

International Well Control Forum



FORUM **Candidate User Guide**

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Version 1.1



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FORUM Candidate User Guide

1. Introduction

This document has been created to assist Candidates with registering on the IWCF FORUM website. Follow this guide if you're unsure of the process, or of what to enter in the fields that request information from you.

2. Your Email Address

During the registration process you will need to supply an email address along with your personal details. Once you have registered, you will use this email to log into forum in the future. Note that this can be changed at any time within the system.

3. The Registration Process

3.1. Receiving the link

The link for the candidate registration wizard will be placed on the IWCF website: www.iwcf.org, and it can also be sent you by your employer or an accredited centre.

3.2. Welcome

3.2.1. Language select

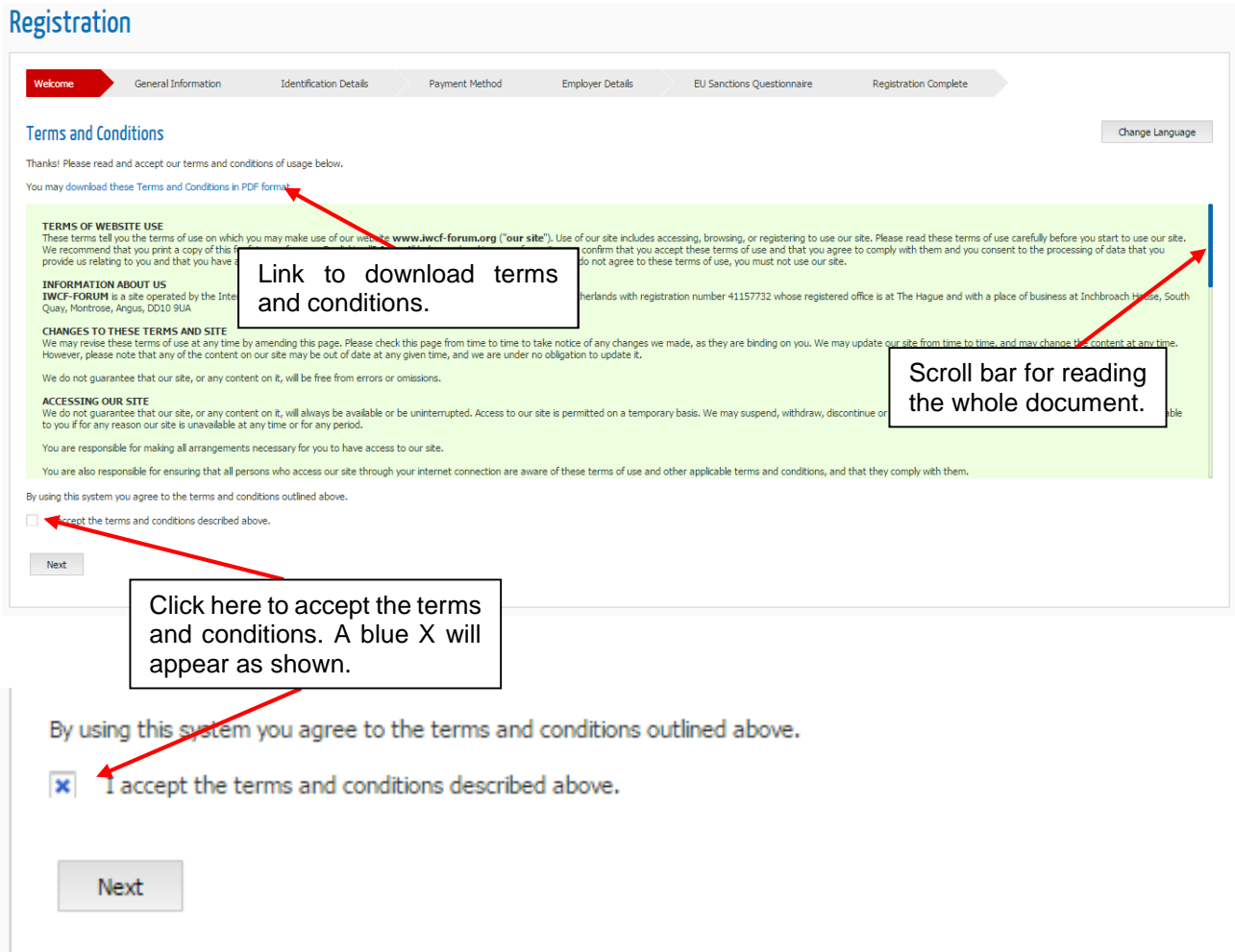
This is the first screen you will see when you click the link, follow the instructions below to continue.



3.2.2. Terms and Conditions

You then need to accept the terms and conditions to continue. Read them by using the scroll bar on the right hand side (see image), then click the box to indicate that you accept the terms and conditions, then click 'next'.

Note: There is a link that allows you to download the document if you would like to keep it for your records.



The screenshot shows the 'Terms and Conditions' page in the registration process. The page has a navigation bar with steps: Welcome, General Information, Identification Details, Payment Method, Employer Details, EU Sanctions Questionnaire, and Registration Complete. The 'Terms and Conditions' section is active. It includes a 'Change Language' button and a 'Thanks! Please read and accept our terms and conditions of usage below.' message. A link to download the terms in PDF format is highlighted with a red arrow. The main content area is a light green box containing the terms, with a vertical scroll bar on the right. A red arrow points to the scroll bar with the annotation 'Scroll bar for reading the whole document.' Below the terms, there is a checkbox for 'I accept the terms and conditions described above.' and a 'Next' button. A red arrow points to the checkbox with the annotation 'Click here to accept the terms and conditions. A blue X will appear as shown.' Below this, the checkbox is shown with a blue 'X' and the text 'I accept the terms and conditions described above.' and a 'Next' button.

3.3. General Information

When you have accepted the terms and conditions and clicked 'next' you will see the 'general information' screen shown below. Here you should fill in the boxes with your own personal information.

Complete all of the text boxes with your personal information to the best of your ability. Some fields are mandatory, see the next section for more information on this.

3.3.1. Mandatory Fields

Registration

Welcome **General Information** Identification Details Payment Method Employer Details EU Sanctions Questionnaire Registration Complete

General Information

Thank you. Please complete the details required below.

Please provide all responses in English.
The details entered below will be used to generate your certificate upon successful completion of your selected programme. Please ensure the details match those shown on your Photographic Identification.

Your Details

First Name
Middle Name
Last Name
Date of Birth Day Month Year
Place of Birth
Country of Birth

Your Contact Details

Home Address
Town/City
Country/State
Postcode/ZIP Code
Country
Daytime Telephone Number
Mobile Telephone Number
E-mail Address

Your Occupation

Job Title

Your IWCF Forum Password

Please note your password must contain at least six characters and must contain at least one number. Your password is case-sensitive.

Password
Confirm Password

Previous Next

Use these arrows to select from the list of choices.

Choose your password. It must be at least 6 characters with at least 1 number in it, make sure it is memorable to you.

Throughout the registration process there are fields which are mandatory. If, when you click next, the page does not go to the next screen, but instead shows a red box such as the one below, this means you have left some vital information out. You will not be able to progress without completing this information.

- Last name is required.
- Date of birth is invalid.
- Place of birth is required.
- Country of birth is required.
- Home address is required.
- Town/city is required.
- Country/state is required.
- Country is required.
- Mobile telephone number is required.
- E-mail address is required.
- Job title is required.
- Password is required.
- Password confirmation is required.



Your Contact Details

Home Address *

Town/City *

County/State *

Postcode/ZIP Code

Country *

If the red box above appears, a small red asterisk will be visible beside the information that needs to be completed.

Registration

- Welcome
- General Information**
- Identification Details
- Payment Method
- Employer Details
- EU Sanctions Questionnaire
- Registration Complete

General Information

Thank you. Please complete the details required below.

Please provide all responses in English. The details entered below will be used to generate your certificate upon successful completion of your selected programme. Please ensure the details match those shown on your Photographic Identification.

Your Details

First Name

Middle Name

Last Name

Date of Birth

Place of Birth

Country of Birth

Here is an example of completed personal information with some fields (not mandatory) not completed.

Your Contact Details

Home Address

Town/City

County/State

Postcode/ZIP Code

Country

Daytime Telephone Number

Mobile Telephone Number

E-mail Address

Your Occupation

Job Title

Your IWCF Forum Password

Please note your password must contain at least six characters and must contain at least one number. Your password is case-sensitive.

Password

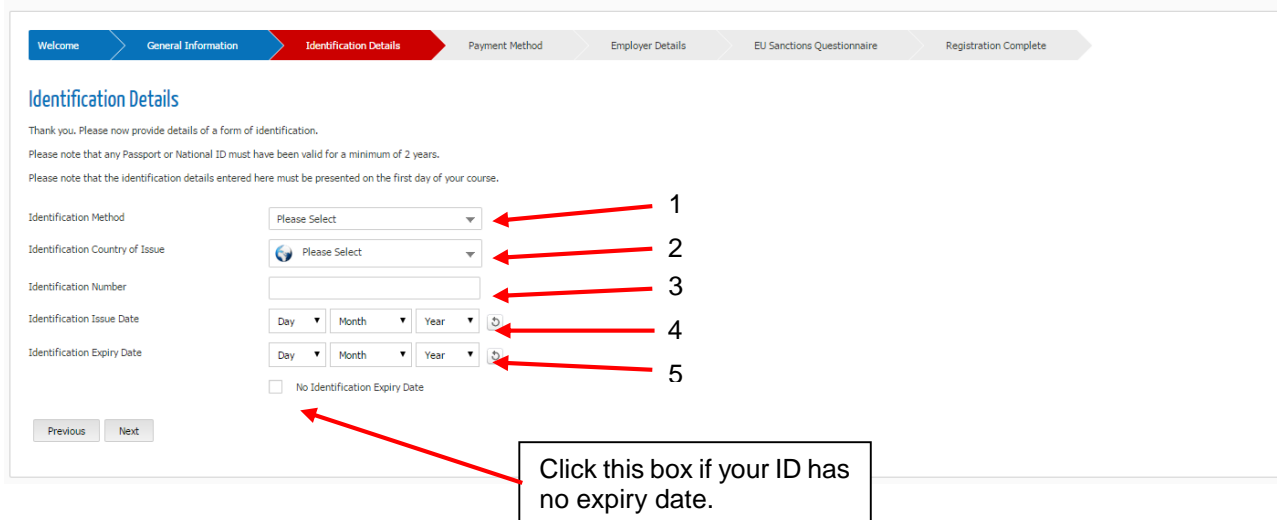
Confirm Password

3.4. Identification Details

When you click next, you will come to the identification details section. Here you are asked to add information about the ID that you use. You will also have the option to add a secondary 'additional secondary identification' if your passport or national ID is not valid for the next two years.

1. Firstly use the drop down box to select what kind of ID you have. This could be a Passport, driving license, national ID card etc.
2. Select the country of issue. In which country was this ID issued to you?
3. Enter the ID number that should be on the card/passport etc. This could contain just numbers, or numbers and letters.
4. Add the Issue date using the drop down arrows
5. Add the expiry date using the drop down arrows. If your ID has no expiry date then select the box labelled 'No identification expiry date'.

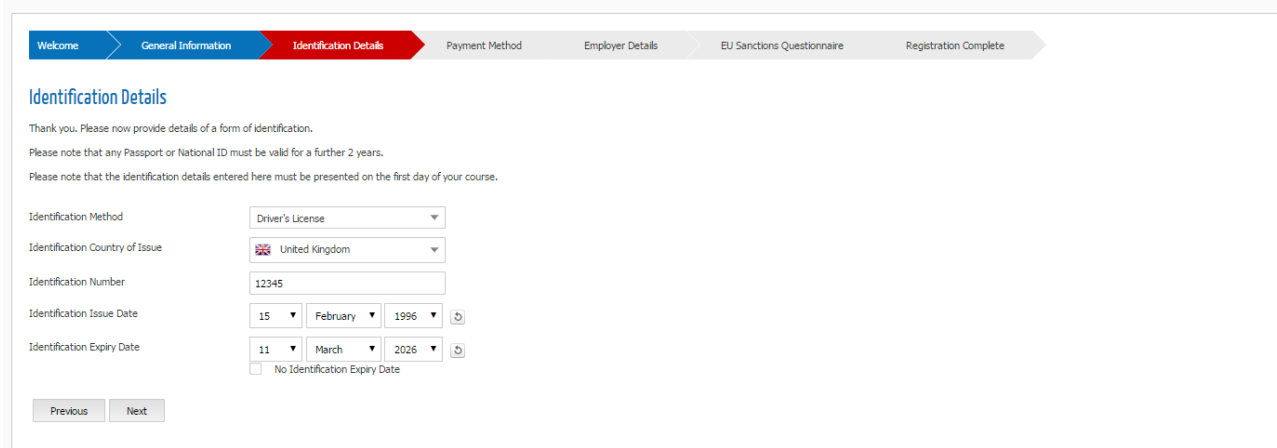
Registration



The screenshot shows the 'Identification Details' step in a registration process. The form includes a progress bar at the top with steps: Welcome, General Information, Identification Details (active), Payment Method, Employer Details, EU Sanctions Questionnaire, and Registration Complete. Below the progress bar, the form title is 'Identification Details'. Instructions state: 'Thank you. Please now provide details of a form of identification. Please note that any Passport or National ID must have been valid for a minimum of 2 years. Please note that the identification details entered here must be presented on the first day of your course.' The form fields are: Identification Method (Please Select), Identification Country of Issue (Please Select), Identification Number (text input), Identification Issue Date (Day, Month, Year dropdowns), Identification Expiry Date (Day, Month, Year dropdowns), and a checkbox for 'No Identification Expiry Date'. Red arrows point to each of these fields, numbered 1 through 5. A callout box points to the 'No Identification Expiry Date' checkbox with the text: 'Click this box if your ID has no expiry date.' 'Previous' and 'Next' buttons are at the bottom left.

Example of completed form:

Registration



The screenshot shows the 'Identification Details' step in a registration process, now with the form completed. The progress bar is the same. The form fields are filled: Identification Method (Driver's License), Identification Country of Issue (United Kingdom), Identification Number (12345), Identification Issue Date (15 February 1996), and Identification Expiry Date (11 March 2026). The 'No Identification Expiry Date' checkbox is unchecked. 'Previous' and 'Next' buttons are at the bottom left.



3.5. Payment Method

In the payment method section, click the drop down box arrow and select between 'Employer Funded' and 'Self-Funded' depending on your situation. If you select 'Employer Funded' you will be asked to enter some basic information about your employer (no financial information).

Registration

Welcome | General Information | Identification Details | **Payment Method** | Employer Details | EU Sanctions Questionnaire | Registration Complete

Payment Method

Thank you. Please select your payment method from the available options below.

Payment Method

Previous Next

- Please Select
- Employer-Funded
- Self-Funded



3.6. Employer Details

In this section, complete the boxes with your employer's information. This includes:

- Employer name
- Address
- Town/City
- Country
- Post/Zip code
- Telephone
- Fax
- Email address
- Country of employer head quarters

Then select 'next'.

If 'self-funded' was selected at the 'payment method' screen then there will be an 'Unemployed' tick box option on this page. If you are self-funded but have employer details then you should complete the fields. If you are unemployed then you can select the tick box and proceed to the next step.



3.7. Sanctions Questionnaire

If when entering your personal details, a country in which there are sanctions has been entered, then you will be directed to the sanctions questionnaire section. Here you will be asked to answer several questions relating to sanctions imposed by governments. Once you have completed this, a report of your answers is sent to IWCF.

Registration

Welcome | General Information | Identification Details | Payment Method | Employer Details | **EU Sanctions Questionnaire** | Registration Complete

European Union Sanctions Questionnaire

Thank you. Please complete the questions below.

Passport Country of Issue:

Passport Number:

Passport Expiry Date: Day Month Year

Alternative ID Method:

Alternative ID (National ID Card and/or Residency Card) Country of Issue:

Alternative ID (National ID Card and/or Residency Card) Number:

Alternative ID (National ID Card and/or Residency Card) Expiry Date: Day Month Year

No Alternative ID Expiry Date.

Employer Name:

Employer Address:

Employer Country:

Employer Telephone:

Employer Fax:

Employer E-mail Address:

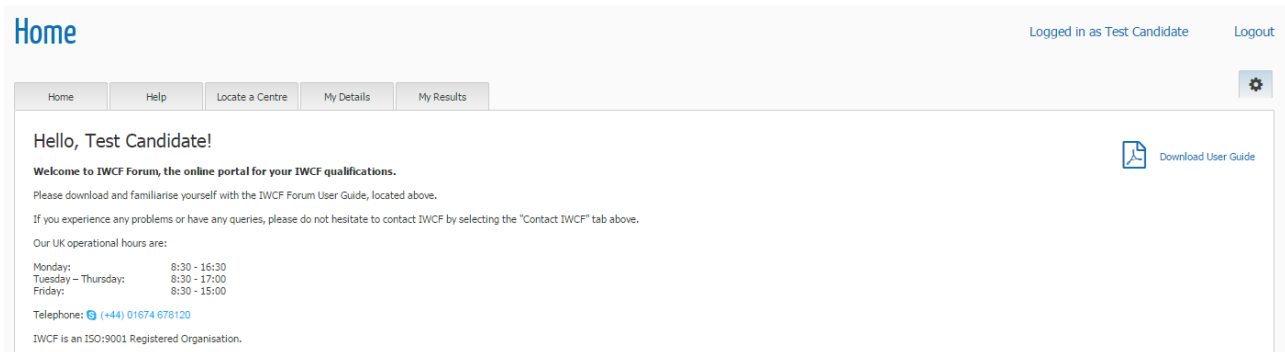


3.8. Registration Complete

Once these steps are finished you will be taken to your log in home page.

Your account status will be pending and require approval from the IWCF Head Office. You will receive an email once your registration has been reviewed by IWCF. Our aim is to respond within 48 hours. You will be able to log into FORUM using your email address and password, however you will not be able to book onto a course or examination until you have been approved by IWCF.

When you contact a centre you will need to provide your candidate ID number and date of birth to the centre in order to be booked onto a schedule. It is your responsibility to keep your personal and employer details up to date.



4. Who to Contact for help

If you have further questions that have not been answered by this document please email forum.help@iwcf.org.



5. Candidate Homepage (including ID number)

The screenshot shows the IWCF FORUM Candidate Homepage. At the top right, it says "Logged in as Test Candidate 21" with a "Logout" link. A navigation menu includes "Home", "Help", "Locate a Centre", "My Details", and "My Results".

Callout boxes provide the following instructions:

- "Locate and contact a Centre" points to the "Locate a Centre" menu item.
- "Edit your personal details." points to the "My Details" menu item.
- "Look at your previous results and request a replacement certificate." points to the "My Results" menu item.
- "Click here to download the Forum User Guide – It describes what you can do on the site after registration." points to the "Download Candidate User Guide" link.
- "IWCF opening times." points to the operational hours section.
- "Your previous results." points to the "My Results" section.
- "Your ID number." points to the "IWCF Candidate ID" field in the "My Details" section.
- "List of useful documents." points to the "Useful Documents" section.
- "Click here to contact IWCF." points to the "Get in Touch" link.

The "My Details" section shows the following information:

Name	Test Candidate 21
IWCF Candidate ID	CR-114638
E-mail Address	iwctest21@iwcf.org
View your full profile and update your details	

The "Useful Documents" section contains a search bar and a table of documents:

Document	Last Updated
IWCF Candidate Quick FORUM Guide (version V0.1) NEW!	04/06/2015
IWCF Candidate Quick Forum Guide	
Kerrie's Test Document (version 1) NEW!	04/06/2015