



How to request Accreditation in MyLogin

Version December 2023

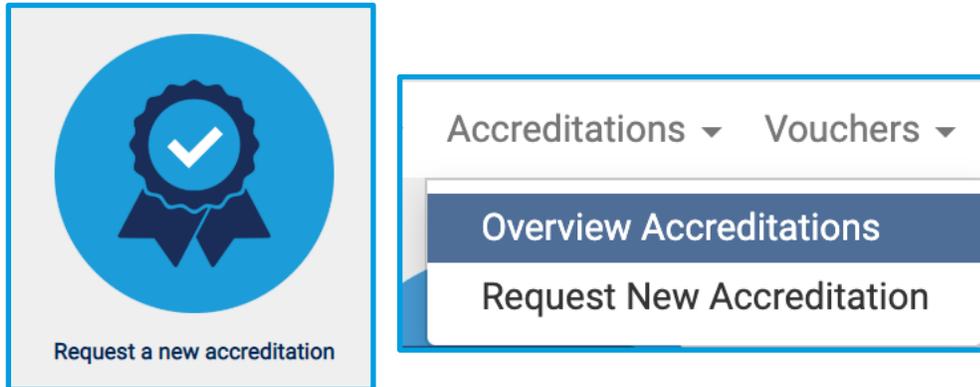


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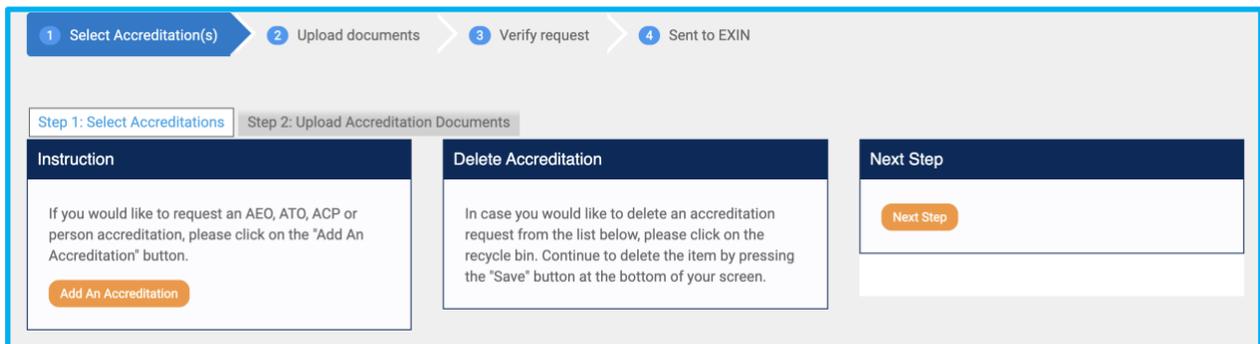
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1 Requesting Accreditation for New ATO Module and New Trainer Module

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"/>
-----	-------------------------------------

Accredited Training Organization

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

Accredited Training Organization

Accredited Training Organization

Category 1 (Foundation)

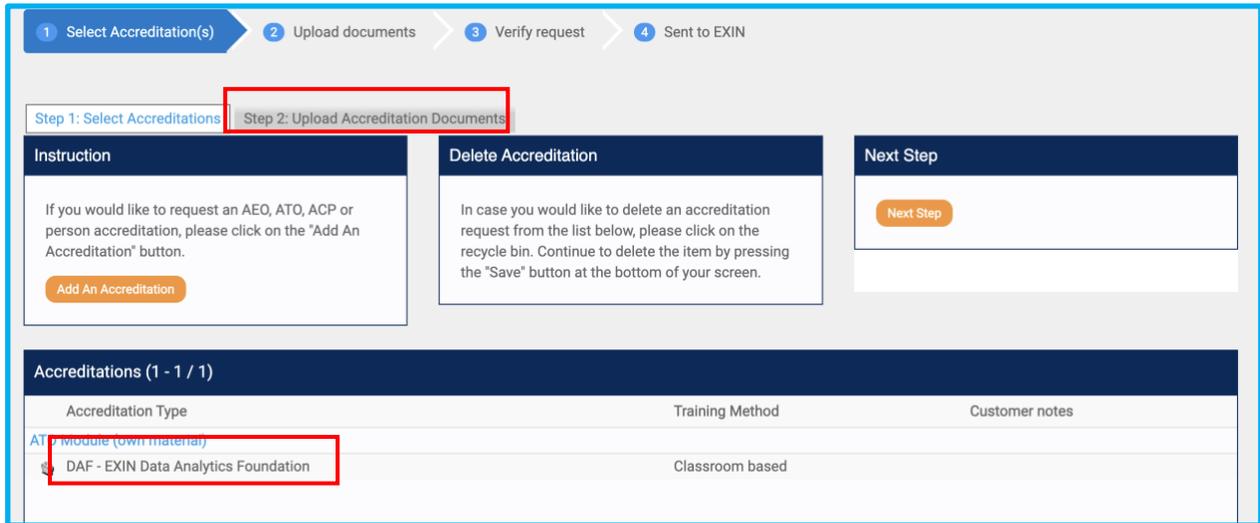
Module	Classroom based (Own material)	E-Learning (Own material)	Classroom based (3rd party material)	E-Learning (3rd party material)
Data Centre Foundation Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIN AMBI e-CF®: Applications	<input 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

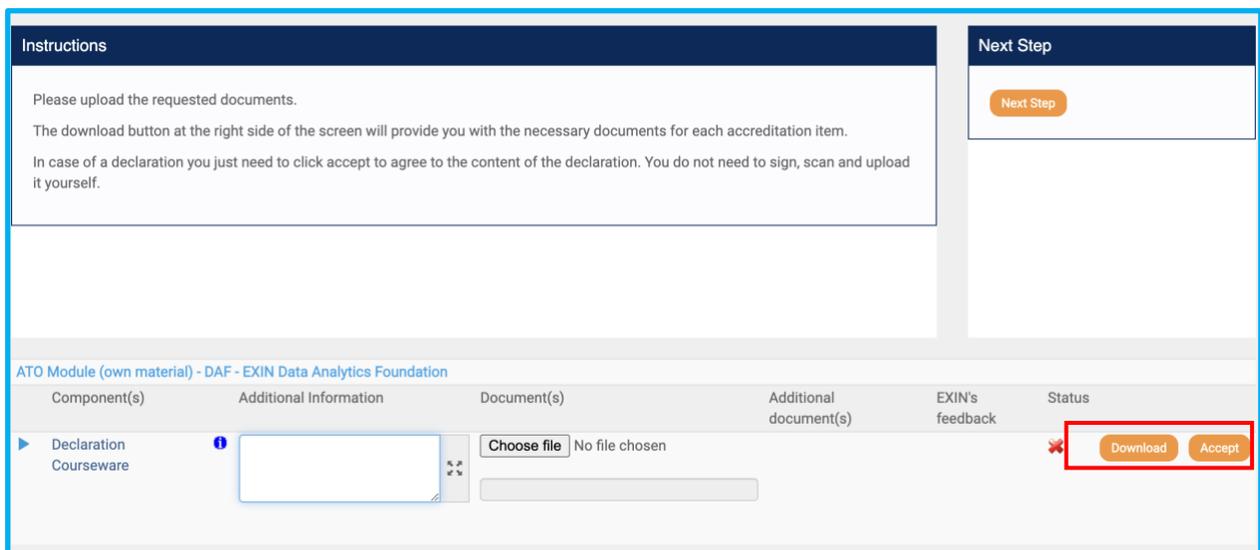
 **Save & Submit**

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.



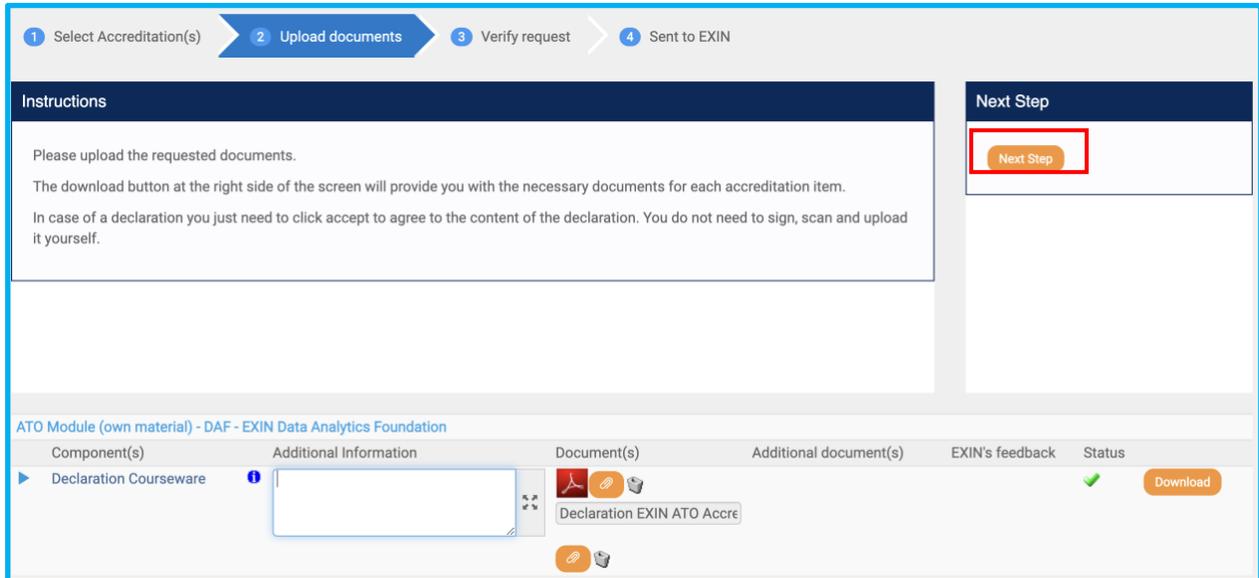
Step 8 – Download your pre-filled declaration via the 'Download' button to read it and click 'Accept' to agree with its contents and have it automatically saved for you.



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



Step 9: Click on Next step in the accreditation request



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

Instructions

Please upload the requested documents.

The download button at the right side of the screen will provide you with the necessary documents for each accreditation item.

In case of a declaration you just need to click accept to agree to the content of the declaration. You do not need to sign, scan and upload it yourself.

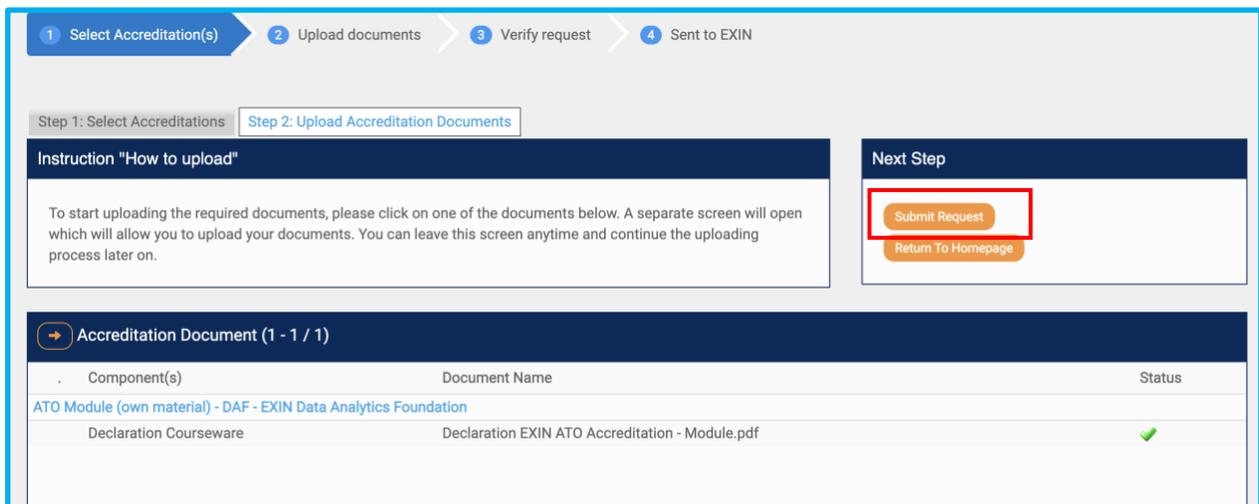
Next Step

Next Step

ATO Module (own material) - DAF - EXIN Data Analytics Foundation

Component(s)	Additional Information	Document(s)	Additional document(s)	EXIN's feedback	Status
▶ Declaration Courseware	<input type="text"/>	Declaration EXIN ATO Accre			✓ Download

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



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

Step 1: Select Accreditations Step 2: Upload Accreditation Documents

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.

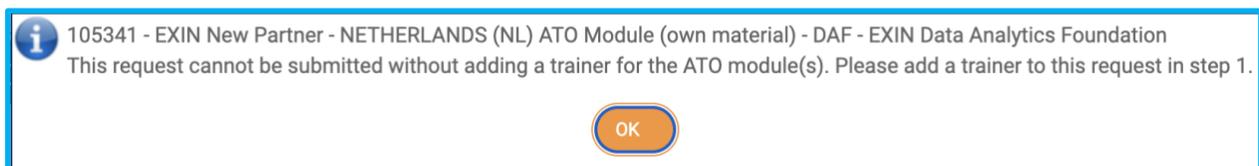
Next Step

Submit Request
Return To Homepage

→ Accreditation Document (1 - 1 / 1)

Component(s)	Document Name	Status
ATO Module (own material) - DAF - EXIN Data Analytics Foundation		
Declaration Courseware	Declaration EXIN ATO Accreditation - Module.pdf	✓

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



i 105341 - EXIN New Partner - NETHERLANDS (NL) ATO Module (own material) - DAF - EXIN Data Analytics Foundation

This request cannot be submitted without adding a trainer for the ATO module(s). Please add a trainer to this request in step 1.

OK



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

Overview Accreditations

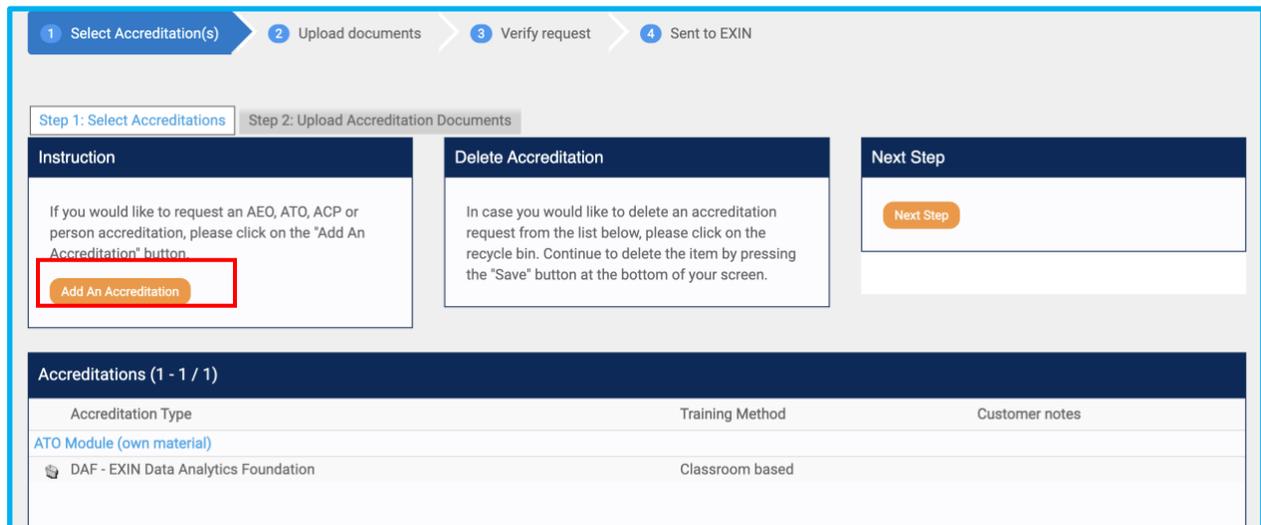
Overview Accreditations

Open Accreditation Requests

Description	Status	
Request 04/12/2023	New (at customer)	Submit Request

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.



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

Step 1: Select Accreditations Step 2: Upload Accreditation Documents

Instruction

If you would like to request an AEO, ATO, 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.

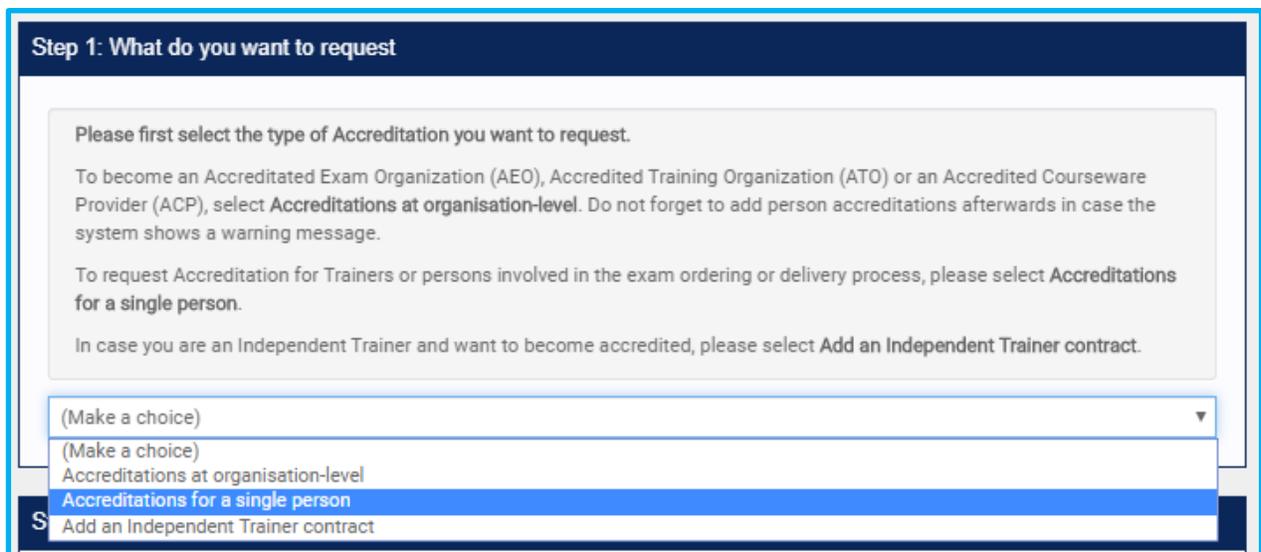
Next Step

Next Step

Accreditations (1 - 1 / 1)

Accreditation Type	Training Method	Customer notes
ATO Module (own material)	DAF - EXIN Data Analytics 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 [Orange field] ⓘ

Prefix / Last Name [Orange field]

Gender (None selected) ▼

Phone Number [Orange field]

Email Address [Orange field]

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"/>

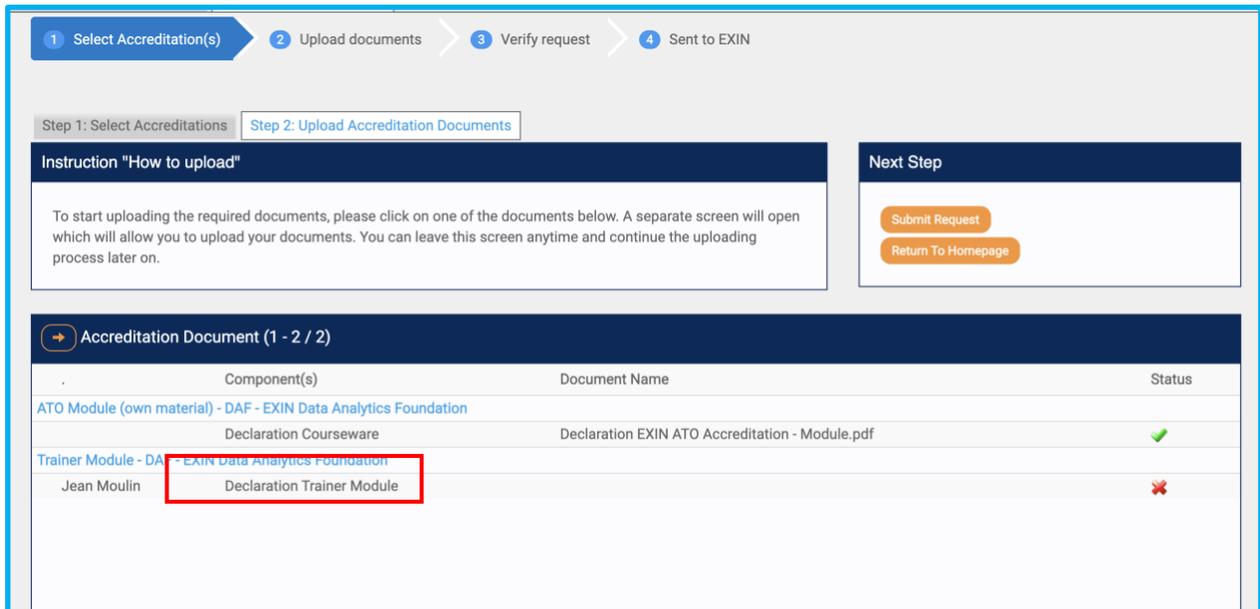
Step 6 - Click Save & Submit at the bottom of the page to continue

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



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

Step 1: Select Accreditations Step 2: Upload Accreditation Documents

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.

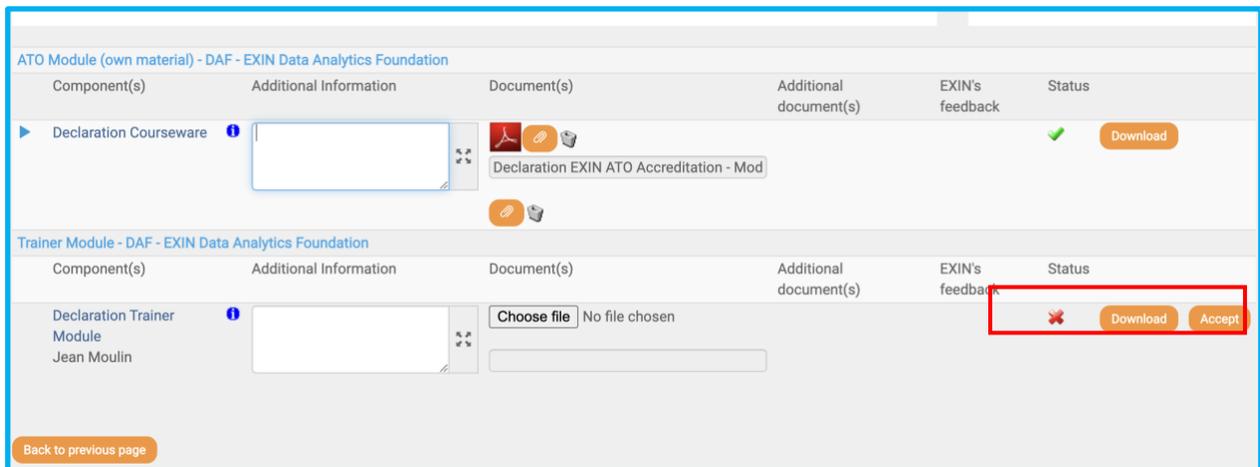
Next Step

Submit Request
Return To Homepage

→ Accreditation Document (1 - 2 / 2)

Component(s)	Document Name	Status	
ATO Module (own material) - DAF - EXIN Data Analytics Foundation	Declaration Courseware	Declaration EXIN ATO Accreditation - Module.pdf	✓
Trainer Module - DAF - EXIN Data Analytics Foundation	Jean Moulin	Declaration Trainer 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) - DAF - EXIN Data Analytics Foundation

Component(s)	Additional Information	Document(s)	Additional document(s)	EXIN's feedback	Status
Declaration Courseware		Declaration EXIN ATO Accreditation - Mod		✓	Download

Trainer Module - DAF - EXIN Data Analytics Foundation

Component(s)	Additional Information	Document(s)	Additional document(s)	EXIN's feedback	Status
Declaration Trainer Module Jean Moulin		Choose file No file chosen		✗	Download Accept

Back to previous page

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



Step 9 – Click 'Next Step' and 'Submit Request' to send your request to EXIN for processing.

Accreditations Accreditation Documents **Request & Send To EXIN** Confirmation

Thank you for adding your accreditation request(s). As soon as you press the "Submit Request" button your request will be processed.

Next Step

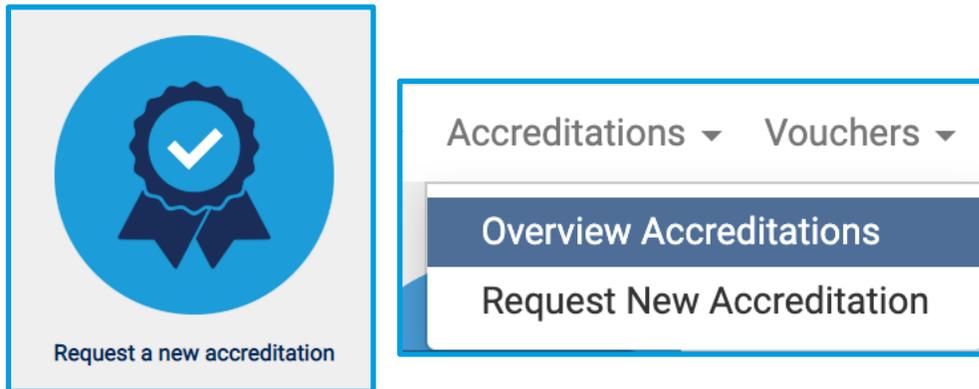
[Submit Request](#)

Accreditations (1 - 4 / 4)

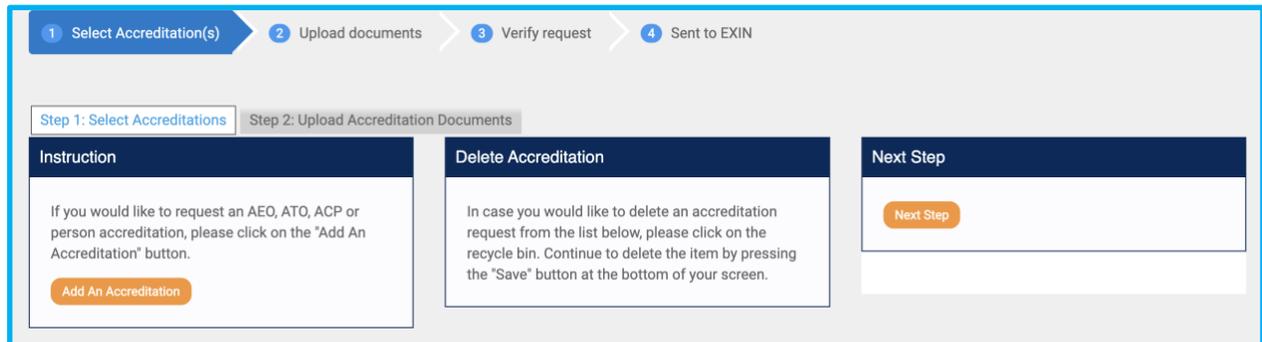
Accreditation Type	Training Method	Customer notes
ATO Module (own material)		
CDCS - Certified Data Centre Specialist	Classroom based	
SPF - EXIN Secure Programming Foundation	Classroom based	
Trainer Module		
Guenda van den Bos - CDCS - Certified Data Centre Specialist		
Guenda van den Bos - SPF - EXIN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

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

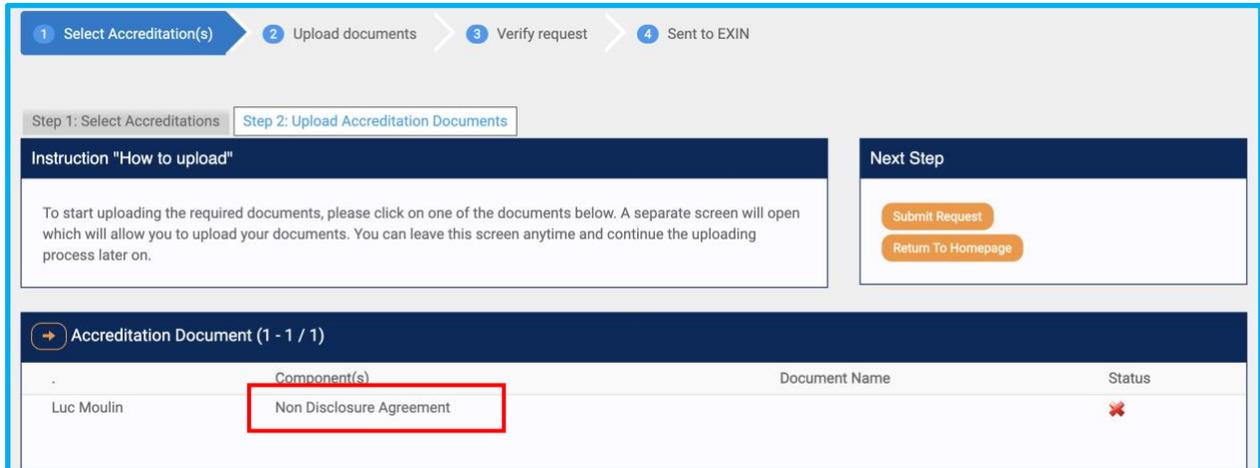
Step 3: Confirm

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

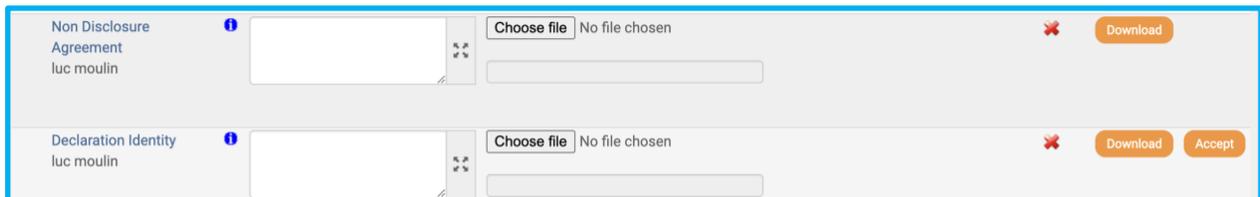
Step 6 - Click on Step 2 and then on the components to start uploading documentation



Component(s)	Document Name	Status
Non Disclosure Agreement		X

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.



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 'Upload documents' step of the accreditation process. At the top, a progress bar indicates four steps: 1. Select Accreditation(s), 2. Upload documents (current), 3. Verify request, and 4. Sent to EXIN. Below the progress bar, there are two tabs: 'Step 1: Select Accreditations' and 'Step 2: Upload Accreditation Documents'. The main content area is titled 'Instruction "How to upload"' and contains the text: '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.' To the right, under the heading 'Next Step', there are two buttons: 'Submit Request' and 'Return To Homepage'. Below this, a table titled 'Accreditation Document (1 - 3 / 3)' lists the uploaded documents.

	Component(s)	Document Name	Status
Luc Moulin	Non Disclosure Agreement	Placeholder.rtf	✓
luc moulin	Non Disclosure Agreement	Placeholder.rtf	✓
luc moulin	Declaration Identity	Declaration Identity Supervisor.pdf	✓

The screenshot shows the 'Confirmation' step of the accreditation process. At the top, the progress bar shows step 4, 'Sent to EXIN', as the active step. Below the progress bar, there are four tabs: 'Accreditations', 'Accreditation Documents', 'Request & Send To EXIN', and 'Confirmation' (current). The main content area contains the text: '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 this text is a button labeled 'Return To Homepage'.

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 the 'Overview Accreditations' page. At the top, there is a header 'Overview Accreditations'. Below this, there is a sub-header 'Overview Accreditations' and a button 'Open Accreditation Requests'. Below the button, there is a table with two columns: 'Description' and 'Status'. The table contains one row: 'Request 04/12/2023' with a status of 'New (at customer)'. To the right of this row is a button labeled 'Submit Request'.

Description	Status
Request 04/12/2023	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

+31 30 234 48 80



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