



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 an 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

Safe Ministry Solutions

Home > System Settings > Safe Ministry Solutions

Safe Ministry Solutions

a place of refuge

SafeMinistry SOLUTIONS

Username *

Password *

Save

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Get started using Safe Ministry Solutions

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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.

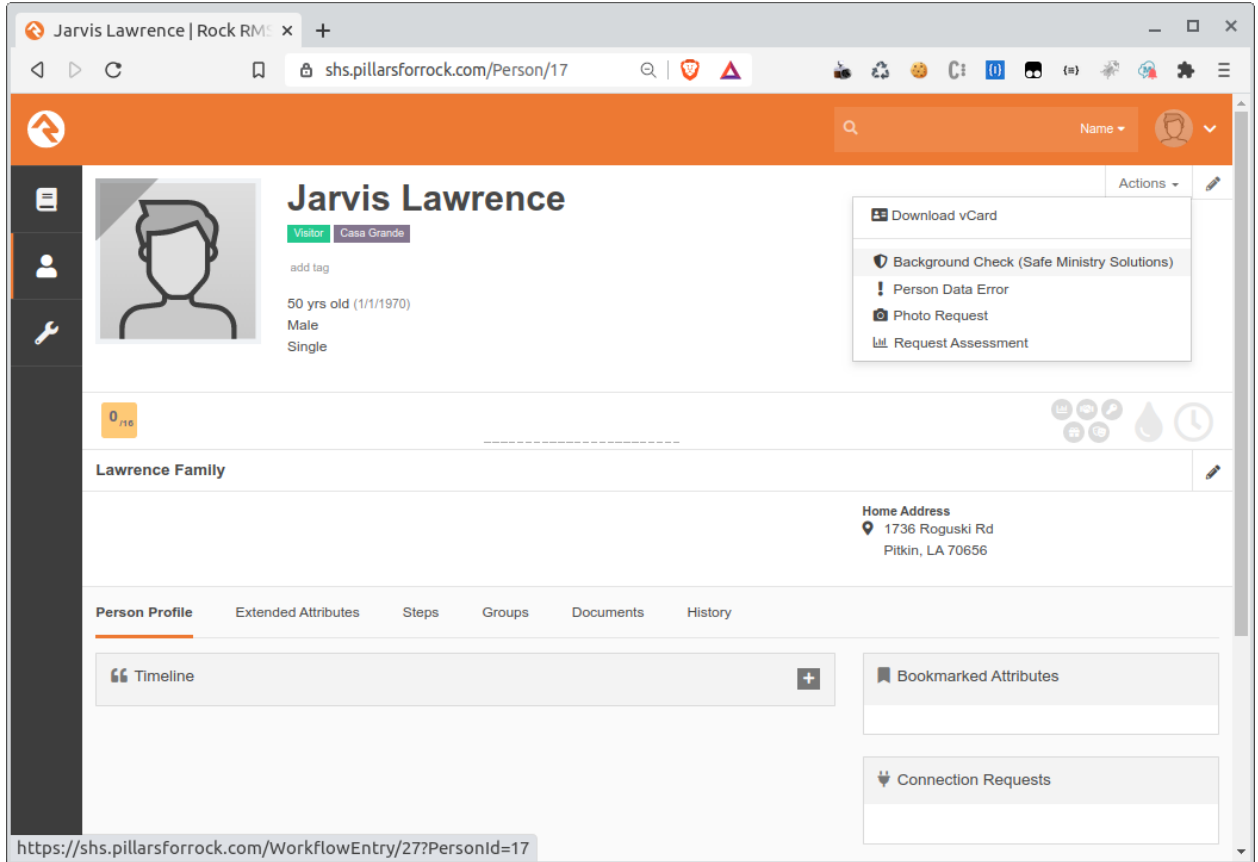
The SMS plugin will create a default result webhook value for you. If it is correct, click "Save" otherwise enter in the correct value and then click "Save"

Background Check Types

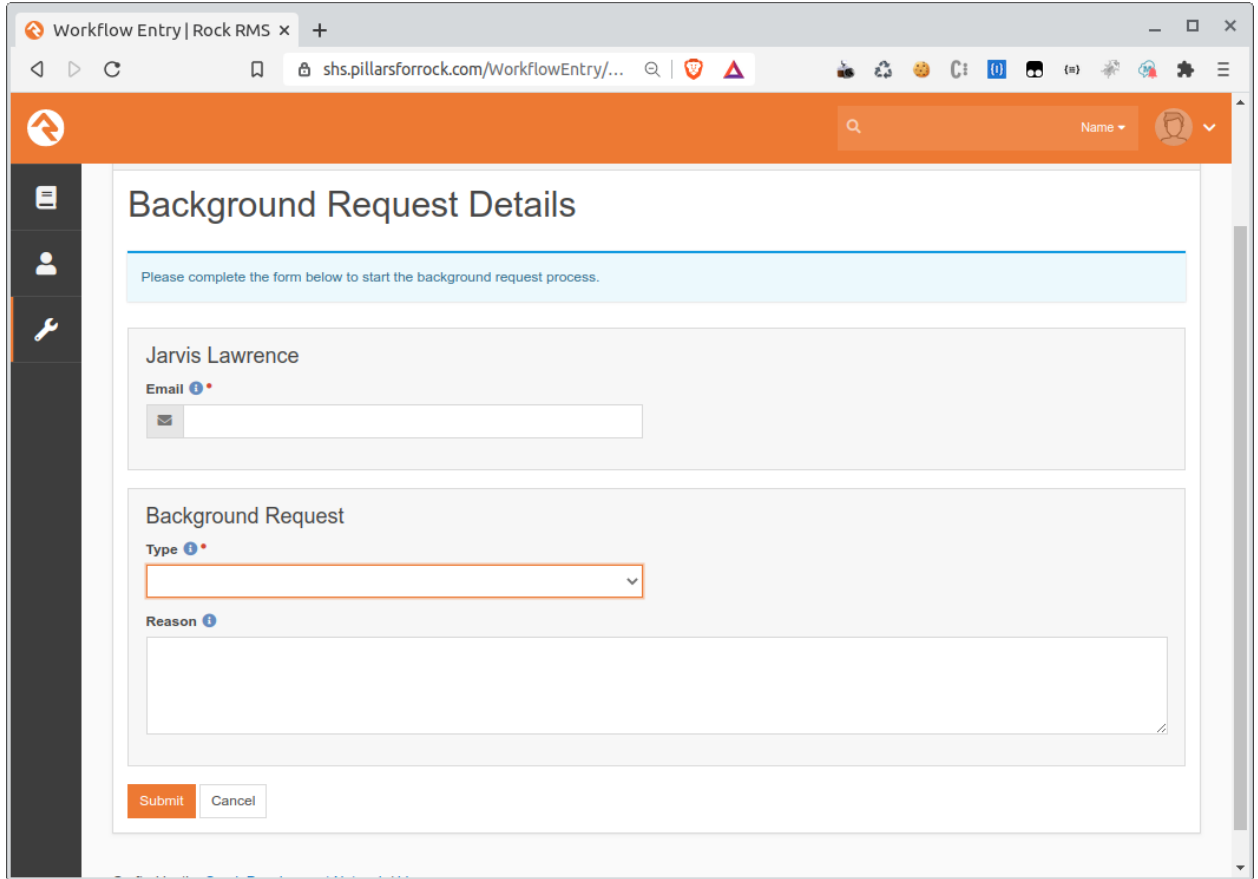
Background check types represent the *packages* set up when you established your account with Safe Ministry Solutions. Click on the "Background Check Types" to retrieve the list of packages set up for your use.

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)"

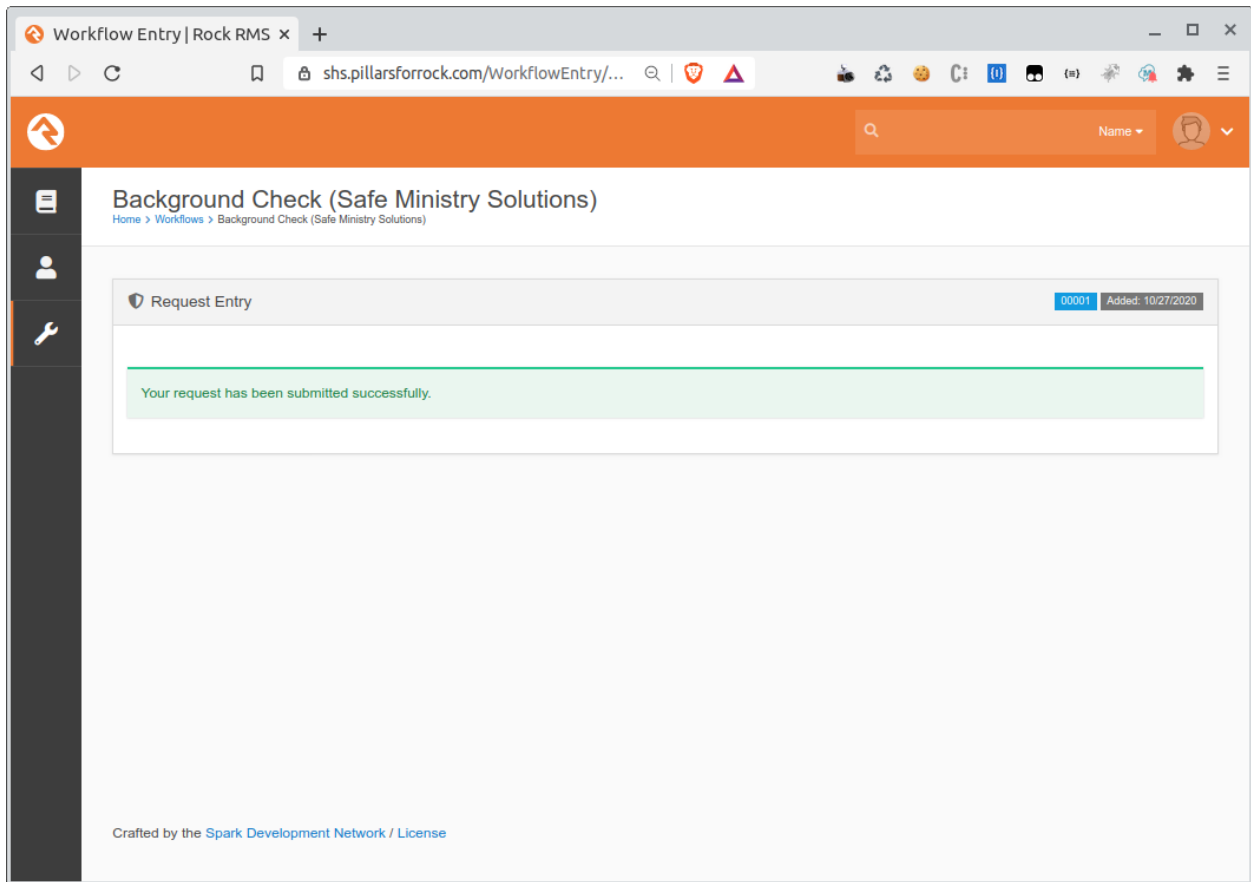


5. After selecting the "Background Check (Safe Ministry Solutions)" option you will be prompted for three additional options:
 - a. **Email** - this is the email address of the candidate. If the value has not been entered for you, you must enter it here.
 - b. **Type** - This is the *package type* used 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.



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

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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			
Created	Title		Type
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.

The screenshot shows a web application interface for "Background Check (Safe Ministry Solutions)". The page title is "Background Request Approval". The interface includes a navigation bar with a home icon, a search bar, and a user profile icon. The main content area displays a "Request Entry" for "Jarvis Lawrence" submitted by a "Staff Member". The reason for the request is "Volunteer BGC. Applicant will be assisting in Sunday evening classes." The request type is set to "Volunteer" and the user account is currently empty. There is a "Note" field for additional information and two buttons at the bottom: "Approve" and "Deny".

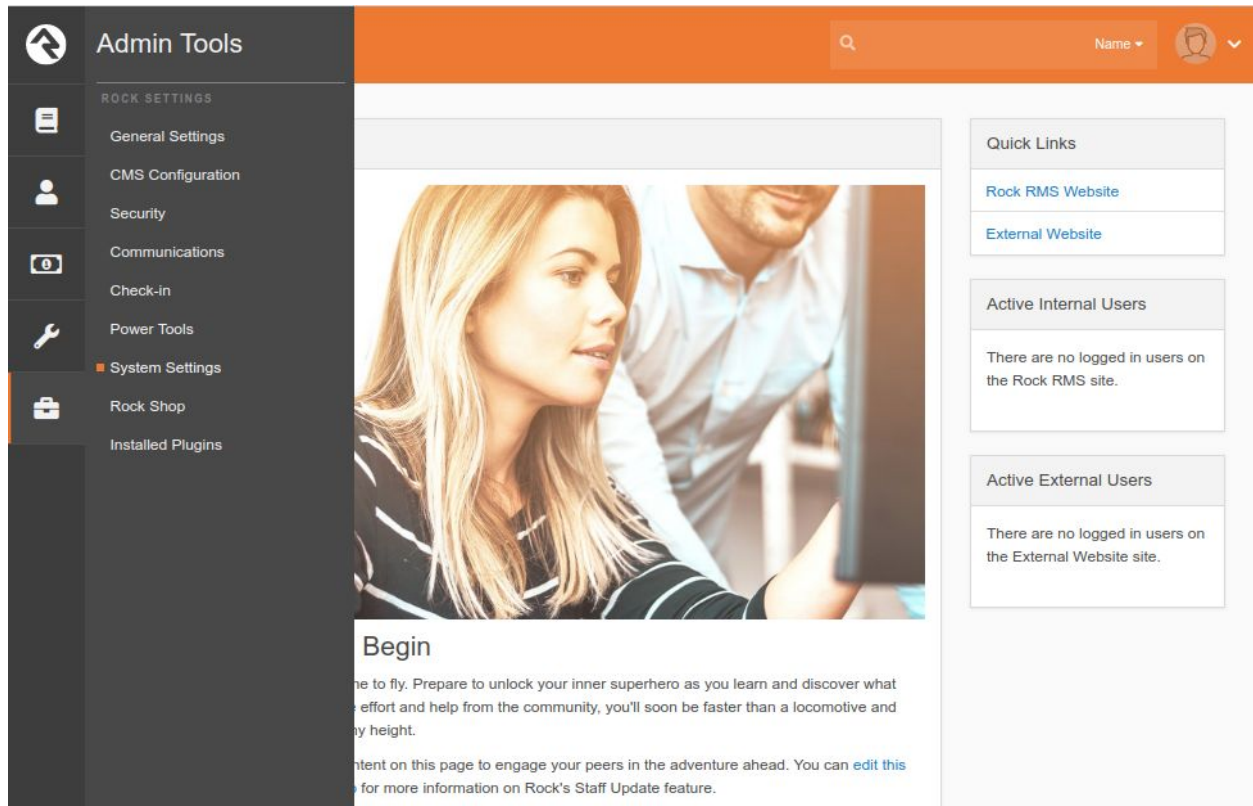
At this point you may:

- 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.