

IFBA Certification Portal User Guide - 2024

The IFBA *Certification Portal User Guide* is a companion document to the *Certification Candidate Handbook* and will assist candidates through the registration and exam process.

- 1. Before beginning, ensure you are using Google Chrome and your pop-up blocker is disabled.
 - a. Pop-ups are turned on in the Chrome Settings menu, under Privacy & Security, Site Settings.
 - b. 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."



c. To access Prolydian, open your Chrome browser and navigate to the following page: https://app.prolydian.com/organizations/ifba

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International Federation of Biosafety Associations	
The mission of the IFBA Certification Body is to provide excellence in certification of technical competencies for biorisk management	
professionals worldwide.	
Welcome to the Prolydan IFBA Certification Portal where candidates can register to take an IFBA Professional Certification examination. Anyone is welcome to register to take an examination! We request that you take a close look at the information	
presented on this page to ensure you have everything you need to begin registering for an IFBA examination.	
Plase note:	
Computer based testing using the Proctor360 platform is the standard method of administering FBAs online examinations with live remote proctoring at the candidate's site. Paper-based written examinations are also offered in certain situations with	
IPBA approved proctors to administer and supervise the process.	
All candidates must agree to abide by the IFBA Certification Code of Conduct and Statement of Confidentially before they are eligible to register for an examination (this process is completed during exam registration).	2.2. 2.2. 2.1
The Biorisk Management certification is a prerequisite for all other certifications. In order to qualify to register for any of the other six IFBA certification examination, you must have successfully passed the Biorisk Management examination.	1.1
Please note the following resarding creation of your Probatian account:	A. A
• If you have an existing Biorisk Management Certification, your prolydian account will have been created and you should have received notification with your Prolydian log in details. If you did not receive this notification, be sure to check your	2 P
spen troater. If you expensive source source source that the email prease contact support graphilan.com. If you are a new candidate and wish to register for an online. Blorisk Maasgement exam, your hydylan account will advorted during the exam registration process.	
· If you are a new candidate and would like to register for a paper-based Biorisk Management exam, please contact the IFBA Secretariat who will facilitate the creation of your Prolydian account.	

and password.





e. New users can create their account by booking an online exam and following the prompts; scroll down on the Main Landing page to see the list of available examinations.

The IFBA currently offers Professional Certification examinations in the following technical disciplines and languages. To register for an online examination, simply click on the language below the associated exam. To register for a paper based exam, please contact the secretariat at the email address listed below.
Biorisk Management
• English
Register now for online exam
 Also available in paper-based format
French
Register now for online exam
 Also available in paper-based format
Arabic
Register now for online exam
 Also available in paper-based format
Portuguese
Register now for online exam
 Also available in paper-based format
• Spanish
Register now for online exam
Also available in paper-based format
• Turkish
Register now for online exam
Also available in paper-based format
Russian
 Available in paper-based format only
Vietnamese
 Available in paper-based format only
For candidates who have successfully completed the Biorisk Management Certification:

- f. Individuals must not create duplicate records. If in doubt or experiencing issues, please contact the IFBA Secretariat at secretariat@internationalbiosafety.org
 - i. An automated email will be sent from support@prolydian.com to complete your account setup

Your administrator has just requested that you update your Prolydian account by performing the following action(s): Verify Email, Update Password. Click on the link below to start this process.

Link to account update

This link will expire within 7 days.

If you are unaware that your administrator has requested this, just ignore this message and nothing will be changed.

 ii. If you did not receive this email, remember to check your spam account, or go to <u>https://app.prolydian.com</u>, click on "Forgot my password" and make sure <u>support@prolydian.com</u> is listed in you allowed sender listing.



- 2. Booking your examination and completing your IFBA Profile
 - a. Open the Prolydian IFBA Main page by visiting https://app.prolydian.com/organizations/ifba

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- b. Scroll down to select your examination, examinations available online are highlighted in Purple
 - i. Be sure to select the correct exam and language you wish to take
 - ii. Click on Register now for online exam (embedded link) to take you to the booking process
 - iii. You will receive a confirmation screen to ensure you are selecting the correct exam and language. Continue if you are satisfied with your selection.

	G You are registering for the IFBA Biorisk Management online exam - English Continue	
iv. Click on Start Regi Il Prolydian	stration	
state IFBA - Biorisk Manage tari tegutiten	Vex are registering for the IFBA Bonisk Management online exam: Frigilah	





v. Enter your email address and confirm your email address. Accept the Prolydian Privacy Policy and continue by selecting *Enter contact information*.

II Prolydian	
	More information
Login Piease provide an email address to create an acc email to create your permanent password.	count on the Prolydian.com web site. You'll receive an account update
Email address • Email address	Confirm email address • Confirm email address
We have detected I wa	that your timezone is America/Toronto nt lo change my timezone
Back	Enter contact information

Note: If you already have an account and have taken an exam with Proctor360, the system will automatically recognize your email address and take you to the login screen. There you will be able to confirm your personal information, and move on to the billing process.

- vi. Enter your contact information. Enter your name exactly how it is to appear on your certificate.
 - 1. You must enter a complete mailing address which will be used by the IFBA Secretariat to mail your certificate, wallet card and lapel pin.
 - 2. All candidates must agree to abide by the IFBA's *Statement of Confidentiality* and *Code of Conduct* before you are eligible to register for an examination. Enter your full name on the designated

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			8	ione information
	Contact information			
	Full name			
	Prefix Fi	rst•		
	Middle	Last+	Suffix	
	Address			
	US Address O Non-US Address			
	Country •			
	- Select -			
	and the state			
********************	Street address 1 •			
********************	Address line 1			
	Street address 2			
	Address line 2		Show additional address	
	City-	Province or Region	Postal code	
	City	Province or region	Postal code	
	Phone number •			
	Phone number			
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	Type your name indicating that you agree to the Code o Conduct	• <u>-</u>		
	Type your name indicating that you agree to the Candid Reservent of Confidentiality	ate .		
	Statement of Confidentiality			
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		Back to login Proceed to bill	ling	
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1 787	613-762-4322 🖾 secre	etariat@internationalbiosa	afety.org 💻 internationalbiosafe	etv.org
	300-19	900 City Park Drive. Otta	awa, Untario K1J1A3	



c. Proceed to billing

- i. If you have a valid voucher code, select *Apply a voucher*, enter your voucher code in the pop-up window and click *Use*.
- ii. If you do not have a voucher code, or have entered a reduced rate voucher code, select *Pay registration fee*; enter your billing information and select *View Summary*

	More information
Billing information	
You will be charged US\$200 for this exam.	
 Apply a voucher Pay registration fee 	
Back to contact View summary	

- iii. Once you have completed the voucher/payment process, you have successfully registered for the examination.
- iv. By selecting *View Account* at the bottom of the screen, it will take you to the Prolydian Sign in page. Enter your email and password.

	PROLYDIAN
	Sign in to your account
You successfully registered for the exam!	Username or email
Check your email for login instructions mail will come from support@prolydian.com. NOTE: Your bogin instruction enail will come from support@prolydian.com. You may wish to add this email address to your address book to prevent it from being treated as spam. If you don't receive the email within a few minutes, please check your spam folder.	Password
	Remember me Forgot Password?
Summary Exam Biorisk Management - English Fee US\$200	Sign In
View account	

v. If you have not created a password, please look for the automated email from Prolydian as shown in image 1.f.i. and follow the instructions to create your password.



- 3. Your Prolydian Dashboard. Once you have completed the initial registration for your selected exam, you will see it in your Dashboard under *Exam>My exams*.
 - a. To select your date of time of examination, click on *Schedule* in your Dashboard.

I Prolydian	Dashboard → My exams			🧕 🗉
 ✓ Dashboard ⇒ Exams ♦ My exams 	E EXAM	LAST ATTEMPT	STATUS	
	Biorisk Management - English		Authorized	0

b. A pop-up will appear to set your *Time Zone*.

	Schedule exam	×
	First exam date: October 19, 2024 Last exam date: October 16, 2027	
	Unsure which time zone to select? Review this list or email support@prolydian.com for assistance.	
	Select exam time zone •	
10 10<	- Select - Cancel Schedu	
窗 6	13-762-4322 🖾 secretariat@internationalbiosafety.org 💻 internation 300-1900 City Park Drive. Ottawa, Ontario K1J 1A3	nalbiosafety.org



c. Once you have set your Time Zone, select the **Date** you will be taking your exam and the **Time** you will be taking your exam. Be sure to *Confirm time and time zone* by checking the box at the bottom of the pop-up screen before selecting Schedule.

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First e Last e	xam xam	date date	e: Oc e: Oc	tobe tobe	er 19 er 16	, 202 202	7		First exam date: October 19, 2024 Last exam date: October 16, 2027	
Uns em	sure ail si	whic	ch tin prt@p	ne z proly	one t rdian	o sei .com	lect? Review this list or n for assistance.	1	Unsure which time zone to select? Review this list or email support@prolydian.com for assistance.	
									Select exam time zone •	
Select	exan	n tim	e zon	ie •					Eastern Time - America/New_York -	
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29	30	1	2	3	4	5			the current date and time at no additional cost. Same day	
6	7	8	9	10	11	12	available 24+ hours from		scheduling is not allowed for this exam.	
13	14	15	16	17	18	19	tional cost. Same day		Confirm time and time zone	
20	21	22	23	24	25	26	a			
27	28	29	30	31	1	1				
	-	_		-	/		Cancel Schedule		Cancel	luie

d. Your exam is now scheduled. You will see your scheduled exam on your Dashboard. Here you will be able to Reschedule, Cancel and on the day of your exam, take your examination.

III Prolydian	Dashboard > My exams			O EKF
 → Dashboard =, Exams 	8 =			
🔹 My exams 🔹	 EXAM Biorisk Management - English 	LAST ATTEMPT	STATUS	0
	Eustrations Exam can be launched on Monday at 11:14 AM Eustrations EScheduled Monday, October 21, 2024 11:15:00 AM E	LMT. Refresh this page at exam time. Instein Time Cancel		

Note: You will not be able to reschedule your exam within 48 hours of the exam time.



e. You will receive an email from Prolydian confirming the date and time of your examination. It will contain an equipment testing link to test your system as well as valuable information, such as information for the day of your examination to requesting a sample session for your IT department with the Protor360 Support team to ensure a seamless process on your exam day.



- Taking your exam. On the day of your examination, you will have 15 minutes to complete the pre-exam process. If an exam is not started by the 15-minute mark, you will be marked as No-Show and will not be able to proceed with your exam.
 - a. Be sure to have the following set prior to your exam:
 - i. You are alone in the room
 - ii. No phones or cell phones are permitted
 - iii. Your computer is to connected to a power source
 - iv. No other programs are running on your computer
 - v. No dual monitors
 - vi. You have your Government Issued photo ID at the ready
 - vii. No headphones or ear buds
 - viii. Clear desk space and area



b. On your Dashboard, launch your examination. Here you will go through a final Systems Requirements check. Select *Start System Inspection*.

Hello Erin Fahe	ey .	
System Requirements		
Windows	*	
Mac	×	
Chromebook	~	
Prôctor360 1311 High Point Ave, Richmond, VA produk/368.com support@Procto/36	23230 9.com	Î
Privacy Policy Red October 30, 2023		
Policy describes Proctor360 Inc.'s ("Proctor360," we," "us" and "our") policies and proc- id other processing of personal information through any and all of our services (collective	edures for the collection, receipt, use, storage, sharing, transfec, oly the "Services").	
cy Policy applies to all users. The information that we collect from users is used for providin	ig and improving Proctor360's Services. We will not use or share you	
Lagree In the Philary Public and Ter Start System Inspection		

c. Test your microphone by speaking out loud. You will need to grant permission to Proctor360 to access your microphone.

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prod1student.proctor360.com × diptoveres	i - CBC 🗿 🚺 Account staple.ca 🥥 Sign on CBC Onlin. 🚯 traps://naicontosic. 💋 HBA Wetmail 🔲 Wetmail Login IO., 🍽 Indox (1) - enrifishe.	., 🚺 Admin Console 🔮 192.168.2.1/7c.#das 😕 🖿 Ali Bookmi
Use your microphones Allow Block	Say something into your microphone.	Check Requirements
All Chippennic Prop		Privacy policy
General Tips		O Microphone
Contact Support		Speakers
		Bandwidth
		🔵 Webcam
		Screenshare

Note: Your microphone must remain on throughout the examination.

d. Test your speakers. Do you hear music? Select Yes or No

Troubleshooting Speakers Help	Can you hear the music?	Check Requirements	
General Tips	No Yes	Microphone	
Contact Support		Speakers	
		Bandwidth	
		Webcam	
		Screenshare	
裔 613-762-4322	🖂 secretariat@internationalbiosafety.org 📗 💻 inte	rnationalbiosafety.org	



- e. If your microphone and speakers are working properly, you will be moved on to the next step in the requirements checklist indicated to the right of your screen.
- f. The next screen will test your bandwidth. Select Next Step.

Troubleshooting	You will need a stable internet connection with a minimum of 10 Mbps upload speed	Check Requirements
Bandwith Holg General Tipe Context Support	We recommend that you take your exam while being close to your router or plug in directly through a wired athernet connection.	Pharey policy Maraphone Spankers Bandwidth Withorm
		Screenshare

g. Allow Proctor360 to access your camera and select Next Step.

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← → C	check-requirements/K4eCwNmvONOYjjFhcgMa		x 👂 🕫 i 🕫 i
prod I student proctor/360.com × wants to Us your careers Allow this time Allow on every vitit Dan't slow Versearer Tags Contract Support	In order to test your webcam we need access to 8. Please click allow in the top left correc. Select Front Facing Camera	¢	Check Requirements Privacy paidy Constraints Constrain

h. Share your *entire screen* and continue to the *next step*. **Note:** *Dual monitors are not permitted*. *No other applications are allowed to be open or running in the background*.

Choose what to share with p The site will be able to see the contents	rod1student.proctor s of your screen	360.com	Great, your screensharing works. Whenever you are rea	dy click next.	Check Requirements
Chrome Tab	Window 	Entire Screen		Charles Areannes Areannes Areannes Areannes Areannes Areannes Areannes Areannes Areannes Areannes	 Privacy policy Microphone Speakers Bandwidth Webcam
Screen 1		Screen 2			Screenshare
		Share Cancel	Next Step		

Note: Your microphone, webcam and speakers must be on for the duration of the examination.



5. **Check in for your exam.** Once you have completed the Requirements Check, you will now *Proceed to Check-in* for your examination.

Great! You have now completed your system check and are ready to take your exam.	Check Requirements
Make sure Firewalls that prevent Proctor360 from receiving Camera Footage or Screenshare are turned off. Clear the testing space: remove wall hangings, loose papers, phones, etc. No noise should be heard throughout the avant	Privacy policy
Nobel should be in the testing space besides the test taker. A detailed Difer and Deministrate are besides the test taker.	Microphone
A detailed rules and regulations can be view here. All rules must be followed to be eligible for a valid exam score - All academic dishonesty or suspected academic dishonesty will be reported to your test	Speakers
organization.	Bandwidth
Click Proceed to Checkin to go to the exam page. During Checkin, you will again share your screen and camera, and take a photo of your face and identification card.	Webcam
Proceed to Checkin	Screenshare
Select Proceed to Checkin now or, if you scheduled your exam for a later date, close this page.	

a. Select *Start Check-in* when you are ready to take your exam.

	You & Yash	
Click Start Check-In when ready to take exam.	extension to your computer, please be sure to refresh this page before it will allow you to continue.	
	Write a message	V
	(*)	(

b. Once Checked-In, you will first be asked to take a picture of your face. Position your face in the circle and click *Take Picture*. Then click *Send for Approval*.





c. Position your valid government issued ID in the camera box and click *Take Picture*. Make sure the image is clear and then click *Send for Approval*.



d. You will now complete an Environment Check. Press *Start Recording* and move your computer to show your surroundings. Go slowly and be sure to scan all four (4) walls, ceiling, desk and space under your desk. If you have gone too fast, your scan will not be approved. Click *Stop Recording* once finished and click *Send for Approval*.

Do a Environment Check Use your camera to provide a 360-degree view around the entirety of your environment area as well as the top of the desk or table. If you have a built-in camera, you may need to pick up your laptop to record a view of the desk or table surface workspace. Switch Camera ASUS 5M WebCam (3277:0058)		You Vrite a message	×
遼 613-762-4322 1	외 secretariat@internationalbiosafety.org 💂 internationalbiosafety.org 300-1900 City Park Drive, Ottawa. Ontario K111A3	1	



6. **Starting your exam session.** Now that check-in is complete, your exam session can begin. Click *Start Session* to begin your exam.



Note: There is a chat feature if you need to communicate with your proctor during the exam.

- 1. Socket ✓ Passed. 2. Ping ✓ Passed 3. Download ✓ Passed 4. Upload ✓ Passed 5. Cookie: ✓ Passed. 6. Browser ✓ Passed Proc b. Read the exam instructions page. Once finished, click I am ready to begin. For the purposes of this exam, the term portional of that control in the term barries in the second management of the second control of biorisk management advisor may be differently named (e.g. biological safety office; biosaf curity office; biosafety advisor; biorisk manager or biorisk management officer). ists of 100 multiple choice questions. Four possible answers are pro signated as the correct or best choice. Select the BEST answer choic Nun 100 Time 2 Hou 0 Flag this page You are free to skip question: urn to them later. Use the Flag but ☎ 613-762-4322 | Secretariat@internationalbiosafety.org | = internationalbiosafety.org 300-1900 City Park Drive. | Ottawa, Ontario | K1J 1A3
- a. A new browser tab has opened. You will need to keep both browser tabs open for the duration of your exam. Click *Proceed*.



7. Taking the exam. For each question select your answer and submit it until you finish the exam.

	Proct					
			scorpion.caweon.com/take/llaunch_token=.ehvNy/kNvOAVAMBdqIMENgZ/ligF3_4/CNMFCzt5WZ6DbdwoXGFEFdboVnTZ1LAA8okHod0kHC8NcabOIE/Ly2G7wLshOF.z3fefw.kdB1>B 🕁	Ð		
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	٦.	Wha	t is the biorisk management approach? enforceable prescriptive legally binding performance based e1 gason. a comment about this queston		Eri hi	2017 Timer 59m 44s
				-	1	

a. You can review the contents of the exam to see which questions are incomplete and access the notepad function at any time during the exam.



b. Once you have reached the last question of the exam, click *submit* to finish the exam.

	Biorisk Management En					it English										Contents				Settings		
		Page	1	2	3	4	5	6	7	8	9	10	11	12	13 1	4 1	5 16	17	16	19		
00. You are a new member of your organization's biorisk management		21	22	23	24	25	26	27	26	29 3	00 0	1	32 33	3	35	36	37	38	19 1	0		
committee, but are unsure of your authority in dealing with safety matters. What would be the BEST course of action?		42	43	44	45	46	47	18	49	50 8	51 5	z e	53 54	55	56	57	58	59	10 6	1		
		63	61	65	66	67	50	99	70	71 3	72 7	3 7	74 75	76	77	78	79	80	11 8	2		
Speak to another committee member for an explanation of your responsibilities on aud authorities.		84	85	86	87	88	89	0	n	12	93 9	4 5	96 96	9	98	99	100					
Ask the committee chair to review the terms of reference with you to ensure your understanding is correct.																						
 Obtain and read a copy of the committee's terms of reference. 																						
Assume you are acting correctly when dealing with safety matters until someone																						
advises you otherwise.																						
Choose 7 option																						
Send a comment about this question																						



8. Viewing your results. After you submit the exam, you can review your results and view the breakdown of your score. You can also print or email your results.

	business days.		
	Take me to my res	ult	
First Name	IFBA		
Last Name	Test Examinee		
Email	qualitycontrol+ifbatest	examinee@prolydian.com	
SCORE 1.0 (1	/ 100)		
	You failed this ex	am	
Completed: Oct 22, 2024 1:43 PM			Duration: 0:00:56
Breakdown		-	
A. Fundamentals of a Biorisk Mar	nagement System	1.0 / 18.0 6%	
B. ISO 35001 Biorisk Managemen	nt Standard	0.0 / 16.0 0%	
C. Implementing a Biorisk Manag	ement System	0.0 / 42.0 0%	
D. Biorisk Management Balos, Pr	esponsibilities and Authorities for Biorisk	0.0 / 24.0 0%	
Management			

a. You will receive an email with your results within 72 hours from exam completion.

9. Certification

- a. You will receive an email from support@prolydian.com with instructions as to how to download your certificate.
- b. The IFBA will mail your certification package to the address associated with your Prolydian account.
- c. If you have questions about your certification, email secretariat@internationalbiosafety.org.
- d. If you have technical questions, contact support@prolydian.com.