## Contents

- **Introduction** .................................................................................................................. 3
- **User Roles** ......................................................................................................................... 3
- **Orders and Payments** ......................................................................................................... 3
- **Class Roster Modes** ............................................................................................................ 3
- **Student Certificates and Cards** .......................................................................................... 4
- **Instructions** ........................................................................................................................ 4
  - **Logging into the Database** ................................................................................................. 4
  - **Instructions for Changing Your Password** ...................................................................... 5
  - **Accessing Training Provider Details** .............................................................................. 6
  - **Logo Specifications for Customizing Certificates** ............................................................ 8
  - **Creating Class Rosters** ..................................................................................................... 9
  - **Starting a Class** ................................................................................................................. 13
  - **Entering Student Scores** ................................................................................................. 14
  - **Issuing Student Certificates and Cards** ....................................................................... 15
  - **Ending a Class** ............................................................................................................... 16
  - **Ordering Student Certificates Codes** ......................................................................... 17
    - **Placing New Orders** ..................................................................................................... 18
    - **Paying for Your Order with a Credit Card** ................................................................. 19
    - **Paying for Your Order by Any Means Other than Credit Card** ............................... 19
  - **Accessing Previous Orders/Invoices** ........................................................................... 20
  - **FAQ** ................................................................................................................................. 21
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


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](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.

DO NOT SHARE YOUR USERNAME OR PASSWORD WITH ANYONE!
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.

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).
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.
**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).

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.
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**.
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.

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.

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.
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.

**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.
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.

---

**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.
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.
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**.
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.
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.