



Accreditation and Credentialing

# **Database User Guide**

August 2023

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## Introduction

The IADC Accreditation Database is a system that accredited training providers use to

- Create and schedule classes
- Add students to classes
- Enter student scores
- Issue student certificates
- Place an order and pay for student certificate codes

Link to the new database: <https://accreditation.iadc.org/login.php>.

## User Roles

Database users are set up as Administrator, Instructor, or both.

**Administrators** have full access to everything in the database. They can order and pay for certificate codes, set up classes, enter scores, and issue certificates.

**Instructors** have limited access. A user who is set up as an instructor can start a class, enter student scores, issue certificates, and close a class. Instructors cannot set up classes or add/delete students from the class roster. If an instructor would like to be able to have full system access, he or she must also be set up as an administrator in the database. This can be done by emailing your program coordinator and asking for your instructor to be set up as an administrator.

## Orders and Payments

When ordering student certificate codes in the database, Administrators have the option to pay with a credit card, which allows the certificate codes to be placed immediately in your account. If you pay for an order through another means, it takes 72 hours for your certificate codes to appear in your account.

**Important:** Order in advance if not paying by credit card so your student certificate codes will be ready when you need them.

## Class Roster Modes

Class rosters are now created within the database. Administrators can set up a class and add/delete students on the roster. Class rosters have four modes:

- **Draft**—All rosters start off in **Draft** mode. A roster in this mode is only visible to the administrator. The instructor assigned to teach the class cannot yet see the class. In **Draft** mode, the administrator can edit the student roster, add and delete students, and change student information.
- **Scheduled**—Administrators can place Draft rosters into **Scheduled** mode. In this mode, the roster is visible to the administrator and to the instructor assigned to teach the course. In **Scheduled** mode, administrators (only) can still edit the student roster—add, delete, and change student information.

- **Start**—Administrators and instructors can change a student roster from Scheduled mode to **Start** mode. **Important:** In **Start** mode, no changes can be made to the roster. (No corrections can be made, and students cannot be added or deleted.) If a student on the roster does not show up for the class, the system will automatically remove the student when no score is entered for the student and the class is ended.
- **End Class**—Administrators and instructors can end a class. When you select **End Class**, the student certificates and cards are automatically emailed to the email addresses entered into each student's profile. In addition to the student's email address, the email address of the student's employer may also be entered. **Important:** No changes can be made to a class after the roster's status is changed to **End Class**.

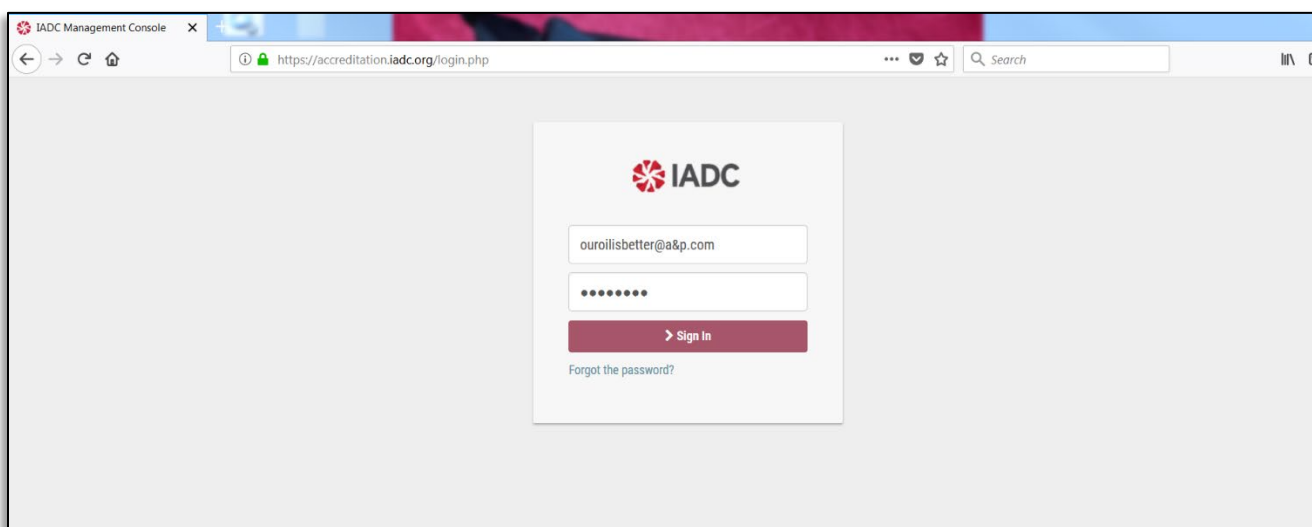
## Student Certificates and Cards

The database generates student certificates and cards. With the exception of legitimate IADC certificates and cards earned and awarded before implementation of the new database, only those issued from the IADC database will be valid going forward. Training providers are not authorized to issue any other IADC certificate or card to students.

Training providers have the option of adding their company logo to student cards. To take advantage of this option, email your IADC program coordinator to obtain the logo specifications, and then send your logo to your IADC program coordinator. Your logo will then be entered into your company profile and will appear on all of your student cards.

## Instructions

### Logging into the Database



To access the new database system, go to <https://accreditation.iadc.org/login.php>.

Your **Username** is the **email address** you provided to IADC. Your initial **password** is **iadc1234**.

## ***Instructions for Changing Your Password***

In order to maintain database security, IADC recommends that all users follow best-practice password guidelines and change their password every 90 days.

### **Instructions for Changing Your Password:**

Use the following guidelines to create a strong password to maintain security:

1. Log in to the IADC® ACD Database:
  - Log-In Portal: <http://accreditation.iadc.org>
2. Select your name at the top right of the screen and then select **My Profile**, where you can enter a new password.
3. Use the following guidelines to change your password:
  - Use a strong password.
  - Choose a password that has 8 – 10 characters.
  - Use a password that contains both uppercase and lowercase letters and at least 1 special character.
  - Use a password that has not been used before.

<b>DO NOT SHARE YOUR USERNAME OR PASSWORD WITH ANYONE!</b>
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## Accessing Training Provider Details

Upon logging into the database, you will first see the **IADC Management Console**. The three dropdown tabs across the top of the page allow you to navigate through the database. From the **Administration** tab, you can access information about your program, such as your current types of accreditations and details about your administrators and instructors.

The screenshot displays the IADC Management Console interface. At the top, there are navigation tabs: Administration, Invoices, and Classes. The 'Administration' tab is selected. Below the tabs, there is a search bar and a user profile dropdown showing 'David McFarland (SANDBOX)'. The main content area is titled 'Training Providers'. On the left, there is a sidebar with a 'Filters' button, indicated by a red arrow. The main area contains a search form with the following fields: ID/Name, City/State/Zip, Country, Training Provider Type, Program Accreditation, Membership, and Status. Below the search form are 'Reset' and 'Search' buttons. Underneath the search form is a table of records. The table has columns for ID, Title, City, Country, Programs, Courses, Instructors, Classes, Registrations, Membership Expires, and Status. The table shows one entry for 'A&P ENERGY SERVICES'.

ID	Title	City	Country	Programs	Courses	Instructors	Classes	Registrations	Membership Expires	Status
000000084	A&P ENERGY SERVICES	Houston	United States of America	2	4	2	45	41	1-Jan-0001	Active

Information is displayed in a list view at the bottom of the screen.

1. To filter the data, enter your filter information at the top of each page.
2. To access more details about a particular item, click on the line item to open a detailed information window.

To see the number of student certificate codes available for each accredited program:

1. Click the **Administration** dropdown tab at the top of the screen.
2. Select **Accreditations** in the dropdown tab. The number of certificate codes per program will show in the accreditation information section (see information circled in blue in the screenshot below).

The screenshot shows the IADC Administration interface. At the top, there are navigation tabs: Administration, Invoices, and Classes. The user is logged in as David McFarland (SANDBOX). Below the navigation, there are filter options for ID/Name, Country, Program, Language, Status, and Expires On. A red arrow points to the filter options with the text "Filter Options". Another red arrow points to the "List View Details" link with the text "List View Details Click to open details window." Below the filters, there is a table of records. The table has columns: Provider, Program, Courses, Instructors, Locations, Codes Purchased, Codes Slated, Codes Used, Codes Available, Expires, and Status. The first two rows of the table are highlighted. The "Codes Available" column for the first row is circled in blue. Below the table, there is a "Showing 1 to 2 of 2 entries" message and a pagination control with "Previous", "1", and "Next" buttons.

Provider	Program	Courses	Instructors	Locations	Codes Purchased	Codes Slated	Codes Used	Codes Available	Expires	Status
A&P ENERGY SERVICES	DIT Accreditation Program	3	2	2	312	0	11	301	8-May-2020	Conditional
A&P ENERGY SERVICES	RigPass Accreditation	1	1	Travelling	602	5	21	576	31-Jan-2022	Conditional

When clicking on a list item, such as an accreditation program, a details window will open. As shown in the example screenshot below, you can access details about your accreditation, such as addresses, languages approved for, courses approved for, as well as the assigned administrator(s) and instructor(s). Training providers have access to a copy of their accreditation certificate by clicking the **Certificate** tab in the screenshot below (see tab circled in blue).

Any changes that a company would like to make to their program must be communicated directly to your IADC program coordinator. The coordinator will update information according to the change requested.

☆ Training Provider Program Accreditation - A&P ENERGY SERVICES

Info Addresses Languages Courses Contacts/Admin Instructors Surveys Certificate

Report

### Details

\* Training Provider  
A&P ENERGY SERVICES

\* Program  
RigPass Accreditation

Alias  
Program Alias (Printed on Certificate)

Accreditation

\* Accredited On 01/01/2017

\* Expires On 01/31/2022

Status Conditional

☒ Traveling

Rigpass Parameters

☒ Custom Certificate ☒ Custom Card ☒ RigPass to Go

Notes

## Logo Specifications for Customizing Certificates

The IADC Database allows Training Providers to add their logo to IADC certificates. To add logos, Training Providers must e-mail a logo image file meeting the following specifications to the IADC program coordinator for their accreditation program:

### Logo specifications:

1. 2:1 pixel ratio saved as a PNG file\*
2. File size of 300x150 pixels

*\*A PNG is a picture (image) file type like the typically used JPEG.*

### Steps for submission of logo image:

E-mail the logo image, with the required specifications, to the Program Coordinator of the accreditation program.

Once logo image is approved, the Program Coordinator will notify the Training Provider. The approved image will be printed on your IADC certificates.



## Creating Class Rosters

To create a class roster:

1. Click on the **Classes** dropdown tab at the top of the screen.
2. From the dropdown tab, click **Classes**.

**Note:** Filter information appears at the top of the page to help when searching for a class. Classes that have been created appear in List view toward the bottom of the page.

3. To open an existing class, click in the class in the list view.
4. To create a new class, click the **New** button (circled in blue in the image below).

**Class List view. Click to open.**

**Class search filters**

ID	Client	Class	Program	Instructor	Lang	Students	Starts	Ends	City	Country	Codes Slated	Status
9235a899	A&P ENERGY SERVICES	false	RigPass Accreditation	David McFarland	EN	1	22-May-2018	22-May-2018	Houston	United States of America	0	In Progress
c2c43d9e	A&P ENERGY SERVICES	false	RigPass Accreditation	David McFarland	EN	1	21-May-2018	21-May-2018	Houston	United States of America	0	Closed
fbc0999a	A&P	false	RigPass	David	EN	1	21-	21-	Houston	India	1	Draft

5. Click the **New** button to open the class details window.
6. Enter class details and training location address by clicking on the **Details** tab and then the **Address** tab.
7. Click **Save**.

**Note:** New classes are always created in Draft mode (see a description of Draft mode in the Introduction section of the guide). Draft classes are only visible to the administrator

The screenshot shows a web form titled "Class - New" with a close button in the top right corner. Below the title bar, there are three tabs: "Details" (selected and highlighted with a blue background), "Address", and "Registrations" (which has a small blue circle with the number "0" next to it). A yellow banner message reads: "Complete and save the Class details before adding registrations." The "Details" section contains several fields: "Training Provider" (text input with "A&P ENERGY SERVICES"), "Program" (dropdown menu with "(select)"), "Title" (text input with "Title"), "Instructor" (dropdown menu with "(select)"), "Language" (dropdown menu with "(select)"), "Start Date" (calendar icon and "mm/dd/yyyy"), "End Date" (calendar icon and "mm/dd/yyyy"), and "Exam On" (calendar icon and "mm/dd/yyyy"). At the bottom of the form is a "Notes" text area. In the bottom right corner, there are two buttons: "Close" (with an 'x' icon) and "Save" (with a checkmark icon).

For a screen capture of the page referred to in the instructions below, see the following page.

To add students to your roster:

1. Once the class is saved in **Draft** mode, click the **Registrations** tab.
2. To insert students using the IADC class roster template, click the **Import** button to download the template.
3. Save the template to your computer.
4. Once the template is ready for import, click the **Import** button.
5. Click **Select a roster from your computer**.

Class - 4527fd9a

Details Address Registrations 0

Class cannot be scheduled: Class does not have any registrations.

### Registrations

Filters

Records

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
No data available in table								

Showing 0 to 0 of 0 entries

Roster Import

### Select Roster File

Select a roster (excel) from your computer

Need the template?  
[Click here](#)

Cancel

To add students to the class roster manually:

1. Click the **New** button (circled in blue in the screenshot above). A student detail window opens.
2. Enter student details.
3. Click the grey picture box to upload a student photo.
4. Click the **Save** button.

**Note:** The email address entered is where the system will email a copy of the student certificate and card once the class is ended.

The screenshot shows a web application window titled "Registration - New". At the top, there are several tabs: "Info" (highlighted in blue), "Addresses", "Certificate", "Cert Cards", and "Alerts" (with a count of 0). A red arrow points to these tabs with the label "Student detail tabs". Below the tabs is a light blue header bar with the text "New registration". Under this bar, there are two red arrows pointing to specific areas: one points to a grey silhouette icon labeled "Upload photo", and the other points to the form fields labeled "Student details". The form fields include: "First Name", "Middle Name", "Last Name", "Email" (with an '@' icon), "Phone #", "Company", "Position", "Employee Id", "Date of Birth" (with a calendar icon), and "SSN (Last 4)".

Once students have been added to the roster, the class can be changed to **Scheduled** mode:

1. Click the **Action** dropdown button.
2. Click **Scheduled**.

Scheduled mode allows the class to be viewed by the administrator and the instructor. See a description of Scheduled mode in the Introduction section of the guide.

Student details can be edited in Scheduled mode:

1. Edit details by clicking on the student name. The student details window will open.
2. Edit as needed.
3. Save your changes.

Students can be deleted off the class roster:

1. Click the **Action** dropdown button next to the student's name.
2. Click **Delete**. The student is removed from the roster and your certificate code goes back to the training provider account.

Class - 4527fd9a

Details Address Registrations 1

Class is ready to schedule.

Registrations

Filters

Records

Import Export New

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	0	Action	Draft	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Save Schedule Close

Repeat the process to add additional students to the class roster.

## Starting a Class

**Important:** **Start** mode will lock the class roster and edits can no longer be made to the roster.

Once the class roster is complete, the administrator or instructor can start the class:

1. Click the **Action** dropdown button.
2. Select **Start Class**.

See a description of **Start** mode in the Introduction section of this guide.

Class - 4527fd9a

Details Address Registrations 1

Class is ready to schedule.

### Registrations

Filters

Records Export

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	85	Action	Not Started	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Switch to Start mode

Close Action

## Entering Student Scores

Administrators and instructors can enter student scores:

1. On the top of the page, click the **Class** dropdown button.
2. Click **Classes**.
3. Scroll down the page to the list of classes.
4. Click on the desired class to open its details.
5. Click the **Registrations** tab to view the students on the roster.

**Note:** Training providers are required to enter a percentage score (as shown in the above and below screen captures) in the score box (circled in blue in the screenshot below). **Please refer to your Program Handbook for minimum passing score requirements.**

6. Click the **Action** dropdown button in each student's entry line.
7. Click **Failed** if the student failed the course, or click **Certified** if the student passed the course. If the student passed, a green box with the word **Certified** appears in the student's entry line under the word **Status**.

**Note:** If a student does not show up for class, do not enter a score or select an option in the **Action** dropdown list. The system will remove them off the roster once the class is closed, and the certificate code will go back to your account.

Class - 4527fd9a

Details Address Registrations 1

### Registrations

Filters

Records

Show 10 entries

Enter score

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	85	Action	Not Started	-	0

Showing 1 to 1 of 1 entries

Select if student Failed or is Certified

Failed

Certified

Previous 1 Next

## Issuing Student Certificates and Cards

When a student's **Status** indicates **Certified**, the administrator or instructor may issue the student a certificate and card:

1. Click the green **Certified** button to view the student's certificate.

**Note:** Certificates can be saved and/or printed. The certificate and card can also be accessed by clicking on the student's name.

2. Click the **Certificate** tab to view or print the certificate.
3. Click **Cert Cards** tab to view or print the student card.
4. To send student cards to a card printer, click the **Print** icon and select your card printer.

**Note:** Card images can also be saved by right-clicking the image and saving the image to your computer.

Class - 4527fd9a

Details Address Registrations 1

## Registrations

Filters

Records

Show 10 entries

Click student from list to view certificate and card

Click to view certificate

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	0	Action	Certified	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Registration : Test Student - RigPass: Onshore - SafeLand (Instructor Led) - 7963ec4a

Info Addresses Certificate Cert Cards Alerts 0

Test Student is certified for RigPass: Onshore - SafeLand (Instructor Led): SFL200001063. This certification expires 2019-05-23.

## Cert Cards

Front

Back

Send card to printer

Right click to save image

Student certificate and card tabs

IADC RigPass® Completion Card

Trainee Name Test Student

Provider A&P ENERGY SERVICES

Program ID RIGPASS Completion Date 23 May 2018

Instructor Name David McFarland

Onshore ☒ Offshore ☐

Certificate Number: SFL200001063

IADC RIGPASS

SafeLandUSA

This individual has successfully completed a RigPass® course at an institution accredited by the International Association of Drilling Contractors.

To verify validity, please scan the QR Code or contact records@iadc.org.

Close Save

## Ending a Class

**Important:** Ensure that all student scores are entered before ending a class.

**Note:** No records can be changed once the class is ended.



Administrators and instructors can end a class as follows:

1. Click the **Action** dropdown button.
2. Click **End Class**.
3. To export class records to an Excel spreadsheet, click the **Export** button.
4. Save the spreadsheet on your computer.

When a class is ended, student certificates and cards are automatically emailed to the email address(es) in the student profile.

**Note:** Previous class records and rosters can be accessed at any time from the **Class** list view under the **Classes** dropdown.

Class - 4527fd9a

Details Address Registrations 1

### Registrations

Filters

Records Export

Show 10 entries

Search:

ID	First	Last	Course	Score	Action	Status	Comments	Alerts
7963ec4a	Test	Student	RigPass: Onshore - SafeLand (Instructor Led)	0	Action	Certified	-	0

Showing 1 to 1 of 1 entries

Previous 1 Next

End Class

Close Action

## Ordering Student Certificate Codes

Administrators can order student certificate codes and search previous orders and invoices in the database.

**Please Note** – IADC training certificate codes are non-refundable, non-transferable, and must be purchased with a minimum/maximum of 10-500.

The screenshot shows the IADC Invoices page. At the top, there are tabs for Administration, Invoices, and Classes. The Invoices tab is selected, and a dropdown menu is open showing options: Invoices, Pending, and Closed. A red arrow points to the Invoices dropdown menu. Below the tabs, there are filter options for ID, Program, Training Provider, Having Item, and Status. A red arrow points to the filter options. Below the filters, there are buttons for Reset and Search. Below the buttons, there are buttons for Export and New. A red arrow points to the New button. Below the buttons, there is a table showing a list of orders placed and status. A red arrow points to the table.

**Invoice filter options**

**List of orders placed and status**

ID	Created	Provider	Program	Items	Quantity	Subtotal	Total	Status
04e66b3c	3-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	10	\$250.00	\$250.00	Approved
45ef6428	3-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$30.00	\$30.00	Approved
001da1c5	25-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$300.00	\$300.00	Draft
8dae21c6	7-May-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$25.00	\$25.00	Approved

## Placing New Orders

To place a new order, do the following:

1. Click the **Invoice** dropdown tab at the top of the page.
2. Click **Invoices**. This will open the **Invoices** page.
3. Click the **New** button. The invoice details window will open. (See screen capture below.)
4. Select the appropriate program from the **Program** dropdown list.
5. *Optional:* Enter a title for your order.
6. Enter your billing and shipping information.
7. Select the item you are ordering from the **Item** dropdown.
8. Enter the quantity you are ordering.
9. Click the **Add Item** button to add an item to your order invoice.
10. After you have added all items you are including in your order, scroll down and click **Save**.

Invoice - New

☒ This invoice is a draft.

\* Training Provider  
A&P ENERGY SERVICES

\* Program  
(select)

Title  
Title

\* Billing Address  
(select)

\* Shipping Address  
(select)

Insert item quantity

Item	Qty	Unit Price	Line Total
RigPass Completion Certificates	50	\$25.00	\$1,250.00

Add Item

Subtotal \$1,250.00

Adjustment \$0.00

Add item to order

### Paying for Your Order with a Credit Card

To complete and pay for your order with a credit card, do the following:

1. Scroll down to view payment options.
2. Click the green **Pay Now with Credit Card** button to pay with a credit card.
3. In the payment window that opens, enter your credit card information.
4. A receipt will open once payment is submitted. You can **Save** this receipt to your computer.

If you pay with a **credit card**, the certificate codes **immediately** appear in your account.

### Paying for Your Order by Any Means Other than Credit Card

If paying by means other than a credit card, do the following:

1. *Optional:* If needed, enter information about your payment in the **Notes** box.
2. Click the **Submit Purchase Order** button.

Your order is then placed in **Pending** status until payment is received and processed. Once payment is received, certificate codes will appear in your account **within 72 hours**.

Notes

Notes

Log

n/a

Close

Save

Submit Purchase Order

Pay Now with Credit Card

Disable

Pay by means other than a credit card such as wire

Pay with credit card

## Accessing Previous Orders/Invoices

Administrators can locate and sort previous invoices and orders.

1. Enter your filter information.
2. Click **Search**.
3. To open an order, click on the order line item from the list that you wish to open. This will open a window that shows the order details.

IADC Administration Invoices Classes

David McFarland (SANDBOX)

Invoices

Invoices

Pending

Closed

Filters

ID

ID

Program

(all)

Training Provider

(all)

Having Item

(all)

Status

(all)

Reset Search

Records

Export New

Show 10 entries

Search:

ID	Created	Provider	Program	Items	Quantity	Subtotal	Total	Status
04e66b3c	3-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	10	\$250.00	\$250.00	Approved
45ef6428	3-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$30.00	\$30.00	Approved
001da1c5	25-Apr-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$300.00	\$300.00	Draft
8dae21c6	7-May-2018	A&P ENERGY SERVICES	RigPass Accreditation	1	1	\$25.00	\$25.00	Approved

## FAQ

1. Can I create a class roster and enter student information after the class has been completed?  
Yes. A roster can be set up and student scores can be entered after a class has occurred. Certificates and cards will not be generated until the class is set up and the students' names are added to the roster.
2. Can I preprint cards and certificates?  
Yes. To preprint certificates and cards, set up the class roster in the database. Add student information on the roster. Once students are on the roster, click the student name to see the certificate and card files that have been created.  
**Note:** If a student does not pass, the preprinted certificate and card for that student are automatically removed from the system and are not valid.
3. Do I lose a certificate code if a student does not pass the class?  
Yes. If the student was present for the training but did not pass, the system will remove a test code from your account.
4. What happens if I need to add or delete students?  
The system allows students to be added and deleted from the class roster when the roster is in Draft or Scheduled mode. Once the mode is switched to Start, no changes can be made to the roster.
5. Can I add more administrators?  
Yes. Email your program coordinator to have more administrators added to your account.
6. Can I still use my custom card?  
The only certificates and cards that can be issued are those generated in the database. Companies do have the option to add a company logo to the student card. To do so, please email your program coordinator to request your logo be added to the card.
7. What happens to my unused paper certificates and numbers from the previous system?  
Your certificates and certificate numbers balance has already been converted to electronic certificate codes at no additional cost to you. **Do not issue your remaining certificate numbers and paper certificates.** These have been voided from the IADC system and are, therefore, invalid.