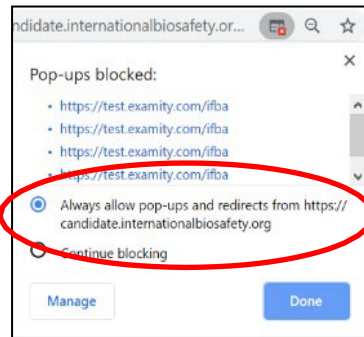


This *Guide to Creating an IFBA Certification Portal Account* is a companion document to the *Certification Candidate Handbook* and will assist candidates in creating their account within the IFBA Certification Portal.

## 1. Logging into the IFBA Certification Portal

Before beginning, ensure you are using Google Chrome and your pop-up blocker is disabled.

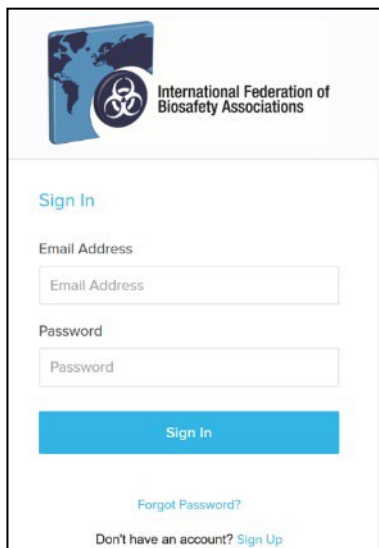
- Pop-ups are turned on in the Chrome Settings menu, under Privacy & Security, Site Settings.
- When Chrome blocks a pop-up, it displays an icon with a red X in the right corner of the address bar; you can enable pop-ups by clicking on this icon and selecting “Always Allow Pop-ups”.



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](mailto:secretariat@internationalbiosafety.org)



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Sign In

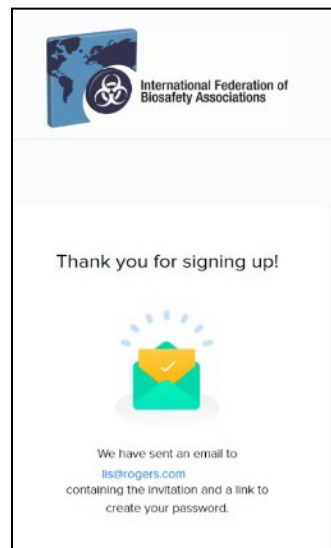
Email Address

Password

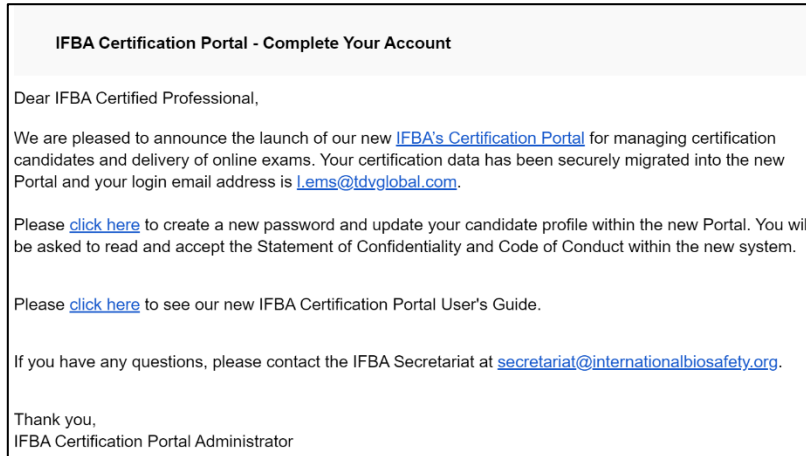
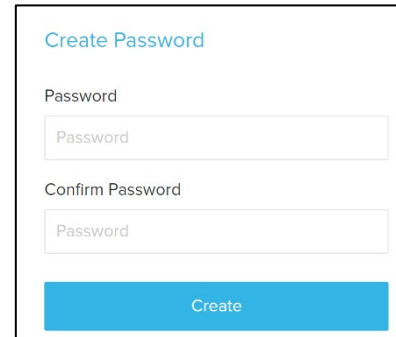
Sign In

[Forgot Password?](#)

Don't have an account? [Sign Up](#)



- 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”**

**Create Password**

Password

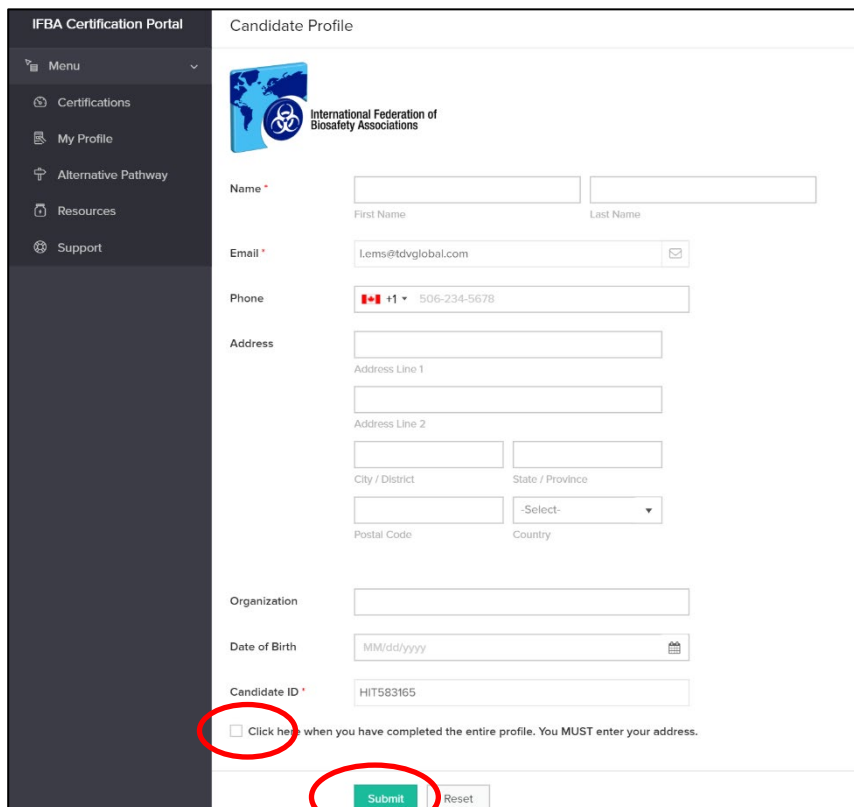
Confirm Password

**Create**

## 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



**IFBA Certification Portal**

Menu

- Certifications
- My Profile
- Alternative Pathway
- Resources
- Support

**Candidate Profile**

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Name \*

First Name Last Name

Email \*

Phone

Address

Address Line 1

Address Line 2

City / District State / Province

Postal Code Country

Organization

Date of Birth

Candidate ID \*

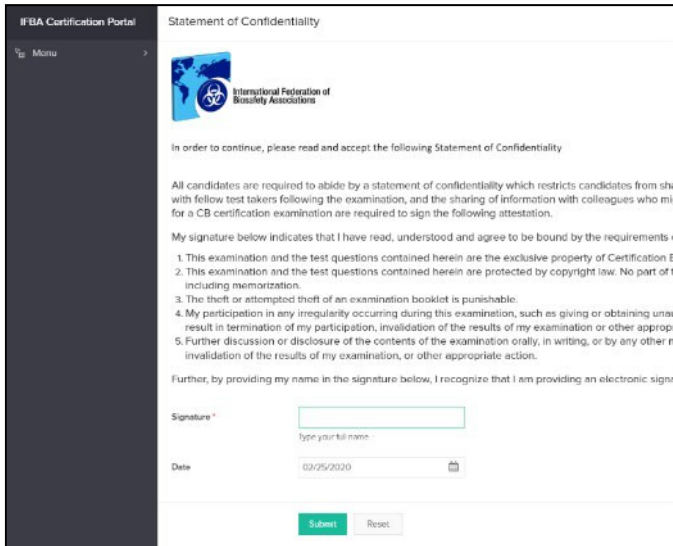
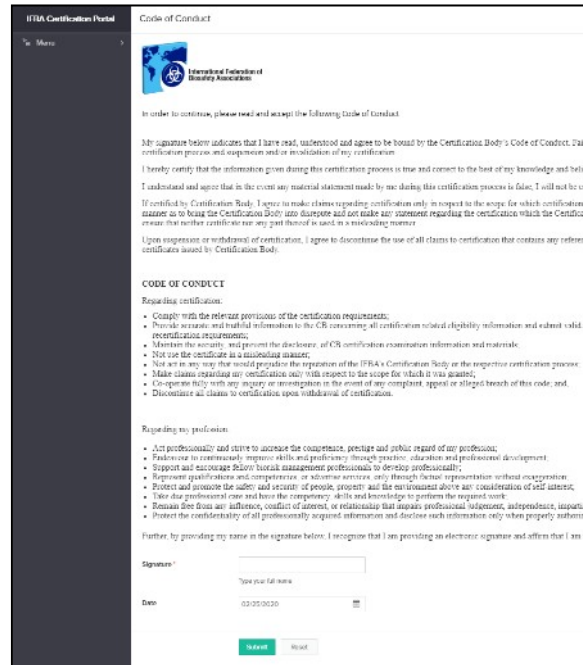
Click here when you have completed the entire profile. You MUST enter your address.

**Submit** Reset

### 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.

## Success

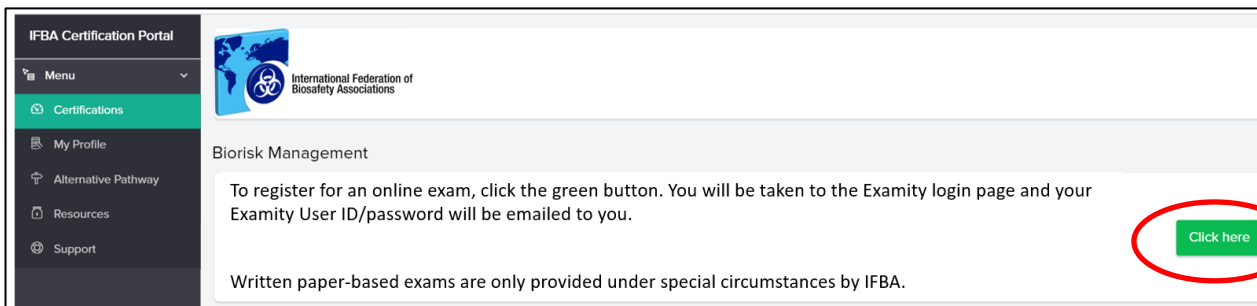
Your IFBA Certification Portal Account has been Created. You may now register for examinations

NEXT

### 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](mailto:secretariat@internationalbiosafety.org)**



IFBA Certification Portal

Menu

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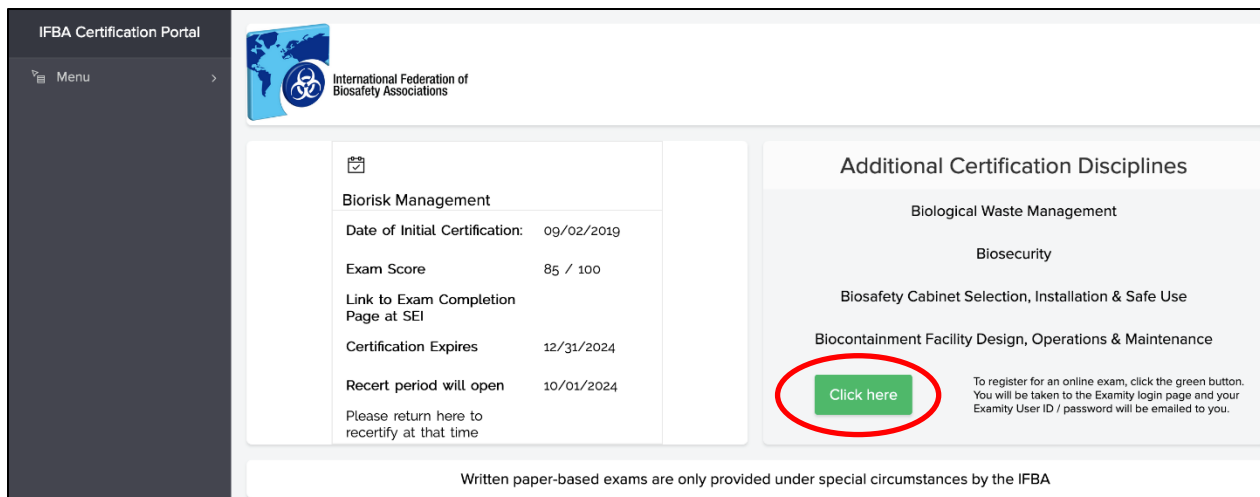
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#### Biorisk Management

To register for an online exam, click the green button. You will be taken to the Examity login page and your Examity User ID/password will be emailed to you.

[Click here](#)


Written paper-based exams are only provided under special circumstances by IFBA.



IFBA Certification Portal

Menu

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<b>Biorisk Management</b>	
Date of Initial Certification:	09/02/2019
Exam Score	85 / 100
Link to Exam Completion Page at SEI	
Certification Expires	12/31/2024
Recert period will open	10/01/2024
Please return here to recertify at that time	

#### Additional Certification Disciplines

- Biological Waste Management
- Biosecurity
- Biosafety Cabinet Selection, Installation & Safe Use
- Biocontainment Facility Design, Operations & Maintenance

[Click here](#)

To register for an online exam, click the green button. You will be taken to the Examity login page and your Examity User ID / password will be emailed to you.

Written paper-based exams are only provided under special circumstances by the IFBA