

## FAU Bloop Quick Start Guide

### TOPIC: Viewing and Updating My Trainings and Certifications

Use this to see when your certifications expire. This page will also contain your dive medical.

#### Checking Expiration Dates

1. On your Dashboard, click your name in the top, right corner of the page
2. Select 'My Training and Certification'
3. Certifications are organized by diving and boating and will only show what you need according to your job.
4. Status
  - a. Green shows you are active
  - b. Orange designates the certification will expire soon
  - c. Red means it has expired
5. If there is an attachment, this can be viewed by clicking the 'eye' icon under Action

#### Submitting New Certifications

1. Follow the above directions to get see your certifications
2. Click the 'refresh' icon under Action
3. Follow the directions on the pop-up window to input all of the necessary information
4. Upload a file to show certification or medical
5. In some cases, multiple certifications can be renewed at the same time by selecting the appropriate check boxes at the bottom of the window.
  - a. Boaters: CPR, First-Aid, and AED are all included in the BLS course.
  - b. Divers, CPR, First-Aid, AED, Oxygen Provider, and Field Neuro are all included in the DAN DFApro course.
6. Click 'Submit certification'
7. This will alert the DSO to look at and confirm that the information was inputted correctly.
8. Until the DSO confirms, the status will be 'pending'
9. Once confirmed, the status will be green and say 'active'

#### Adding new certifications

1. On the Dashboard, select the '+' to the left of your name in the top right corner
2. Select 'Add Certification'
3. This will take you to the 'My Trainings and Certifications' page
4. This can also be accessed in the method described above
5. Scroll down to 'Other Certifications'
6. Select '+Add certification'
7. Select the type of certification
8. Select the specific certification
9. Fill out the pop-up window as needed
10. Select 'Submit certification'