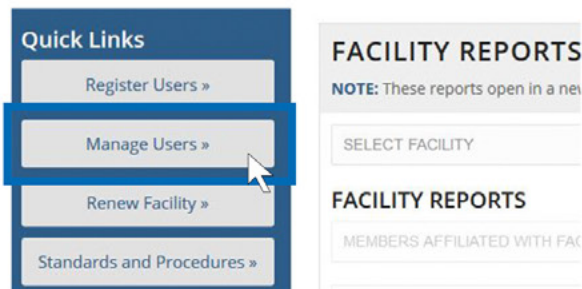
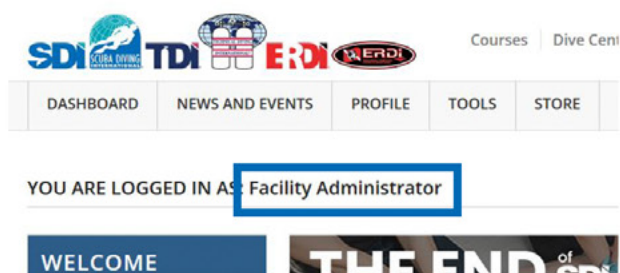


Accept an Instructor's Affiliation as Facility



- 1 **Log into your profile under the facility admin login and click on Manage Users**
**please note you can select your login level from the drop down in the top right corner after you log in*



- 2 **Search for the professional's name, click on it, and buttons will generate below**

MANAGE USERS

Select a Facility

SDI/TDI/ERDI Headquarters

This table will only show users affiliated with the facility you choose.

Show 10 entries Search: test diver person

FIRST	LAST	DOB	EMAIL
Test Diver	Person	2011-06-24	testdiver@tdisdi.com

- 3 **Click on Facility Affiliation**

MANAGE USER CONTROL PANEL

Use this section to edit the information for the selected user.

BASIC USER INFORMATION

PROFILE IMAGE

ADDRESSES

CONTACT INFORMATION

ADVANCED USER INFORMATION

USER CERTIFICATIONS

FACILITY AFFILIATION

REPORTS

- 4 **Click the checkbox for Dive Center Acceptance Date, then Update Affiliation Preferences**

USER'S AFFILIATION PREFERENCES

SDI/TDI/ERDI Headquarters affiliation with Test Diver e Person

Affiliate with the Dive Center

Allow Profile View

View All eLearning Records With Facility

Facility Administrator *Can only be granted by facility contact*

DIVE CENTER AFFILIATIONS

Instructor Acceptance Date:

Dive Center Acceptance Date:

UPDATE AFFILIATION PREFERENCES

REMOVE AFFILIATION

You can also click the checkbox for viewing eLearning records, which will grant the professional access to eLearning reports for divers affiliated with your facility

View All eLearning Records With Facility