures pages you must complete. The term ‘employment’ for NJCL Convention indicates that you will be working with minors.

DO NOT INITIATE MORE THAN ONE CHECK. NJCL pays for each one. If you make an error, contact Sherwin Little at administrator@njcl.org.

- Enter Personal Information
 - All fields marked with “*” are required.
 - A Middle Name is not required but will strengthen the search.
- ❖ Under ‘Additional Information’ you will be asked for “State/Province of Work or Volunteer activity”. Select **NORTH DAKOTA**. (people have been missing this!)
- Review all information to ensure its accuracy before proceeding. If you need to make any corrections, you can click on the “Edit” link or the “Previous” button to return to the Personal Information page.
- Click “Next” or “Complete” to process your search.

*****Please Note the following*****

- If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
- If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
- When returning to the site, click on this link on the Welcome Page: “If you are returning to finish a previous search, then click here.”
- Enter your last name and reference number to resume your previous search.