

International Well Control Forum



FORUM Candidate User Guide

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Version 1.3

Name	Function	Signature	Date
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	Approver		date.



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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

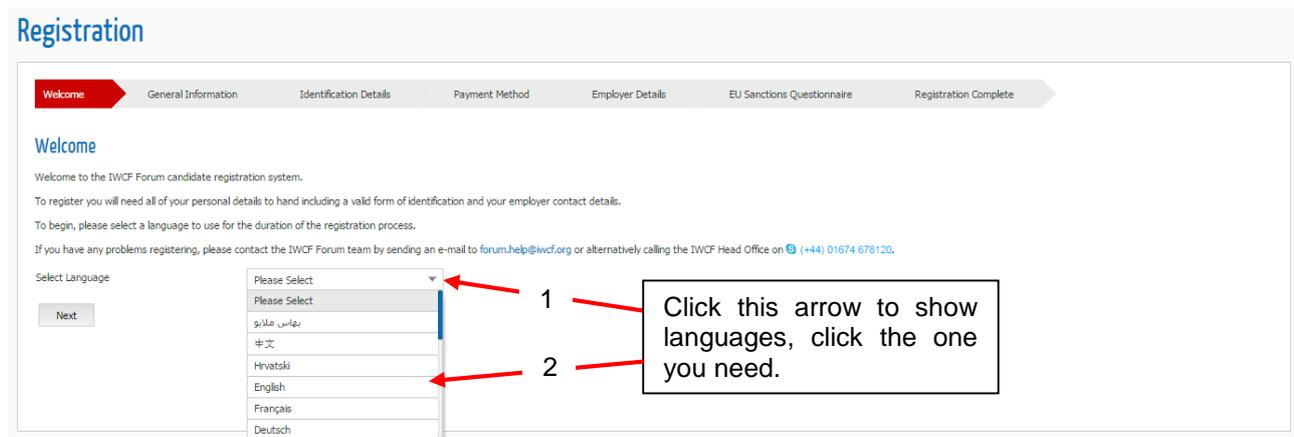
3.1. Receiving the link

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.

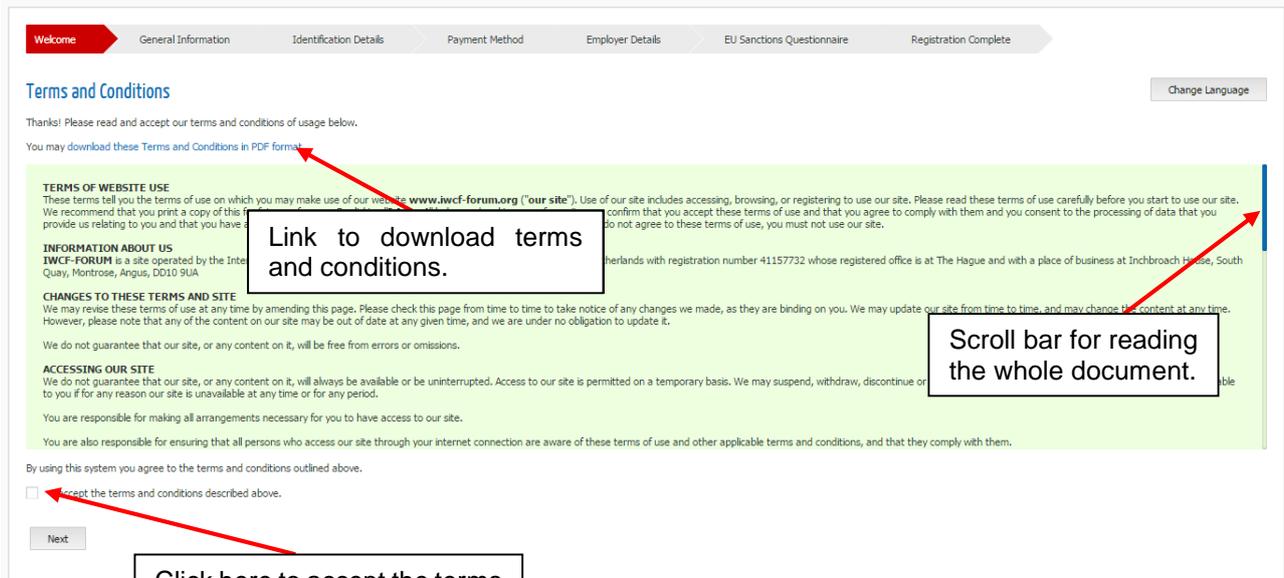


3.2.2. Terms and Conditions

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.

Registration



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

Terms and Conditions Change Language

Thanks! Please read and accept our terms and conditions of usage below.

You may download these Terms and Conditions in PDF format.

TERMS OF WEBSITE USE
These terms tell you the terms of use on which you may make use of our website www.iwcf-forum.org ("our site"). Use of our site includes accessing, browsing, or registering to use our site. Please read these terms of use carefully before you start to use our site. We recommend that you print a copy of this document for your records. If you do not agree to these terms of use, you must not use our site.

INFORMATION ABOUT US
IWCF-FORUM is a site operated by the International Chamber of Commerce (ICC) in The Netherlands with registration number 41157732 whose registered office is at The Hague and with a place of business at Inchoorhuse, South Quay, Montrose, Angus, DD10 9UA

CHANGES TO THESE TERMS AND SITE
We may revise these terms of use at any time by amending this page. Please check this page from time to time to take notice of any changes we made, as they are binding on you. We may update our site from time to time, and may change the content at any time. However, please note that any of the content on our site may be out of date at any given time, and we are under no obligation to update it.

We do not guarantee that our site, or any content on it, will be free from errors or omissions.

ACCESSING OUR SITE
We do not guarantee that our site, or any content on it, will always be available or be uninterrupted. Access to our site is permitted on a temporary basis. We may suspend, withdraw, discontinue or to you if for any reason our site is unavailable at any time or for any period.

You are responsible for making all arrangements necessary for you to have access to our site.

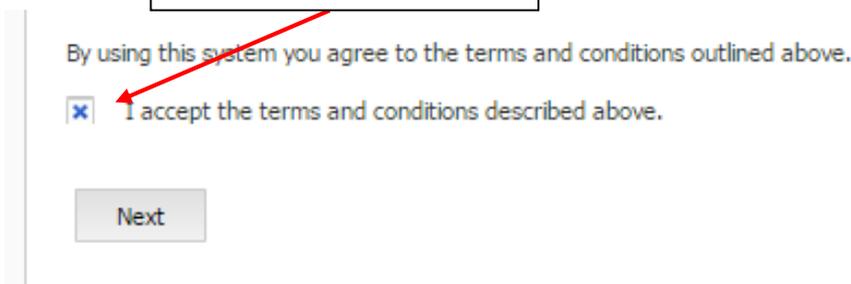
You are also responsible for ensuring that all persons who access our site through your internet connection are aware of these terms of use and other applicable terms and conditions, and that they comply with them.

By using this system you agree to the terms and conditions outlined above.

I accept the terms and conditions described above.

Next

Click here to accept the terms and conditions. A blue X will appear as shown.



By using this system you agree to the terms and conditions outlined above.

I accept the terms and conditions described above.

Next

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

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

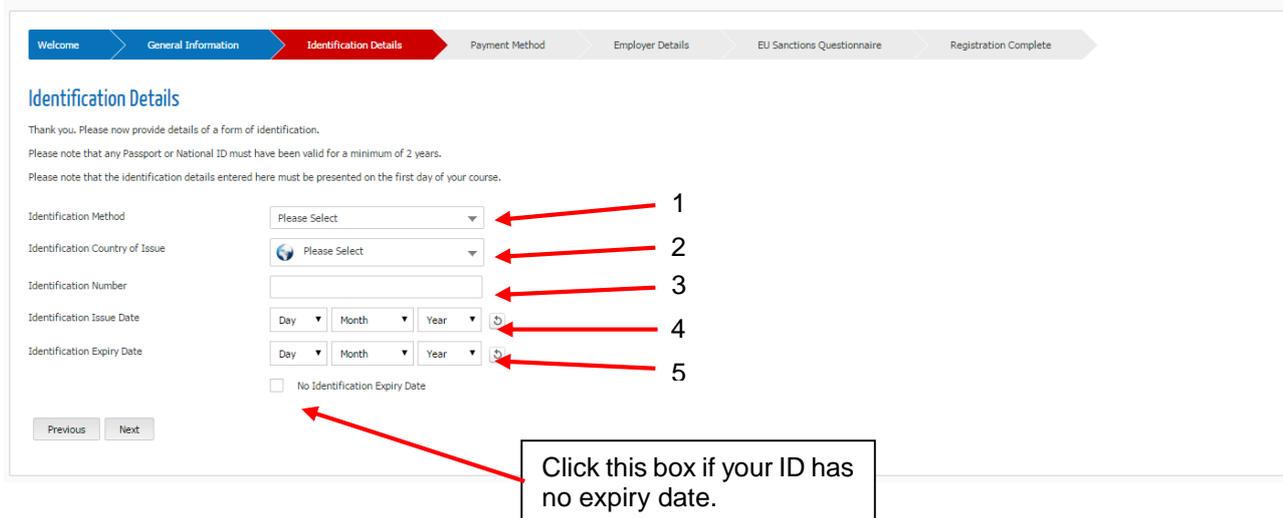
Confirm Password

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'.

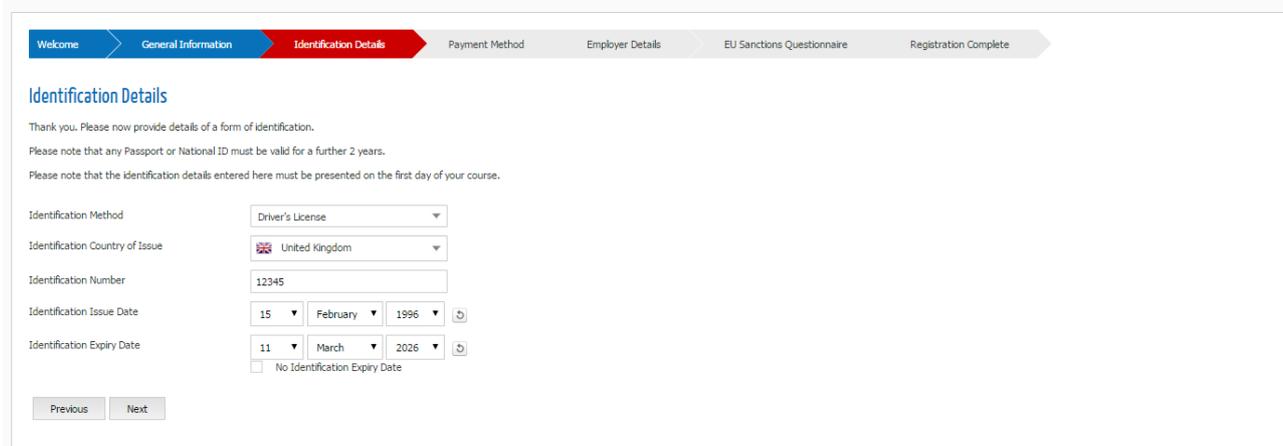
Registration



The screenshot shows the 'Identification Details' section of a registration form. The form is titled 'Identification Details' and includes instructions: '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' (dropdown), 'Identification Country of Issue' (dropdown with a globe icon), 'Identification Number' (text input), 'Identification Issue Date' (Day, Month, Year dropdowns), and 'Identification Expiry Date' (Day, Month, Year dropdowns). A checkbox labeled 'No Identification Expiry Date' is located below the expiry date fields. Red arrows numbered 1 through 5 point to the respective dropdown menus and the checkbox. A callout box with a red arrow pointing to the checkbox contains the text: 'Click this box if your ID has no expiry date.'

Example of completed form:

Registration



The screenshot shows the 'Identification Details' section of a registration form, now completed. The form is titled 'Identification Details' and includes instructions: 'Thank you. Please now provide details of a form of identification. Please note that any Passport or National ID must be valid for a further 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' (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 checkbox labeled 'No Identification Expiry Date' is unchecked. The form includes 'Previous' and 'Next' buttons.



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

The screenshot shows a registration progress bar at the top with steps: Welcome, General Information, Identification Details, Payment Method (highlighted in red), Employer Details, EU Sanctions Questionnaire, and Registration Complete. Below the progress bar, the page title is "Payment Method". A message reads: "Thank you. Please select your payment method from the available options below." The "Payment Method" label is followed by a dropdown menu with the following options: "Please Select", "Please Select", "Employer-Funded", and "Self-Funded". Below the dropdown are "Previous" and "Next" buttons.



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. Disclaimer

Please read and accept the disclaimer, assuming a, b or c do not apply to you.

Registration

Welcome > General Information > Identification Details > Payment Method > Employer Details > **Disclaimer** > Registration Complete

Disclaimer

Please read and accept the disclaimer below to complete your registration.

I hereby undertake and confirm that any technical assistance which I receive during IWCF courses or examinations will not be used for projects in Russia which relate to:

- a) Oil exploration and production in water deeper than 150 meters;
- b) Oil exploration and production in the offshore area north of the Arctic Circle; or
- c) Projects that have the potential to produce oil from resources located in shale formations by way of hydraulic fracturing, with the exception of exploration and production through shale formations to locate or extract oil from non-shale reservoirs.

I accept the disclaimer above.

Previous Next

Read the text

Click the check box

Click next

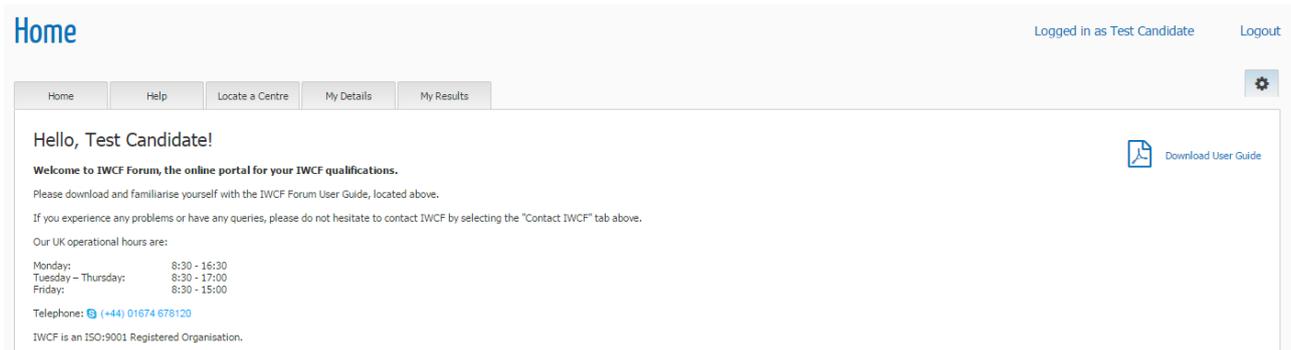


3.8. Registration Complete

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" and "Logout". A navigation bar contains "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 table.
- "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" search area.
- "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