This Guide to Creating an IFBA Certification Portal Account is a companion document to the Certification Candidate Handbook and will assist candidates in creating their account within the IFBA Certification Portal.

1. Logging into the IFBA Certification Portal
Before beginning, ensure you are using Google Chrome and your pop-up blocker is disabled.
- Pop-ups are turned on in the Chrome Settings menu, under Privacy & Security, Site Settings.
- When Chrome blocks a pop-up, it displays an icon with a red X in the right corner of the address bar; you can enable pop-ups by clicking on this icon and selecting “Always Allow Pop-ups”.

To access the IFBA Certification Portal, open your Chrome browser and navigate to the following page: https://candidate.internationalbiosafety.org/
- If you already have an account, enter your email address and password, click on the “Sign In” button
- New users can create their account by clicking on the “Sign Up” button.

Individuals must not create duplicate records. If in doubt or experiencing issues, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org
- An automated email will be sent from certification@internationalbiosafety.org to the email address provided with your invitation to join the Portal and create a new password;
- If you do not receive the email, remember to check your spam account for an email “IFBA Certification Portal – Complete your Account”

2. Completing Your Candidate Profile
When you first log into the Portal, you will be promoted to complete your Candidate Profile.
- You must enter your first and last name exactly how it is to appear on your certificate.
- You must also enter a complete mailing address which will be used by the IFBA Secretariat to mail your certificate, wallet card and lapel pin.
- To confirm you have finished entering your profile, click on the small box (circled in red below) and then click on the green Submit button
3. Code of Conduct & Statement of Confidentiality

All candidates must agree to abide by the IFBA’s Statement of Confidentiality and Code of Conduct before they are eligible to register for an examination.

- Read and accept the both these documents by entering your name and today’s date and clicking on the “Submit” button.
4. Your Certifications
By clicking on the “Certifications” tab in the left navigation dropdown menu, candidates can register for an examination and follow their progress towards obtaining IFBA professional certifications. Biorisk Management is a pre-requisite certification and must be completed before candidates are eligible to sit for additional certifications.

- **To register for an Online examination, select the green “Click here” button.**
- **Written paper-based examinations are only offered by the IFBA under special circumstances; to register for a written paper-based examination, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org**

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