



How to request Accreditation in MyLogin

Version November 2019

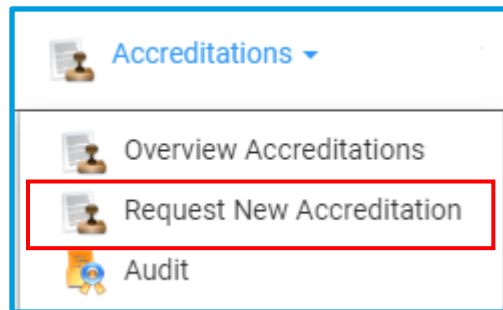


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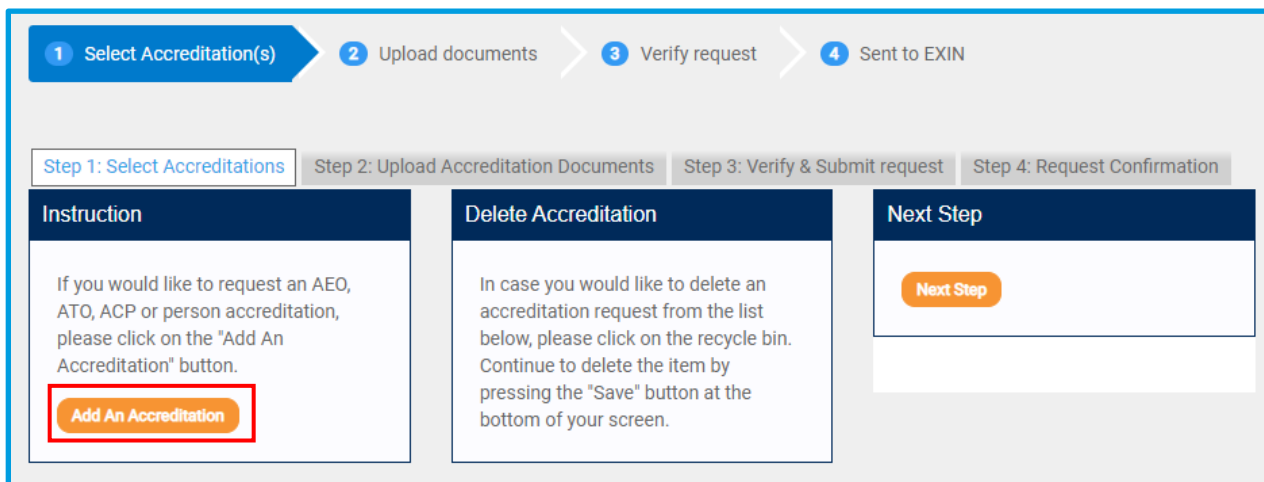
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1 Requesting Accreditation for New ATO Module and New Trainer Module

Step 1 – Start a new Accreditation request from the homepage or via the top menu



Step 2 – Click 'Add an Accreditation'





Step 3 – Select 'Accreditations at organization level' to add new ATO Modules

Step 1: What do you want to request

Please first select the type of Accreditation you want to request.

To become an Accredited Exam Organization (AEO), Accredited Training Organization (ATO) or an Accredited Courseware Provider (ACP), select **Accreditations at organisation-level**. Do not forget to add person accreditations afterwards in case the system shows a warning message.

To request Accreditation for Trainers or persons involved in the exam ordering or delivery process, please select **Accreditations for a single person**.

In case you are an Independent Trainer and want to become accredited, please select **Add an Independent Trainer contract**.

(Make a choice) ▼

(Make a choice)

Accreditations at organisation-level

Accreditations for a single person

Add an Independent Trainer contract

Step 4 – Tick the ATO box to get the module overview

Step 2: Specify details

Specify the details of your request below. If person accreditations are mandatory for your request, please add them after you added this request.

In case of a request to become either ATO or ACP please specify language, exam modules and training method by checking the boxes in the lists.

Any box that is already checked refers to an existing Accreditation.

Accredited Examination Organisation

AEO	<input checked="" type="checkbox"/>
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Accredited Training Organization

Accredited Training Organization	<input type="checkbox"/>
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Step 5 – Select appropriate modules (classroom/e-learning and Own material/Third Party material)


Accredited Training Organization

Accredited Training Organization

Category 1 (Foundation)

Module	Classroom based (Own material)	E-Learning (Own material)	Classroom based (3rd party material)	E-Learning (3rd party material)
Data Centre Foundation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN AMBI e-CF®: Applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN AMBI e-CF®: Business Processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN AMBI e-CF®: Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN BCS Artificial Intelligence Essentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN BCS SIAM™ Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN Blockchain Essentials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN Blockchain Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN Business Information Management Foundation with reference to BISL NEXT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Capability Maturity Model of Data Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 6 Click 'Save & Submit at the bottom of the page

 **Save & Submit**

Are you sure you want to save this request?



Step 7 – Go to Step 2 in the accreditation process and click on one of the accreditation components, to start uploading the documentation.

1 Select Accreditation(s) 2 Upload documents 3 Verify request 4 Sent to EXIN

Step 1: Select Accreditations Step 2: Upload Accreditation Documents Step 3: Verify & Submit request Step 4: Request Confirmation

Instruction "How to upload"

To start uploading the required documents, please click on one of the documents below. A separate screen will open which will allow you to upload your documents. You can leave this screen anytime and continue the uploading process later on.

Next Step

Next Step

→ Accreditation Document (1 - 2 / 2)

Component(s)	Document Name	Status
ATO Module (own material) - CDCS - Certified Data Centre Specialist	Declaration ATO Module	✘
ATO Module (own material) - SPF - EXIN Secure Programming Foundation	Declaration ATO Module	✘

Step 8 – Download your pre-filled declaration via the 'Download' button to read it and click 'Accept' to agree with its contents and have it automatically saved for you.

ATO Module (own material) - CDCS - Certified Data Centre Specialist

Component(s)	Additional Information	Document(s)	Additional document(s)	EXIN's feedback	Status
Declaration ATO Module		Choose File No file chosen			✘

ATO Module (own material) - SPF - EXIN Secure Programming Foundation

Component(s)	Additional Information	Document(s)	Additional document(s)	EXIN's feedback	Status
Declaration ATO Module		Choose File No file chosen			✘

When all the documents are added/accepted, click on 'back to previous page' or 'Next Step' to continue.

Back to previous page or Next Step



Step 9: Click on Next step in the accreditation request

Step 1: Select Accreditations **Step 2: Upload Accreditation Documents** Step 3: Verify & Submit request Step 4: Request Confirmation

Instruction "How to upload"

To start uploading the required documents, please click on one of the documents below. A separate screen will open which will allow you to upload your documents. You can leave this screen anytime and continue the uploading process later on.

Next Step

[Next Step](#)

→ Accreditation Document (1 - 2 / 2)

Component(s)	Document Name	Status
ATO Module (own material) - CDCS - Certified Data Centre Specialist		
Declaration ATO Module	Declaration EXIN ATO Accreditation - Module.pdf	✓
ATO Module (own material) - SPF - EXIN Secure Programming Foundation		
Declaration ATO Module	Declaration EXIN ATO Accreditation - Module.pdf	✓



And click on 'Submit Request' to send your request to EXIN for processing.

The screenshot shows a multi-step process for submitting an accreditation request. The current step is 'Step 3: Verify & Submit request'. A message on the left says: 'Thank you for adding your accreditation request(s). As soon as you press the "Submit Request" button your request will be processed.' On the right, under 'Next Step', there is a prominent orange 'Submit Request' button. Below this, a table titled 'Accreditations (1 - 2 / 2)' lists the following items:

Accreditation Type	Training Method	Customer notes
ATO Module (own material)		
CDCS - Certified Data Centre Specialist	Classroom based	
SPF - EXIN Secure Programming Foundation	Classroom based	

Step 10 – Don't forget to add a trainer if you have not done so already.

An error message dialog box is displayed with the following text: '8372 - Training Inc - UNITED KINGDOM (GB) ATO Module (own material) - CDCS - Certified Data Centre Specialist. This request cannot be submitted without adding a trainer for the ATO module(s). Please add a trainer to this request in step 1.' An orange 'OK' button is centered at the bottom of the dialog.

Please note that sending a complete request to EXIN can also be done via the 'Overview Accreditations' in the top menu under 'Accreditations' and by clicking on 'Submit Request' behind the corresponding request at the top of the page

The screenshot shows a table titled 'Open Accreditation Requests (max. 100)'. The table has two columns: 'Description' and 'Status'. The first row contains the text 'Request 09/10/2019' and 'New (at customer)'. To the right of this row is an orange 'Submit Request' button.

Description	Status
Request 09/10/2019	New (at customer)

2 Adding a trainer

Step 1 – Add another accreditation to this request or start a new request via the 'Request new Accreditation' from the 'Accreditations' menu at the top of the screen.

Step 1: Select Accreditations
Step 2: Upload Accreditation Documents
Step 3: Verify & Submit request
Step 4: Request Confirmation

Instruction

If you would like to request an AEO, ATQ, ACP or person accreditation, please click on the "Add An Accreditation" button.

Add An Accreditation

Delete Accreditation

In case you would like to delete an accreditation request from the list below, please click on the recycle bin. Continue to delete the item by pressing the "Save" button at the bottom of your screen.

Next Step

Next Step

Accreditations (1 - 2 / 2)

Accreditation Type	Training Method	Customer notes
ATO Module (own material)		
CDCS - Certified Data Centre Specialist	Classroom based	
SPF - EXIN Secure Programming Foundation	Classroom based	

Step 2 Select 'Accreditations for a single person'

Step 1: What do you want to request

Please first select the type of Accreditation you want to request.

To become an Accredited Exam Organization (AEO), Accredited Training Organization (ATO) or an Accredited Courseware Provider (ACP), select **Accreditations at organisation-level**. Do not forget to add person accreditations afterwards in case the system shows a warning message.

To request Accreditation for Trainers or persons involved in the exam ordering or delivery process, please select **Accreditations for a single person**.

In case you are an Independent Trainer and want to become accredited, please select **Add an Independent Trainer contract**.

(Make a choice) ▼

- (Make a choice)
- Accreditations at organisation-level
- Accreditations for a single person
- Add an Independent Trainer contract



Step 3 – Add a new person, or choose from the list of existing persons

Step 2: Specify details

Create an Accreditation request for any new or existing person by providing the requested personal information and checking the boxes to define the person's role.

Existing or new person? Already existing

Select person

- Already existing
- Add a new person

Step 4 – When adding a new person, fill in the details in orange

And select the role(s)

Step 2: Specify details

Create an Accreditation request for any new or existing person by providing the requested personal information and checking the boxes to define the person's role.

Existing or new person? Add a new person

First Name

Prefix / Last Name

Gender (None selected)

Phone Number

Email Address

Country of Residence (Make a choice)

Roles

Employee (Order Person)	<input type="checkbox"/>
Supervisor	<input type="checkbox"/>
Exam Recipient	<input type="checkbox"/>
Result Recipient	<input type="checkbox"/>
Result List Recipient	<input type="checkbox"/>
Trainer	<input type="checkbox"/>



Step 5 – For Trainers, please select their training language(s) and modules from the list that appears.

Roles	
Employee (Order Person)	<input type="checkbox"/>
Supervisor	<input type="checkbox"/>
Exam Recipient	<input type="checkbox"/>
Result Recipient	<input type="checkbox"/>
Result List Recipient	<input type="checkbox"/>
Trainer	<input checked="" type="checkbox"/>

Languages

English	<input checked="" type="checkbox"/>
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Category 1 (Foundation)

Module

EXIN Data Privacy Foundation	<input checked="" type="checkbox"/>
IT Asset Management Foundation	<input checked="" type="checkbox"/>

Step 6 - Click Save & Submit at the bottom of the page to continue

Step 3: Confirm

Confirm your request.

Once you've requested the desired accreditations, please save the request. In case additional person accreditations are required (ATO or ATO), use the **Save and add another accreditation** button to proceed. If you don't need to add another request, please click **Save & Submit**.



Step 7 – Click the element for accreditation, to start uploading the documentation

Step 1: Select Accreditations | **Step 2: Upload Accreditation Documents** | Step 3: Verify & Submit request | Step 4: Request Confirmation

Instruction "How to upload"

To start uploading the required documents, please click on one of the documents below. A separate screen will open which will allow you to upload your documents. You can leave this screen anytime and continue the uploading process later on.

Next Step


Next Step

➔ Accreditation Document (1 - 4 / 4)


Component(s)	Document Name	Status
ATO Module (own material) - CDCS - Certified Data Centre Specialist		
Declaration ATO Module	Declaration EXIN ATO Accreditation - Module.pdf	✓
ATO Module (own material) - SPF - EXIN Secure Programming Foundation		
Declaration ATO Module	Declaration EXIN ATO Accreditation - Module.pdf	✓
Trainer Module - CDCS - Certified Data Centre Specialist		
Guenda van den Bos	Declaration Trainer Module	✗
Trainer Module - SPF - EXIN Secure Programming Foundation		
Guenda van den Bos	Declaration Trainer Module	✗

Step 5 – Download your pre-filled declaration via the 'Download' button to read it and click 'Accept' to agree with its contents and have it automatically saved for you.

Trainer Module - CDCS - Certified Data Centre Specialist

Component(s)	Additional Information	Document(s)	Additional document(s)	EXIN's feedback	Status
▶ Declaration Trainer Module Guenda van den Bos		<input type="button" value="Choose File"/> No file chosen			✗ <input type="button" value="Download"/> <input type="button" value="Accept"/>

Trainer Module - SPF - EXIN Secure Programming Foundation

Component(s)	Additional Information	Document(s)	Additional document(s)	EXIN's feedback	Status
▶ Declaration Trainer Module Guenda van den Bos		<input type="button" value="Choose File"/> No file chosen			✗ <input type="button" value="Download"/> <input type="button" value="Accept"/>



Click 'back to previous page' at the bottom of the page to continue

Step 6 – Click 'Next Step' and 'Submit Request' to send your request to EXIN for processing.

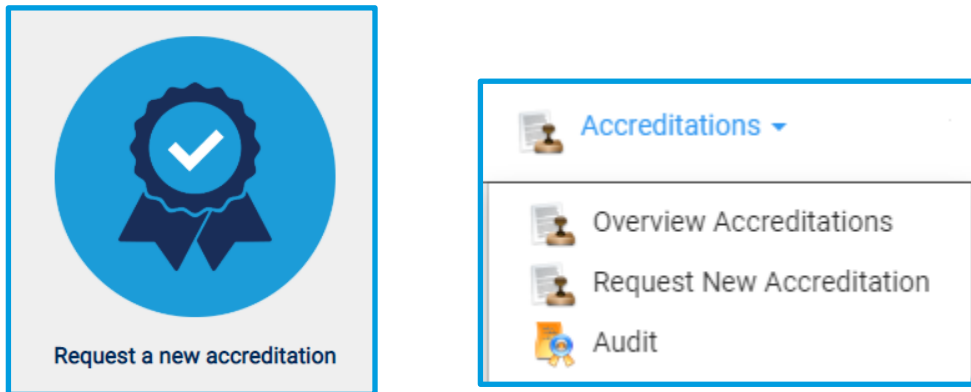
The screenshot shows the 'Request & Send To EXIN' step in the MyLogin interface. At the top, there are four tabs: 'Accreditations', 'Accreditation Documents', 'Request & Send To EXIN' (which is active), and 'Confirmation'. Below the tabs, there is a dark blue header with the text 'Next Step' and an orange 'Submit Request' button. A message box states: 'Thank you for adding your accreditation request(s). As soon as you press the "Submit Request" button your request will be processed.' Below this, there is a table titled 'Accreditations (1 - 4 / 4)'. The table has three columns: 'Accreditation Type', 'Training Method', and 'Customer notes'. The table content is as follows:

Accreditation Type	Training Method	Customer notes
ATO Module (own material)		
CDCS - Certified Data Centre Specialist	Classroom based	
SPF - EXIN Secure Programming Foundation	Classroom based	
Trainer Module		
Guenda van den Bos - CDCS - Certified Data Centre Specialist		
Guenda van den Bos - SPF - EXIN Secure Programming Foundation		

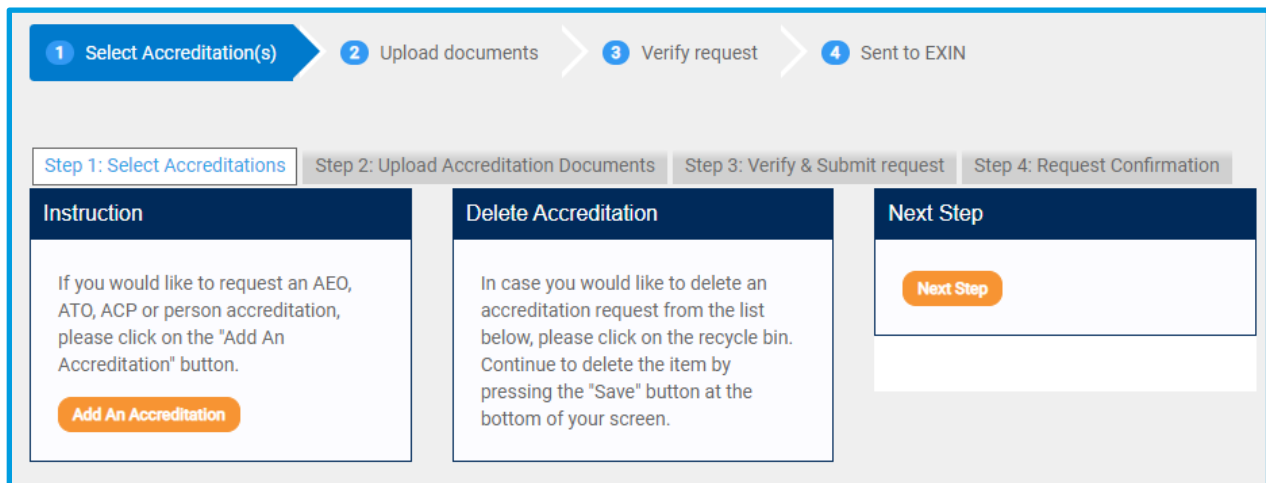
The screenshot shows the 'Confirmation' step in the MyLogin interface. At the top, there is a progress bar with four steps: '1 Select Accreditation(s)', '2 Upload documents', '3 Verify request', and '4 Sent to EXIN' (which is highlighted in blue). Below the progress bar, there are four tabs: 'Accreditations', 'Accreditation Documents', 'Request & Send To EXIN', and 'Confirmation' (which is active). A message box states: 'Your accreditation request has been successfully sent to EXIN. The accreditation department will inform you within 3 working days about the outcome of the first check on your materials. You can check the status of your accreditation request(s) when you return to the homepage of MyLogin.' Below the message, there is an orange 'Return To Homepage' button.

3 Requesting Accreditation for New Order Person / Supervisor

Step 1 – Start a new Accreditation request from the homepage or via the top menu



Step 2 – Click 'Add an Accreditation'



Step 3 Select 'Accreditations for a single person'

Step 1: What do you want to request

Please first select the type of Accreditation you want to request.

To become an Accredited Exam Organization (AEO), Accredited Training Organization (ATO) or an Accredited Courseware Provider (ACP), select **Accreditations at organisation-level**. Do not forget to add person accreditations afterwards in case the system shows a warning message.

To request Accreditation for Trainers or persons involved in the exam ordering or delivery process, please select **Accreditations for a single person**.

In case you are an Independent Trainer and want to become accredited, please select **Add an Independent Trainer contract**.

(Make a choice) ▼

- (Make a choice)
- Accreditations at organisation-level
- Accreditations for a single person**
- Add an Independent Trainer contract

Step 3 – Add a new person, or choose from the list of existing persons

Step 2: Specify details

Create an Accreditation request for any new or existing person by providing the requested personal information and checking the boxes to define the person's role.

Existing or new person? ▼

Select person

- Already existing
- Add a new person



Step 4 – When adding a new person, fill in the details in orange

And select the role(s)

Step 2: Specify details

Create an Accreditation request for any new or existing person by providing the requested personal information and checking the boxes to define the person's role.

Existing or new person? Add a new person

First Name

Prefix / Last Name

Gender (None selected)

Phone Number

Email Address

Country of Residence (Make a choice)

Roles

Employee (Order Person)	<input type="checkbox"/>
Supervisor	<input type="checkbox"/>
Exam Recipient	<input type="checkbox"/>
Result Recipient	<input type="checkbox"/>
Result List Recipient	<input type="checkbox"/>
Trainer	<input type="checkbox"/>

Step 5 - Click Save & Submit at the bottom of the page to continue

Step 3: Confirm

Confirm your request.

Once you've requested the desired accreditations, please save the request. In case additional person accreditations are required (ATO or ATO), use the Save and add another accreditation button to proceed. If you don't need to add another request, please click Save & Submit.

Save & Add another accreditation Save & Submit



Step 6 - Click on Step 2 and then on the components to start uploading documentation

Step 1: Select Accreditations | **Step 2: Upload Accreditation Documents** | Step 3: Verify & Submit request | Step 4: Request Confirmation

Instruction "How to upload"

To start uploading the required documents, please click on one of the documents below. A separate screen will open which will allow you to upload your documents. You can leave this screen anytime and continue the uploading process later on.

Next Step

Next Step

Accreditation Document (1 - 1 / 1)

Component(s)	Document Name	Status
Employee - - Guenda van den Bos	Non Disclosure Agreement	✘

Step 7 - Click 'Download' for the NDA and have it signed by the person you want to accredit and upload it under documents once it is signed.

Download your pre-filled declaration via the 'Download' button to read it and click 'Accept' to agree with its contents and have it automatically saved for you.

Supervisor - -

Component(s)	Additional Information	Document(s)	Additional document(s)	EXIN's feedback	Status
Non Disclosure Agreement Jane Smith	<input type="text"/>	Choose File No file chosen		✘	Download
Declaration Identity Jane Smith	<input type="text"/>	Choose File No file chosen		✘	Download Accept

Back to previous page



Click 'back to previous page' at the bottom of the page or 'Next Step' to continue

Step 8 – Click 'Next Step' and 'Submit Request' to send your request to EXIN for processing.

The screenshot shows the 'Verify & Submit request' step of a four-step process. The steps are: Step 1: Select Accreditations, Step 2: Upload Accreditation Documents, Step 3: Verify & Submit request (active), and Step 4: Request Confirmation. A message box states: "Thank you for adding your accreditation request(s). As soon as you press the 'Submit Request' button your request will be processed." To the right, a 'Next Step' button labeled 'Submit Request' is visible. Below this is a table titled 'Accreditations (1 - 1 / 1)' with columns for Accreditation Type, Training Method, and Customer notes. The table contains one entry: a Supervisor named Jane Smith with the Training Method 'Exam Recipient'.

Accreditation Type	Training Method	Customer notes
Supervisor		
Jane Smith		Exam Recipient

The screenshot shows the 'Confirmation' step of the accreditation process. A progress bar at the top indicates four steps: 1. Select Accreditation(s), 2. Upload documents, 3. Verify request, and 4. Sent to EXIN (highlighted). Below the progress bar, a breadcrumb trail shows: Accreditations > Accreditation Documents > Request & Send To EXIN > Confirmation (active). A message box states: "Your accreditation request has been successfully sent to EXIN. The accreditation department will inform you within 3 working days about the outcome of the first check on your materials. You can check the status of your accreditation request(s) when you return to the homepage of MyLogin." A 'Return To Homepage' button is located at the bottom.

Please note that sending a complete request to EXIN can also be done via the 'Overview Accreditations' in the top menu under 'Accreditations' and by clicking on 'Submit Request' behind the corresponding request at the top of the page

The screenshot shows a table titled 'Open Accreditation Requests (max. 100)'. The table has two columns: 'Description' and 'Status'. The first row shows a request from 09/10/2019 with a status of 'New (at customer)'. A 'Submit Request' button is located at the end of the row.

Description	Status
Request 09/10/2019	New (at customer)



Contact

If you have any questions concerning accreditation in MyLogin or if you need help with your request, do not hesitate to contact EXIN.

support@exin.com


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