

Integrating The Rock with SafeMinistry

Revision 1.0 5 October 2020

Revision History

Revision	Date	Change
1.0	5 Oct 2020	Initial Version

Safe Ministry Initial Setup

Installing The SafeMinistry Plug-in from the Rock Shop

SafeMinistry is not part of the Rock core. As such you'll need to install SafeMinistry from the Rock Shop.

- 1. Go to your Admin Tools
- 2. Select the Rock Shop
- 3. Select the General category and locate the Safe Ministry Solutions tile
- 4. Click the "Install" button
- 5. Enable it as your default background check provider.

Configuring Safe Ministry Solutions

Before you configure the Safe Ministry plugin, you must establish and account after which you'll receive an email containing the username and password for use when integrating with The Rock. You *must not* use your personal credentials for this integration as that account is not authorized to use the API. From the System Settings screen, click on Safe Ministry Solution tile:



You'll be greeted with a screen where you can enter your credentials:

Continued on the next page



Enter the username and password provided to you for the integration and then click "Save"

Set up and Confirm Webhook.

A *webhook* is a method for a remote system, in this case SafeMinistry Solutions, to provide other applications, the Rock in this case, with real-time information. Each time a background check is complete, SafeMinistry will notify The Rock. The webhook url is the address to which SafeMinistry reports those results. Each SafeMinistry account has a unique webhook address which must use the https protocol.

										D
Safe	Ministry ystem Settings > S	Solutions	5							
♥ Sa	ife Ministry S	olutions								
Resu	lt Webhook 🤅	•			Active					
S	https://shs.p	llarsforrock.com	/Webhooks/safeministrysolut	ions.ashx						
Sav	1									
Backg	round Check	ypes User A	ccounts							
Backg Below updat	e Cancel	ypes User A round Check typ rest of that type	ccounts es that have been configured is completed.	I for this account	at Safe Ministry	Solutions. For each typ	e, select the person	attributes that s	hould	be
Backg Below updat	round Check rate backg are the backg ed when a req ackground C	User A round Check typ rest of that type neck Types	ccounts es that have been configured is completed.	d for this account	at Safe Ministry :	Solutions. For each typ	e, select the person	attributes that s	hould	be
Backg Below updat	e Cancel	ypes User A round Check typ lest of that type neck Types	ccounts es that have been configured is completed.	f or this account	at Safe Ministry :	Solutions. For each typ	e, select the person	attributes that s	hould I	be
Backg Below updat	e Cancel round Check ¹ are the backg ed when a req ackground C Name	User A round Check typ rest of that type neck Types	ccounts es that have been configured is completed. Person Attributes	d for this account	at Safe Ministry :	Solutions. For each typ	e, select the person	attributes that s	hould I	be
Backg Below updat	e Cancel round Check r are the backg ed when a req ackground C Name pes Found	User A round Check typ rest of that type neck Types	ccounts es that have been configured is completed. Person Attributes	d for this account	at Safe Ministry :	Solutions. For each typ	e, select the person	attributes that s	hould I	be

The SMS plugin will create a default result webhook value for you. If it is correct, click "Save" otherwise enter in the correct value and then click "Save"

Background Check Types

Background check types represent the *packages* set up when you established your account with Safe Ministry Solutions. Click on the "Background Check Types" to retrieve the list of packages set up for your use.

Ordering Background Checks

- 1. Log into The Rock as either a staff member or administrator.
- 2. Either add a new family member or select from the list of previously added family members.
- 3. Click the "Actions" menu in the upper right hand corner.
- 4. From the "Actions" dropdown menu, select "Background Check (Safe Ministry Solutions)"

ıeL 🔗	vis Lawrence Roc	k RMS ×	+															-		×
۵ ۵	C	L é	👌 shs.pilla	rsforrock.c	om/Person,	/17	Q	⊘ ▲		2	3	0	C:	(I)		{≡}	*	🦗 :	•	≡
衮										Q						Na	ame 👻	Ø	•	
∎ ▲ بر	D	J add 50 Ma Sin	d tag yrs old (1/1/1 le igle	970)	/renc	e					C D C B C P C P C P	ownlo Backgro Person Photo F Reques	ad vCa ound C Data E Reques st Asse	ard Check (Error st essmen	Safe I	Minist	Ac	utions -	6	^
	0,16							-								9 C ()	00			
	Lawrence Family										Home / 9 17: Pitt	Addres 36 Rog kin, LA	ss guski F A 7065	₹d 6						<u> </u>
	Person Profile	Extended A	uttributes	Steps	Groups	Docum	nents	History												
	SS Timeline								Đ		E E	Bookn	narke	d Attrit	butes					
https://	shs.pillarsforrock.	.com/Worl	kflowEntr	y/27?Pers	ionId=17						¥ (Conne	ection	Reque	ests					•

- 5. After selecting the "Background Check (Safe Ministry Solutions)" option you will be prompted for three additional options:
 - a. **Email** this is the email address of the candidate. If the value has not been entered for you, you must enter it here.
 - b. **Type** This is the *package type* used when conducting the background check. See your local Safe Ministry contact for information on each package.
 - c. **Reason** Reason for the background check request. This information will assist in evaluating the background check request.

🔇 Workfle	w Entry Rock RMS × +						_ □	×
A D C	🕻 🗅 shs.pillarsforrock.com/WorkflowEntry/ 🔍 🛛 🦁	Δ 👗	£ 🍪	C: 🕕	•	=} 🖗	🧌 🌲	Ξ
€		۹				Name -	Q	~
8	Background Request Details							
•	Please complete the form below to start the background request process.							
F	Jarvis Lawrence Email ••							
	Background Request Type •							
							1.	
	Submit Cancel							•

6. Upon clicking "Submit" You will be notified if the request has been successfully submitted:

Continued on the next page...

🚫 Wor	kflow Entry Rock RMS × +	_
< ۵	C □ △ shs.pillarsforrock.com/WorkflowEntry/ ○ 💟 🔺	💩 🖧 🥹 C: 🔟 🖬 👳 🛷 🐅 🗏
€		Q Name •
E	Background Check (Safe Ministry Solutions) Home > Workflows > Background Check (Safe Ministry Solutions)	
≗ بر	Request Entry	00001 Added: 10/27/2020
	Your request has been submitted successfully.	
	Crafted by the Spark Development Network / License	

Approving Background Check Requests

Each background check request must be approved by a member of your organization's security team. Upon logging in to The Rock as a member of the security team, access your dashboard to view a list of outstanding background check requests.

My Tasks	5 C	
Created	Title	Туре
10/27/20	Jarvis Lawrence Waiting for Submit Approval	Background Check (Safe Ministry Solutions)

To begin the request approval process, click on each name appearing in the "My Tasks" list after which you'll be able to review details about the request as below.

Ho	me > Workflows > Background Check (Safe Ministry Solutions)		
	Request Entry		00001 Added: 10/27/202
	Background Request Approval		
	If you approve the request, it will be sent to Safe Ministry Solutions to begin the get an email asking them to login and fill out the information needed to complet for you deny the request, it will be sent back to the requester (Staff Member). If denied.	he background check process for Jarvete the request (SSN, Address, etc.). you deny the request, please add no	is Lawrence. Jarvis Lawrence will then tes explaining why the request was
	Person Jarvis Lawrence	Requester Staff Member	
	Reason Volunteer BGC. Applicant will be assisting in Sunday evening classes.		
		User Account	
	Туре 🚯 *	User Account	
	Type 🔮 * Volunteer		

At this point you may:

- Modify the request type
- Select a user account
- Add notes or comments to the request

To approve the request and submit it to Safe Ministry Solutions, click the "Approve" button.

Viewing Background Check Results

To view a list of background check requests click on Admin Tools / System Settings



and then select the Safe Ministry Solutions tile



The Safe Ministry Solutions results page displays all in-process and completed background check reports. A few notes:

1. The "Record Found" column will *always* be "Yes" indicating an authorized user must review the report.

- 2. If the background check is completed, the "Report" column contains a link to the PDF report.
- 3. The "Log" column is used to view request and response communications in JSON format. This can be helpful when troubleshooting.