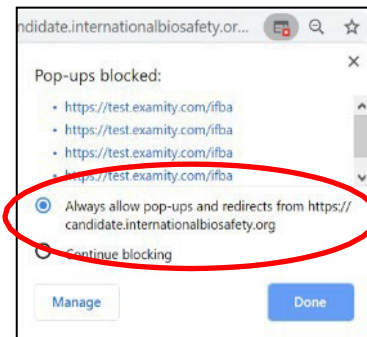


This *Guide to Creating an IFBA Certification Portal Account* is a companion document to the *Certification Candidate Handbook* and will assist candidates in creating their account within the IFBA Certification Portal.

## 1. Logging into the IFBA Certification Portal

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

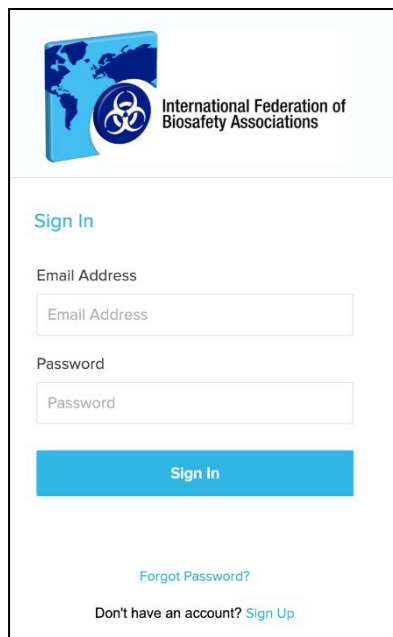
- Pop-ups are turned on in the Chrome Settings menu, under Privacy & Security, Site Settings.
- When Chrome blocks a pop-up, it displays an icon with a red X in the right corner of the address bar; you can enable pop-ups by clicking on this icon and selecting “Always Allow Pop-ups”.



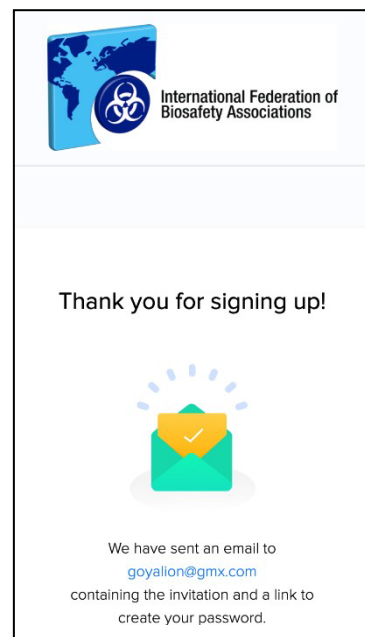
To access the IFBA Certification Portal, open your Chrome browser and navigate to the following page: <https://candidate.internationalbiosafety.org/>

- 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.

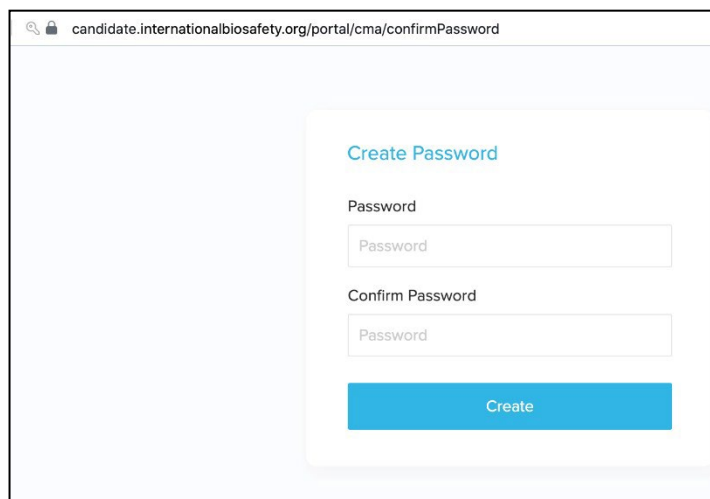
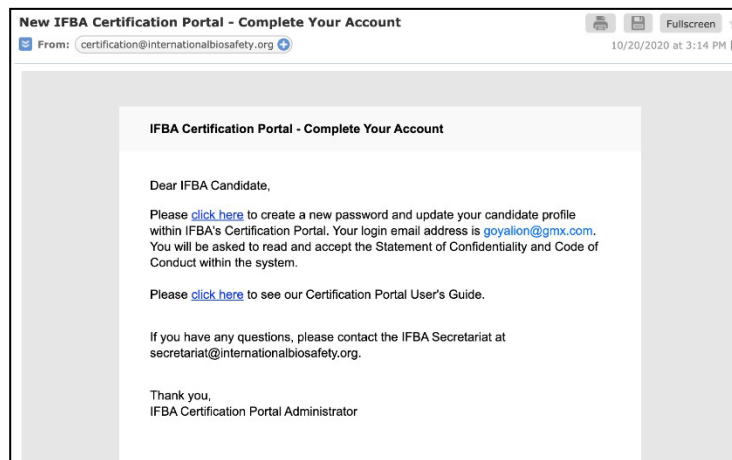
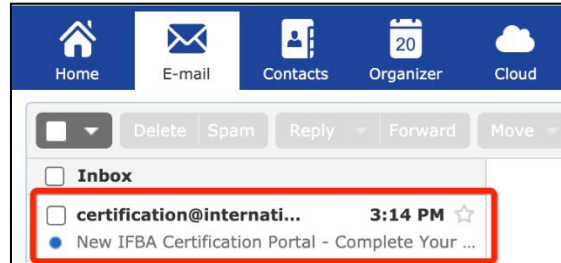
**Individuals must not create duplicate records.** If in doubt or experiencing issues, please contact the IFBA Secretariat at [secretariat@internationalbiosafety.org](mailto:secretariat@internationalbiosafety.org)



The image shows the IFBA Sign In page. At the top is the IFBA logo and the text 'International Federation of Biosafety Associations'. Below this is a 'Sign In' heading. There are two input fields: 'Email Address' and 'Password'. A blue 'Sign In' button is positioned below the fields. At the bottom, there are two links: 'Forgot Password?' and 'Don't have an account? Sign Up'.



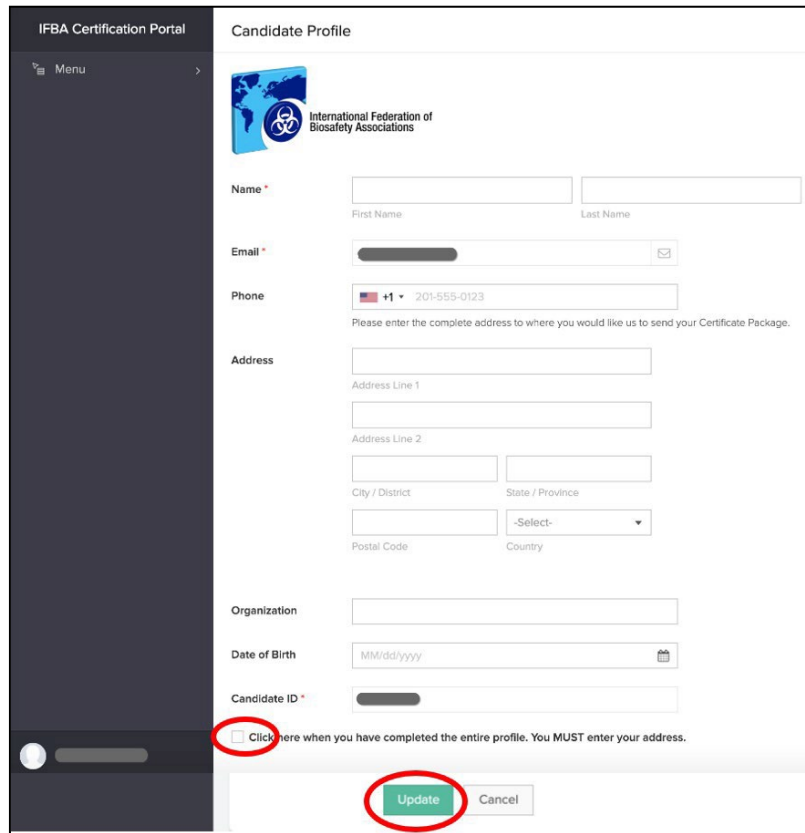
- An automated email will be sent from [certification@internationalbiosafety.org](mailto:certification@internationalbiosafety.org) to the email address provided with your invitation to join the Portal and create a new password;
- If you do not receive the email, **remember to check your spam account for an email “IFBA Certification Portal – Complete your Account”**



## 2. Completing Your Candidate Profile

When you first log into the Portal, you will be prompted to complete your Candidate Profile.

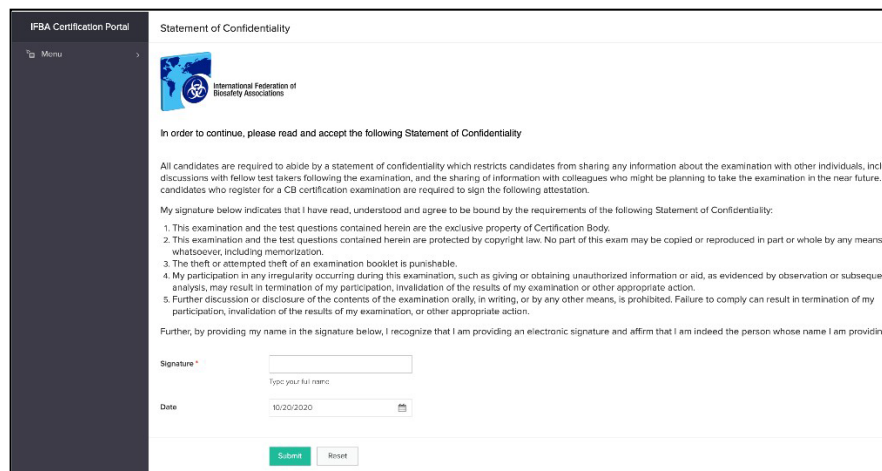
- You must enter your first and last name exactly how it is to appear on your certificate.
- **You must also enter a complete mailing address which will be used by the IFBA Secretariat to mail your certificate, wallet card and lapel pin.**
- To confirm you have finished entering your profile, click on the small box (circled in red below) and then click on the green Update button (circled in red below)



## 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 both these documents by entering your name and today’s date and clicking on the “Submit” button.



IFBA Certification Portal

Code of Conduct


International Federation of  
Biosafety Associations

In order to continue, please read and accept the following Code of Conduct

My signature below indicates that I have read, understood and agree to be bound by the Certification Body's Code of Conduct. Failure to comply can result in termination of my participation in the certification process and suspension and/or invalidation of my certification.

I hereby certify that the information given during this certification process is true and correct to the best of my knowledge and belief.

I understand and agree that in the event any material statement made by me during this certification process is false, I will not be certified, or if such has been granted to me, that it will be revoked.

If certified by Certification Body, I agree to make claims regarding certification only in respect to the scope for which certification has been granted. Further, I agree to not use the certification in such a manner as to bring the Certification Body into disrepute and not make any statement regarding the certification which the Certification Body may consider misleading or unauthorized. Further, I agree to ensure that neither certificate nor any part thereof is used in a misleading manner.

Upon suspension or withdrawal of certification, I agree to discontinue the use of all claims to certification that contains any reference to the Certification Body or its certifications, and to return any certificates issued by Certification Body.

**CODE OF CONDUCT**

Regarding certification:

- Comply with the relevant provisions of the certification requirements;
- Provide accurate and truthful information to the CB concerning all certification related eligibility information and submit valid application materials for fulfillment of current certification and recertification requirements;
- Maintain the security, and prevent the disclosure, of CB certification examination information and materials;
- Not use the certificate in a misleading manner;
- Not act in any way that would prejudice the reputation of the IFBA's Certification Body or the respective certification process;
- Make claims regarding my certification only with respect to the scope for which it was granted;
- Co-operate fully with any inquiry or investigation in the event of any complaint, appeal or alleged breach of this code; and,
- Discontinue all claims to certification upon withdrawal of certification.

Regarding my profession:

- Act professionally and strive to increase the competence, prestige and public regard of my profession;
- Endeavour to continuously improve skills and proficiency through practice, education and professional development;
- Support and encourage fellow biosafety management professionals to develop professionally;
- Represent qualifications and competencies, or advertise services, only through factual representation without exaggeration;
- Protect and promote the safety and security of people, property and the environment above any consideration of self-interest;
- Take due professional care and have the competency, skills and knowledge to perform the required work;
- Remain free from any influence, conflict of interest, or relationship that impairs professional judgement, independence, impartiality or objectivity; and,
- Protect the confidentiality of all professionally acquired information and disclose such information only when properly authorized or when legally obligated to do so.

Further, by providing my name in the signature below, I recognize that I am providing an electronic signature and affirm that I am indeed the person whose name I am providing.

Signature:

Type your full name

Date:

Submit
Reset

