

ASA Online Certification Login Information

There are two ways to login:

- **As an ASA Affiliate School**
- **As an ASA Certified Instructor**
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For ASA Affiliate Schools

- 1) Go to ASA website (<http://www.american-sailing.com>)
- 2) Click on Affiliate Schools at the top of the page
(direct link is: (http://www.asa.com/sailing_schools.html))
- 3) Click on “Affiliate Only Content” on the left.
- 4) Enter your User Name and Password. (You may change your user name but not the password.
For your protection, the password is difficult to remember. Suggest you copy and paste.)

If you are a first time user, we suggest you click on Help to view useful information.

Help

- Green buttons are designed to get information from our database
- Blue buttons add or update database information
- All text boxes and buttons have 'tool tips' which give brief descriptions of the information to be entered or results of a button click

To modify your profile

Update the profile information

Check/UnCheck courses taught boxes

Click the '**Modify**' button

Click the '**Confirm**' button

To Purchase Test Validation numbers

Select the course for which you wish to purchase validation numbers

Select the number of validation numbers you wish to purchase

Click '**Purchase Validation #**'

The new validation numbers will be generated and be available for your use on the 'Student/Instructor' page

You will be charged for this purchase

The instructor password is designed so that an instructor signing in with your user name and the instructor password will be only able to access the student page to enter student data and send certificates

For ASA Instructors

- 1) Go to ASA website (<http://www.american-sailing.com>)
- 2) Click on Affiliate Schools at the top of the page
(direct link is: (http://www.asa.com/sailing_schools.html))
- 3) Click on “Affiliate Only Content” on the left.
- 4) Enter your **School User Name** and your **Instructor Password**. (For your protection, the password is difficult to remember. Suggest you copy and paste.)

If you are a first time user, we suggest you click on Help to view useful information.

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To add a new student

If the student is new, type the student information

Insure that you have a complete address so the student will receive the certificate or seal

If an email address is entered, we will email the student status of his/her certificate or seal

Click the 'New Student' button

Select the course for the certificate/seal that is to be sent

Click 'Send certificate'

A student will not be found by your school unless he/she has a certificate from your school.

You must send a certificate after entering that new student

Adding a Certificate/Rating for a Student

If a student has had a previous rating(s), he/she will be in our database.

You must search for students for whom you have issued previous ratings by typing in the student's last name in the last name box and clicking the 'Find' button to find the student or 'Sounds Like' button to find students whose last names sound like the one that is entered

If a student has all his/her previous ratings from a different affiliate, you cannot search by last name alone (this feature is necessary to protect affiliate/student confidentiality). You will need both the student ID and last name to see the student demographic data

If you do not know the student id of an existing student, Please call the ASA office and get the ID from our staff.

Once the student has been found, update the demographic data, if necessary, by clicking the 'Update' button

To add a certificate, you will need to have validation test numbers in your account.

To replenish your validation test numbers, please go to the affiliate page and purchase additional validation test numbers for that course.

Click 'Send Certificate' to send a certificate/seal to the student

To Find Previous Ratings

The highest rating for the selected student is shown in the certification box.

To look at the ratings history, click the 'Find Certificates' button