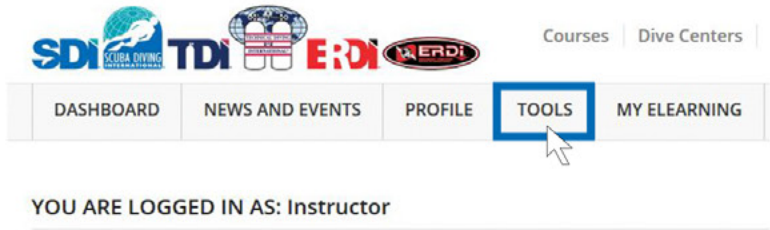
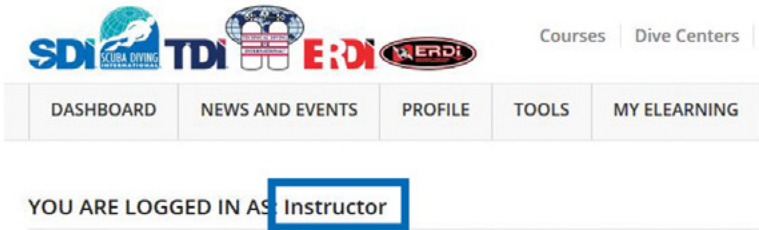


1 Log into your profile under your professional login, then navigate to the Tools tab
 *please note you can select your login level from the drop down in the top right corner after you log in



2 Click on Facility Affiliations

MEMBER TOOLS

Please select a tool below to begin.

- REGISTER USERS
- MANAGE USERS
- RENEW MEMBERSHIP
- FACILITY AFFILIATIONS**
- REPORTS
- STANDARDS AND PROCEDURES
- MEMBER RESOURCES
- VIDEO HELP CHANNEL

REPORTS

NOTE: These reports open in a new window, some devices have popups disabled by default. If it seems like a report is not opening check your device's pop up settings to insure they are enabled.

MEMBER REPORTS

- YOUR QUALIFICATIONS
- USERS YOU'VE CERTIFIED
- TOTAL CERTIFICATIONS BY YEAR
- PROFESSIONALS YOU'VE CERTIFIED

ELEARNING REPORTS

PLEASE SELECT COURSE:

3 Click on your dive center name

DIVE CENTER AFFILIATIONS

DIVE CENTER NAME	NUMBER
Sales Rep Printing Demo	8888888
SDI/TDI/ERDI Headquarters	9999999
SDI / TDI / ERDI Demo eLearning Codes	1

Sign up with a new facility or choose a dive center above to change preferences below.

Affiliate with the Dive Center

DIVE CENTER AFFILIATIONS

- Instructor Acceptance Date:
- Dive Center Acceptance Date:

Here, you can click on "Add Additional Dive Center" and it will bring you to our dive center locator, where you can search by location and find and add your dive center. Once selected, it will now appear on the dive center affiliations page.

ADD ADDITIONAL DIVE CENTER

4 Click the checkbox for Instructor Acceptance Date, then Update Affiliation Preferences

DIVE CENTER AFFILIATIONS

DIVE CENTER NAME	NUMBER
Sales Rep Printing Demo	8888888
SDI/TDI/ERDI Headquarters	9999999
SDI / TDI / ERDI Demo eLearning Codes	1

Sign up with a new facility or choose a dive center above to change preferences below.

Affiliate with the Dive Center

DIVE CENTER AFFILIATIONS

- Instructor Acceptance Date:
- Dive Center Acceptance Date:

UPDATE AFFILIATION PREFERENCES

REMOVE AFFILIATION

DIVE CENTER AFFILIATIONS

DIVE CENTER NAME	NUMBER
Sales Rep Printing Demo	8888888
SDI/TDI/ERDI Headquarters	9999999
SDI / TDI / ERDI Demo eLearning Codes	1

Sign up with a new facility or choose a dive center above to change preferences below.

Affiliate with the Dive Center

DIVE CENTER AFFILIATIONS

- Instructor Acceptance Date: 2019-03-26
- Dive Center Acceptance Date:

UPDATE AFFILIATION PREFERENCES

REMOVE AFFILIATION

You will now see a date next to Instructor Acceptance