INSTRUCTIONS FOR EDUCATION PROVIDERS
~ ROSTER STUDENTS TO A COURSE ~

It is important that you roster individuals who take a course with you as soon as possible after the course completion. When you complete the rostering process, the online system places a certificate record on the individual's record. This record is required when the individual applies for or renews their license/certification online.

Use the following link to access the online licensing system:
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp
For assistance with finding a username or resetting a password, contact the OICO Help Desk: 515-281-5703 or 1-800-532-1174.
If you need assistance navigating the licensing portal after reviewing these instructions, contact the AMANDA Support Team: 1-855-824-4357.
These instructions assume you have already created an A&A account & set up your Profile Page. If you have not created an account and set up your profile, go back to the IDPH Regulatory Programs page and follow the "How to create an account" instructions.
NOTE: You must use either **Google Chrome** or **Safari** when applying online.

STEP 1: SELECT YOUR EDUCATION FACILITY

1) Sign in to your existing account. If you have not created and account yet, visit https://idph.iowa.gov/regulatory-programs/backflow and follow the instructions to create an account.

2) Click on the name of your education facility as it appears on left side under "Registered User's Memberships" then click "Continue" [Continue] under your profile.

STEP 2: VIEW EDUCATION FACILITY DETAILS

1) Click **Details** on the row for your Education Facility record.

2) On the Details page, click **Add Certification** at the bottom of the screen.

This will open a screen where you will link the individual to your account, and also record their attendance at your course. You will not need to roster them to a specific class session, just to the overall approved course.

The rostering/certificate process will involve 3 steps outlined on the following page(s).

STEP 4: ADD ROSTER

1) Select the course you are rostering to by checking the box to the left of the course name.

2) Click **Select Checked Certification**.

3) To add individuals to your education facility, begin by entering their PIN, or First Name and Last Name in the **Roster Attendees** box and click **Search**. (Using a PIN will produce more accurate search results.)

4) A list of individuals will appear in the box. Check the box next to the name of the individual you wish to add, and click **Roster People Record**.

Tips for searching individuals:
- *Only search by first and last name, as all records may not yet be in the new database system during the rostering process.*
- *Entering the license number may not provide a result.*
- *Current licenses start with BPAT.*
- *It may be easier to search by last name only as there could be variations of an individual's first name if they have used a nickname.*
- *The individual will need to have a personal account in the system. If they have not yet created one you will not find their information. See instructions on "How to Create an Account" to assist students with this process.*

5) Click **Add Attendee**

Complete the fields as follows:

<u>**Attendee**</u> – Select the student from the dropdown. If you do not find their name in the dropdown, you need to go back to Step 2 and roster them.

<u>**Exam Date**</u> – Enter the last day of the course session the student attended. Ex. If the student attended a course from 1/9/2017 to 1/13/2017, enter 1/13/2017.

<u>**Score**</u> – Put in score as applicable. If there is no score, just put in 0

<u>**Result**</u> – Select the proper selection for the individual. Note – Pass will need to be selected in order for the individual to successfully complete the backflow license process.

<u>**Group Name**</u> & <u>**Certification Name**</u> – This will automatically fill in.

Note: If you do not see the correct individual, please go back to Step 1 and reselect the correct check box. If you are able to see the individual's name in the dropdown, you do not need to repeat Step 2.

Students will continue to be rostered to the overall course, so this certification list and the Attendee dropdown list will continue to grow. You will be able to recognize what session date the individual attended by the end date entered in the Exam Date field.

6) Click **Save** after adding and completing Certifications for all attendees.