



## ARC System

(Assessments, Records and Credentials Portal from office of the General Secretary's)

### BACKGROUND CHECK AND SEXUAL MISCONDUCT

- a. Go to [www.COGICARC.com/login.cfm](http://www.COGICARC.com/login.cfm). If you have an existing account, you may sign in. If you do not have an account, you will need to make a Request (left side). The Request will be input into the system by the General Secretary who will then refer it to the Jurisdictional Secretary for processing.
- b. Sexual Misconduct Test**
  1. Go to module labeled "Online Training"
  2. Log in to the COGIC Online Education site using the same username and password you used for the COGIC ARC page.
  3. Once you have gained access to the COGIC Online education site, click on "Sexual Misconduct Training".
  4. Follow all directions and complete your Sexual Misconduct Training.
- c. Background Authorization Check**
  1. Once you have gained access, several modules will appear. Click on the module labeled "Bkgrnd Check"
  2. Follow the directions and complete your Background Check
- d. **Remit Documentations:** Once you have completed your Background Check Form and your On-Line Training, click on the module labeled "Pre-Requisites" and print that page which states **(COMPLETED)** for the Online Sexual Misconduct Training and which stated **(APPROVED)** for the Background Check.