



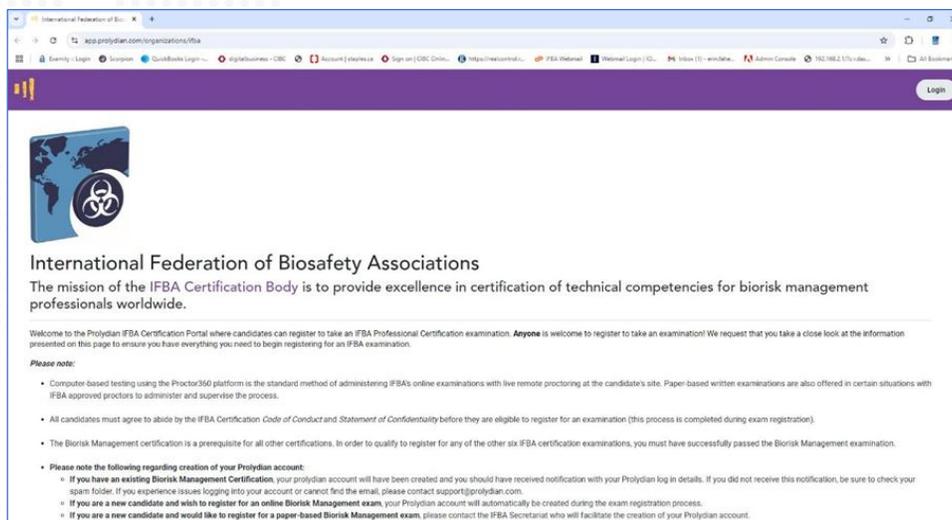
IFBA Certification Portal User Guide - 2024

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>



- d. If you already have an account, click on the “Login” button and enter your email address 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.

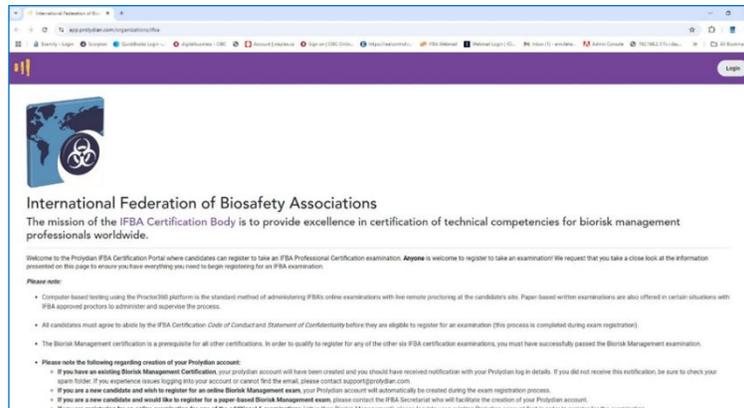
If you are unaware that your administrator has requested this, just ignore this message and nothing will be changed.

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

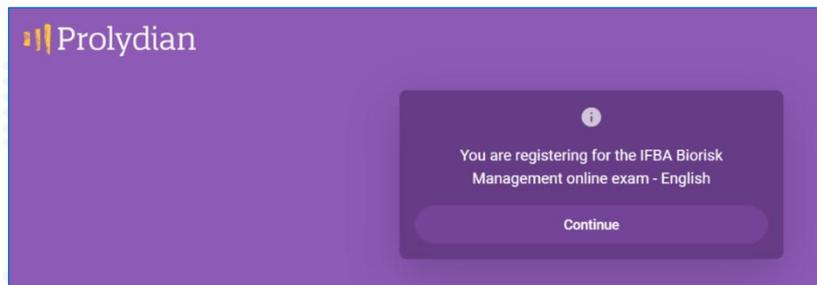


2. Booking your examination and completing your IFBA Profile

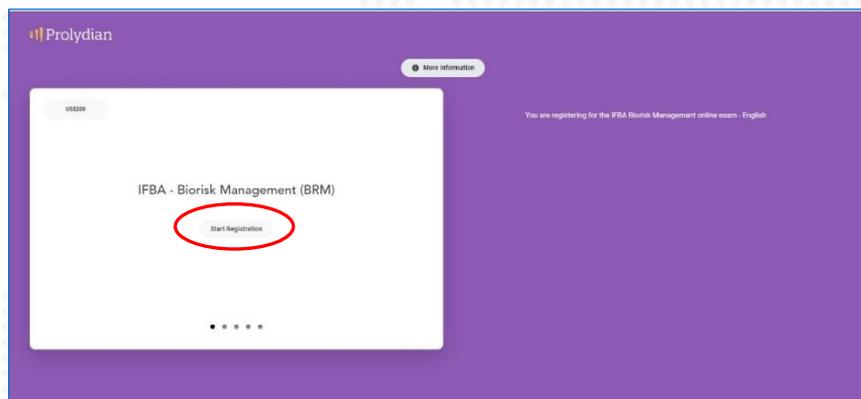
- a. Open the Prolydian IFBA Main page by visiting <https://app.prolydian.com/organizations/ifba>



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



- iv. Click on **Start Registration**





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

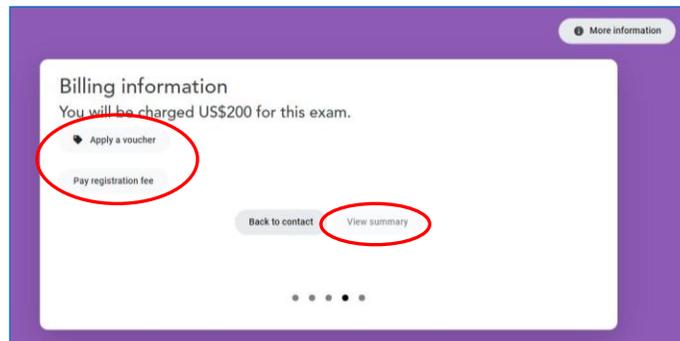
Note: *If you already have an account and have taken an exam with Proctor360, the system will automatically recognize your email address and take you to the login screen. There you will be able to confirm your personal information, and move on to the billing process.*

- 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 lines.

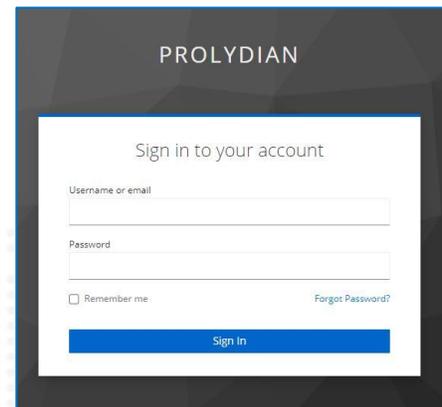
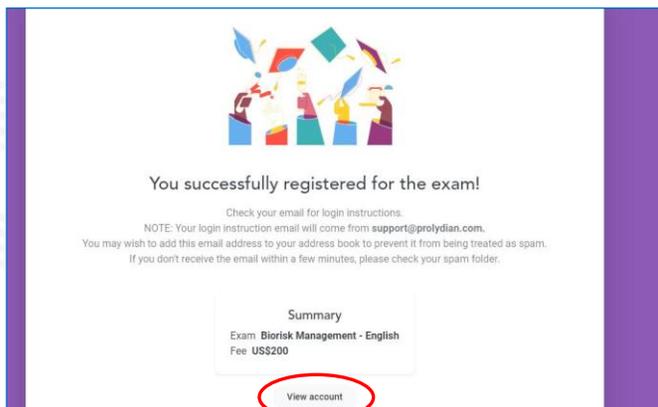


c. Proceed to billing

- 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*



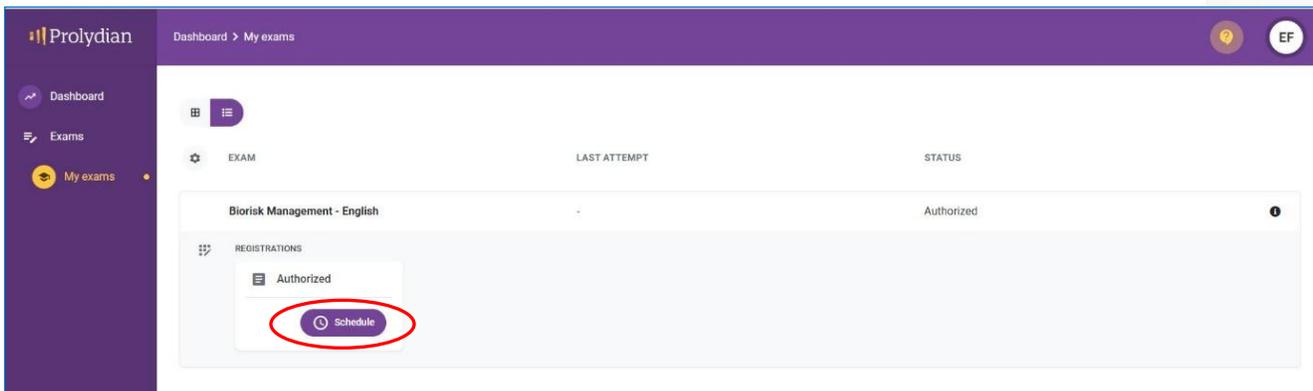
- iii. Once you have completed the voucher/payment process, you have successfully registered for the examination.
- iv. By selecting *View Account* at the bottom of the screen, it will take you to the Prolydian Sign in page. Enter your email and password.



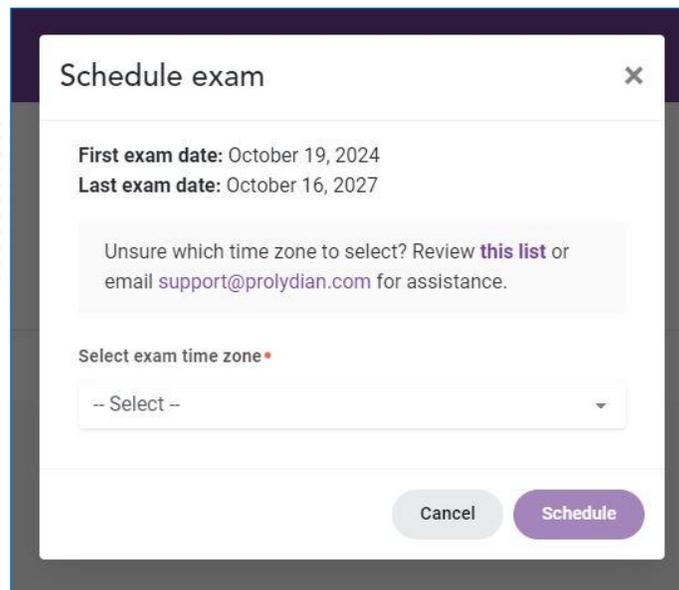
- v. If you have not created a password, please look for the automated email from Prolydian as shown in image 1.f.i. and follow the instructions to create your password.



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.

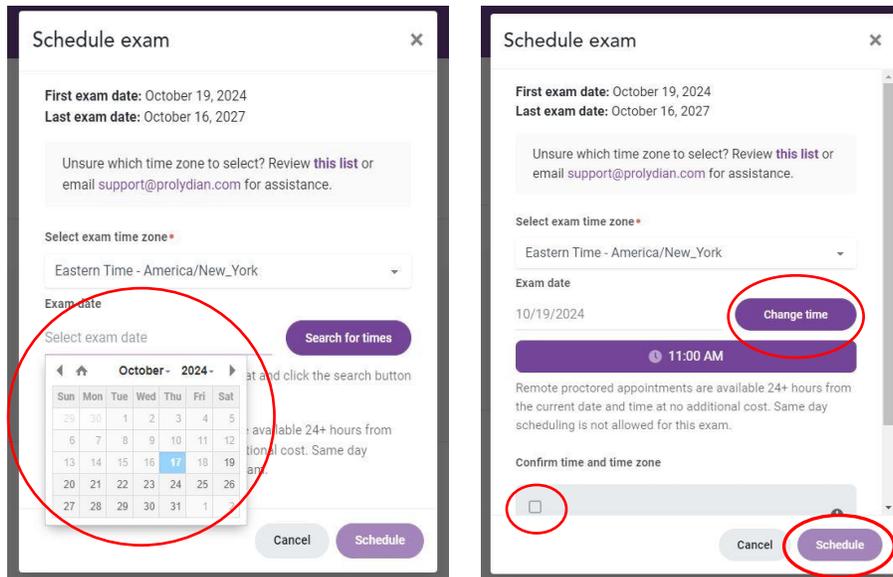


- b. A pop-up will appear to set your *Time Zone*.

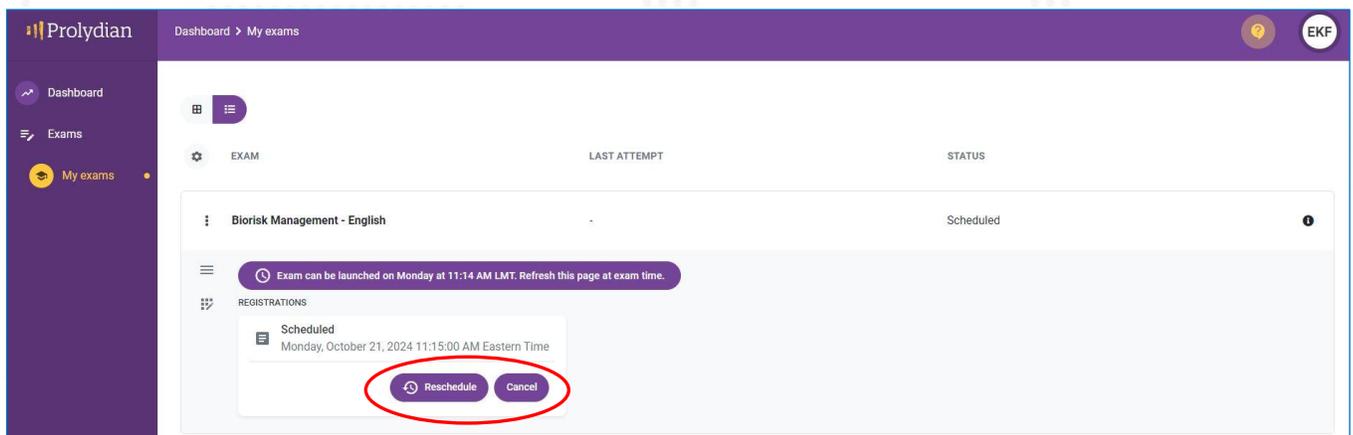




- c. Once you have set your Time Zone, select the **Date** you will be taking your exam and the **Time** you will be taking your exam. Be sure to *Confirm time and time zone* by checking the box at the bottom of the pop-up screen before selecting Schedule.



- 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.



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 Proctor360 Support team to ensure a seamless process on your exam day.



Dear [REDACTED]

You are now scheduled for 10/19/2024 11:00:00 AM Eastern Time to take the Biorisk Management - English exam through Prolydian and proctored by Proctor360.

Before your exam
Prior to beginning your exam you must complete the Proctor360 computer requirements check. Follow the steps below to do so.

We strongly recommend that you review all information in the following linked site ahead of your exam appointment. We suggest testing from a personal device, however if you must test from a work provided device, please work with your IT department and provide them the information from this site to avoid any test day interruptions: <https://proctor360.com/pages/prolydian-online-exam-rules-and-requirements>

1. Check your equipment to make sure your system is compatible with Proctor360 at https://support.proctor360.com/hc/36501263721/system-requirements?category_id=1
2. Test your equipment using this link: <https://webcasts.com/webtrc/>
3. You are encouraged to take the exam on a personal computer. If you must use a work computer, please have your IT department review port and firewall settings here: <https://proctor360.com/pages/prolydian-online-exam-rules-and-requirements>
4. Prepare identity verification documents. This includes one of the following:
 - Government-issued driver's license
 - College/University-issued staff photo ID
 - Passport
 - Non-US Military issued identification card
 - Any Physical Government-Issued Identification Card (must include photo)

If you would like to request a sample session to verify your system with Proctor 360 before taking your examination, please submit a ticket via [Submit a Ticket - Proctor360 Support](#). Proctor 360 will create and provide you with a sample link that you can run through with your IT department. Once this has been completed, Proctor 360 will confirm with you that everything went through as it should on the proctoring side.

On the day of your exam

Log in a few minutes prior to the exam. You may want to refresh the screen at the time of the exam. To access your exam:

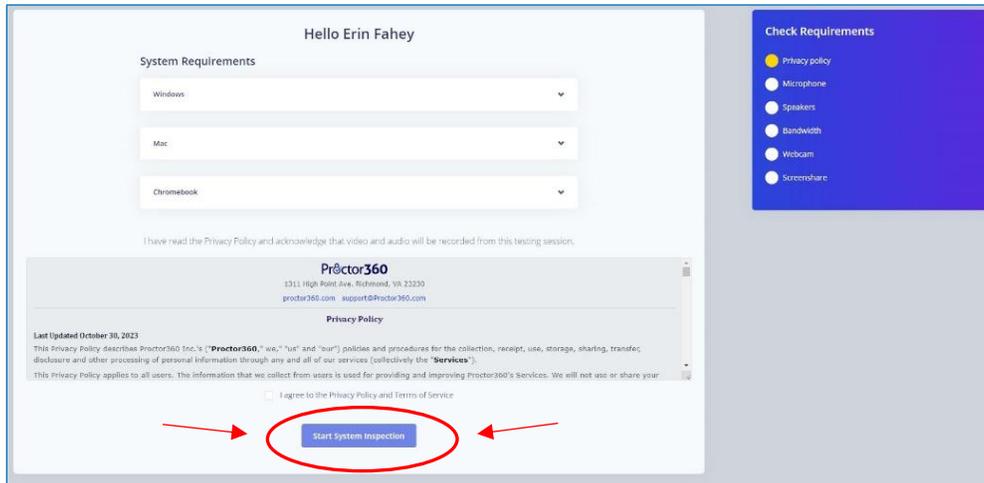
1. Log into your Prolydian account at <https://app.prolydian.com>
2. Go to the "My exams" dashboard and click the "Launch Exam" button
 - This button will be enabled one minute before your exam time. If you arrive early, please refresh the page to see the "Launch Exam" button.
 - Please note, you have a 15 minute check-in window starting at your exam start time. If you log in after this window you will not be able to test.
3. Click "Start Session"
4. Follow the on screen instructions to share your screen and check your equipment
5. Follow the identity verification instructions

[To reschedule your exam](#)

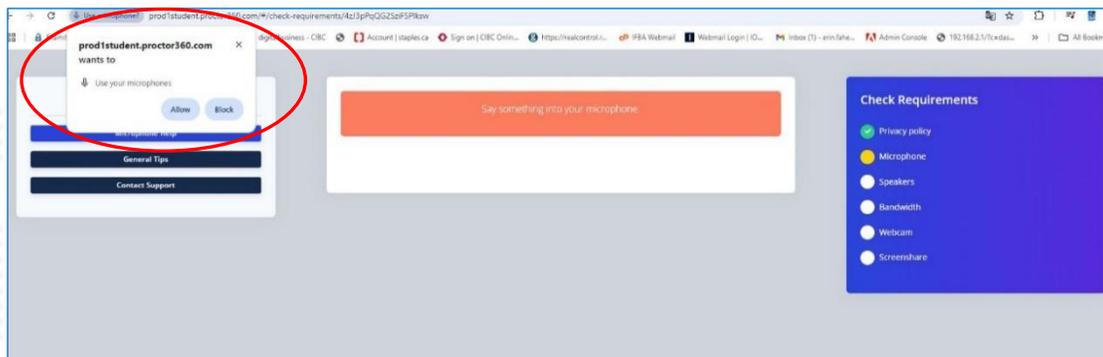
4. **Taking your exam.** On the day of your examination, you will have 15 minutes to complete the pre-exam process. If an exam is not started by the 15-minute mark, you will be marked as No-Show and will not be able to proceed with your exam.
- a. Be sure to have the following set prior to your exam:
- 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*.

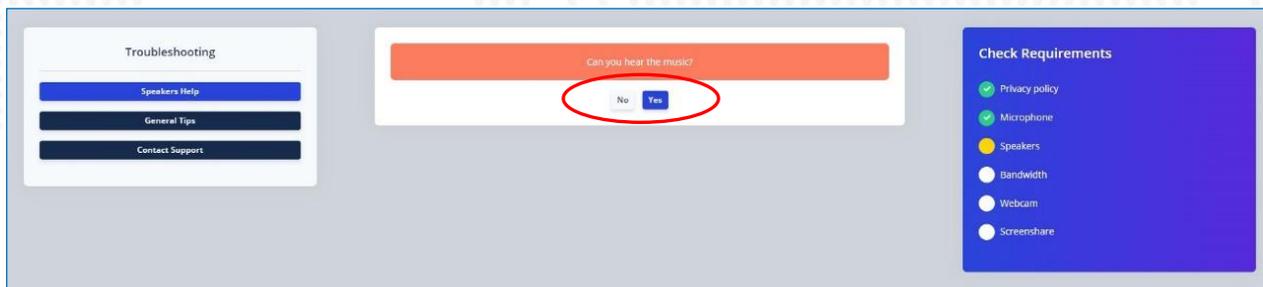


- c. Test your microphone by speaking out loud. You will need to grant permission to Proctor360 to access your microphone.



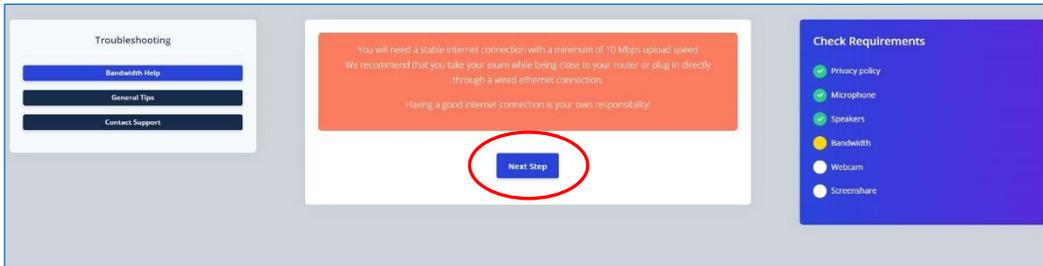
Note: Your microphone must remain on throughout the examination.

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

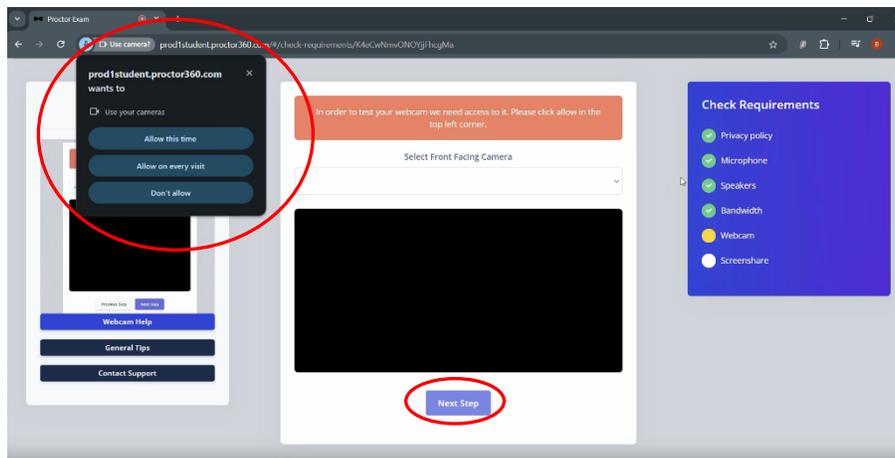




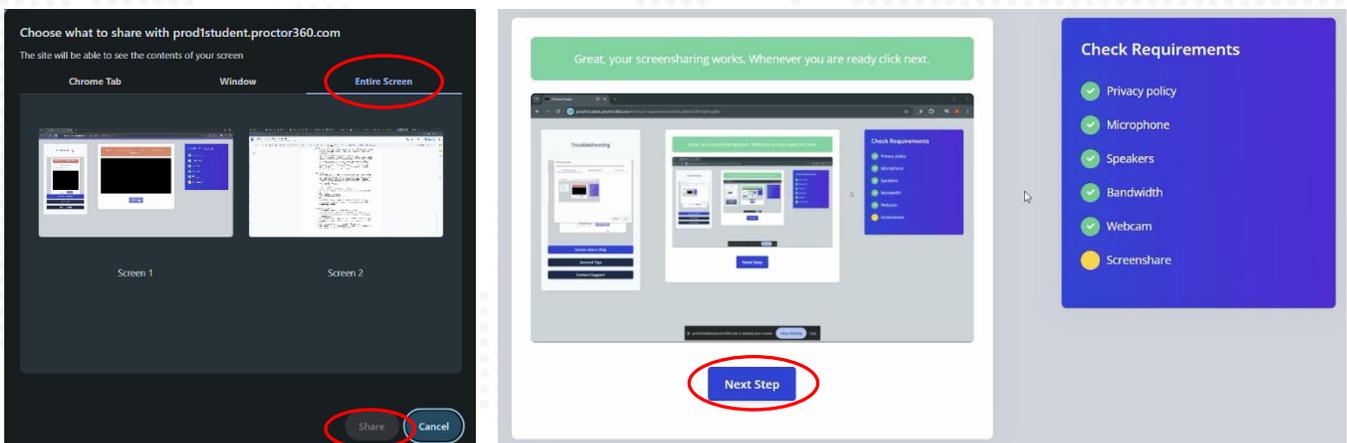
- e. If your microphone and speakers are working properly, you will be moved on to the next step in the requirements checklist – indicated to the right of your screen.
- f. The next screen will test your bandwidth. Select *Next Step*.



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



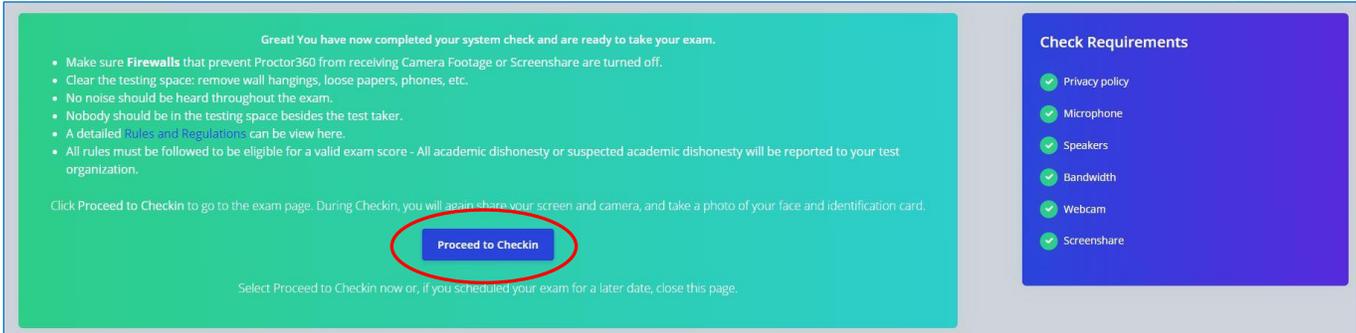
- h. Share your *entire screen* and continue to the next step. **Note:** Dual monitors are not permitted. No other applications are allowed to be open or running in the background.



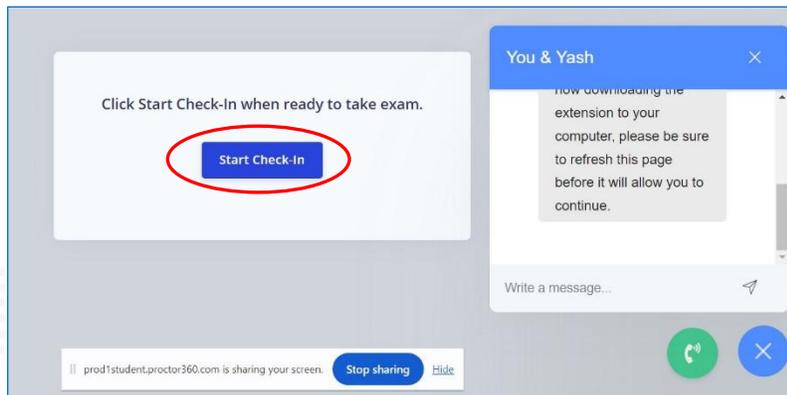
Note: Your microphone, webcam and speakers must be on for the duration of the examination.



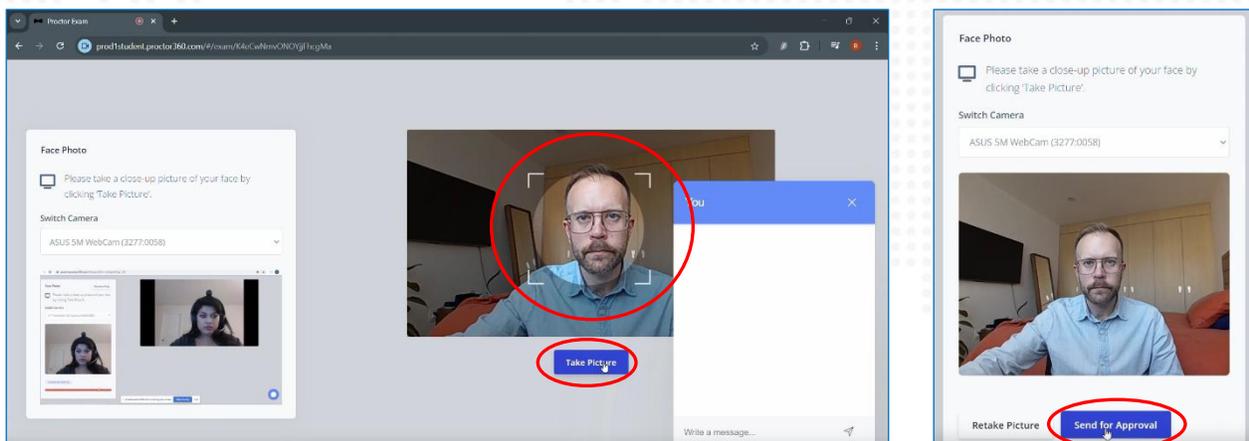
5. **Check in for your exam.** Once you have completed the Requirements Check, you will now *Proceed to Check-in* for your examination.



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

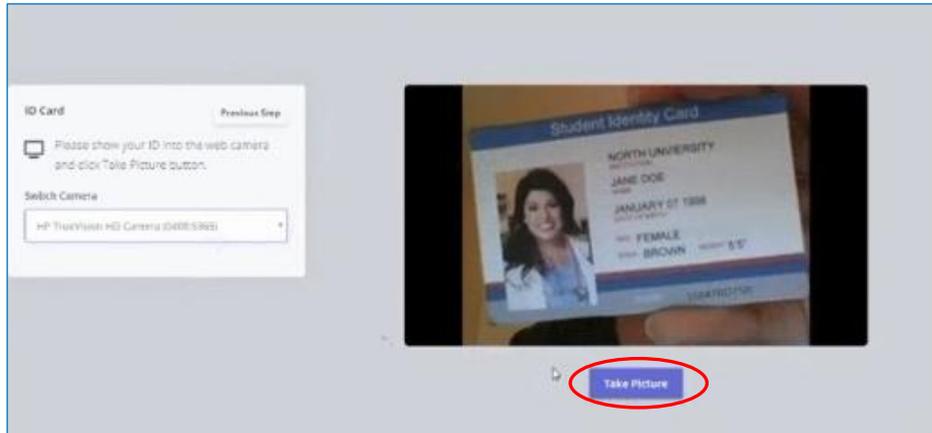


b. Once Checked-In, you will first be asked to take a picture of your face. Position your face in the circle and click *Take Picture*. Then click *Send for Approval*.

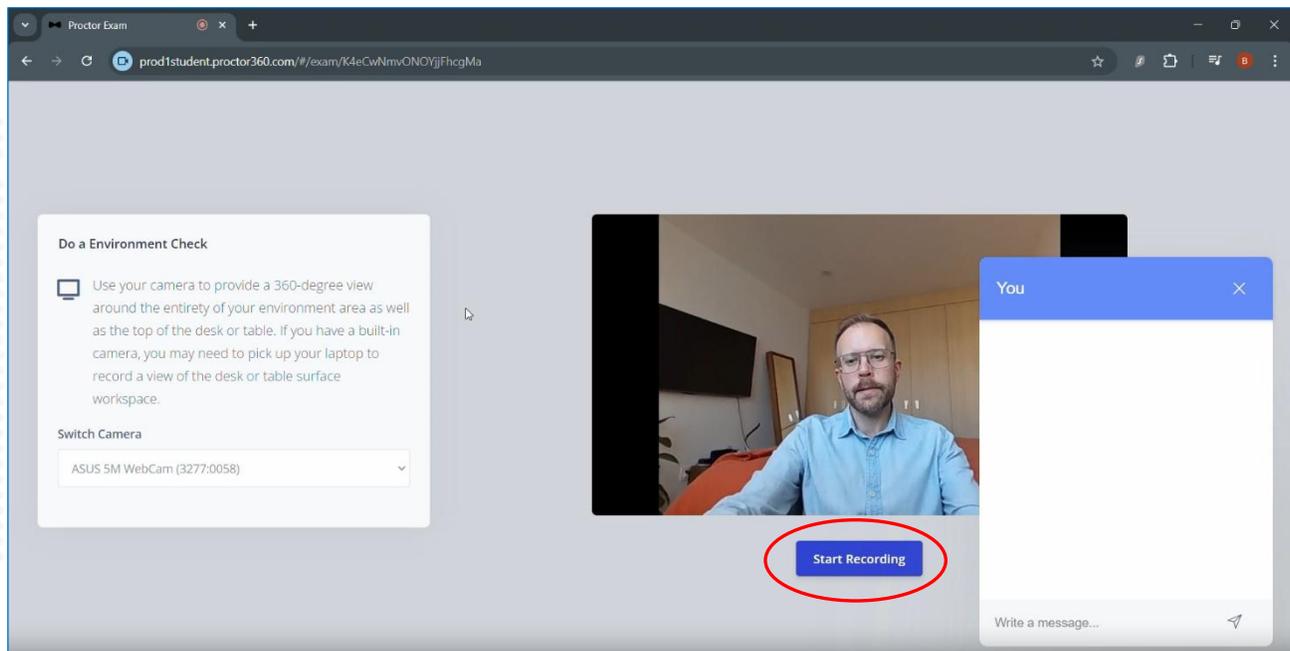




- c. Position your valid government issued ID in the camera box and click *Take Picture*. Make sure the image is clear and then click *Send for Approval*.

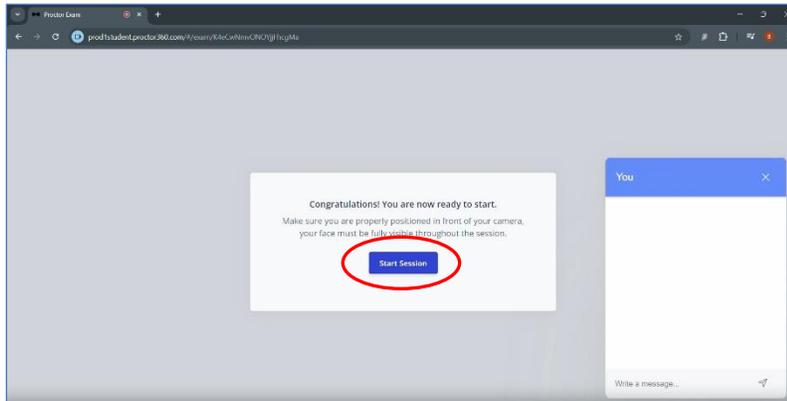


- d. You will now complete an Environment Check. Press *Start Recording* and move your computer to show your surroundings. Go slowly and be sure to scan all four (4) walls, ceiling, desk and space under your desk. If you have gone too fast, your scan will not be approved. Click *Stop Recording* once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



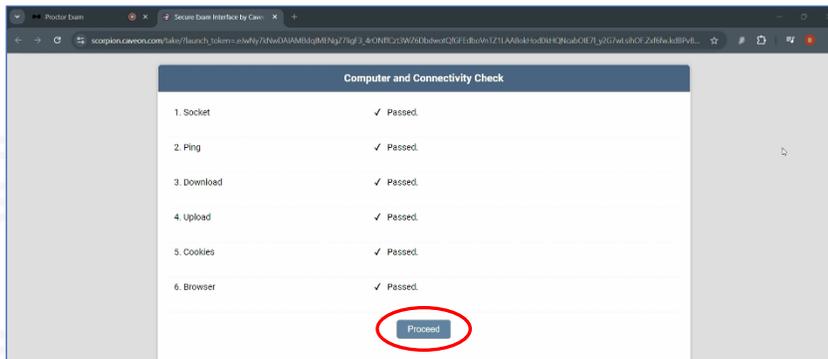


6. **Starting your exam session.** Now that check-in is complete, your exam session can begin. Click *Start Session* to begin your exam.

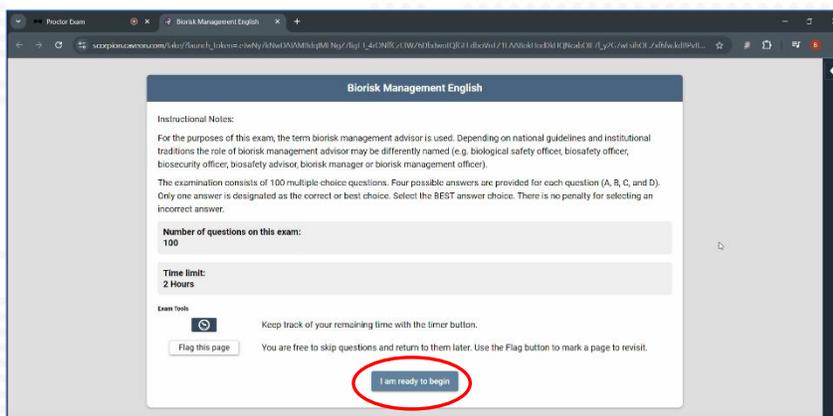


Note: There is a chat feature if you need to communicate with your proctor during the exam.

- a. A new browser tab has opened. You will need to keep both browser tabs open for the duration of your exam. Click *Proceed*.

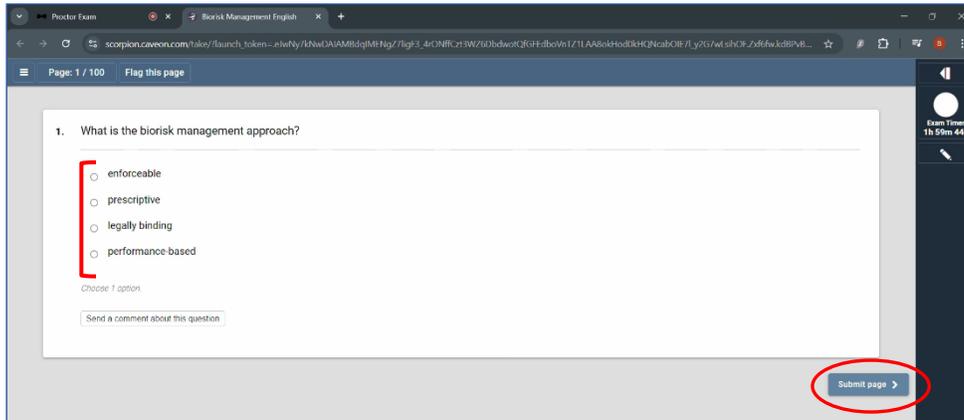


- b. Read the exam instructions page. Once finished, click *I am ready to begin*.

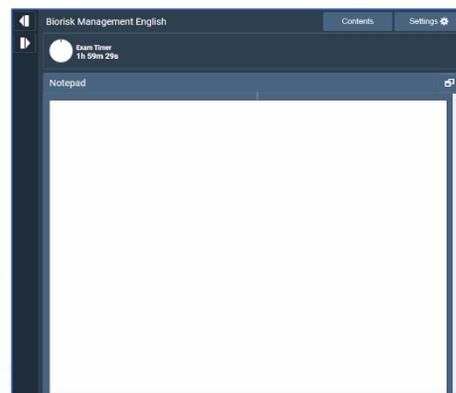
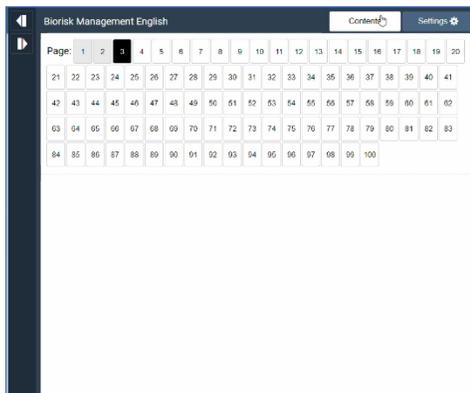




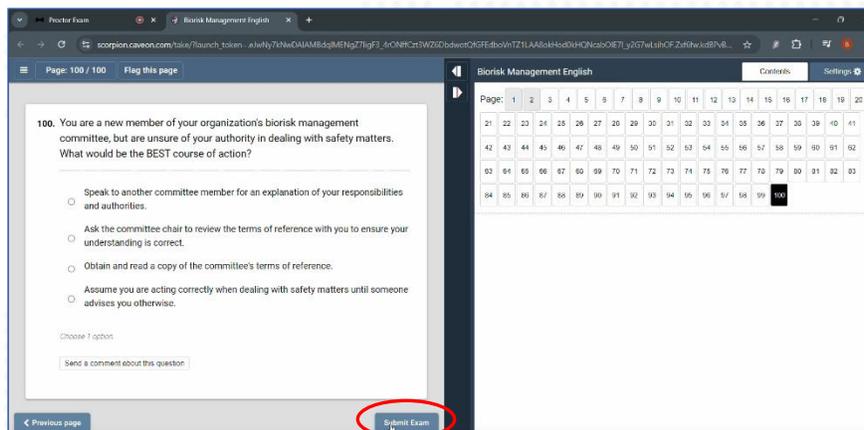
7. Taking the exam. For each question select your answer and submit it until you finish the exam.



- 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.





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.

- 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.