

The Southern African Institute for Occupational Hygiene

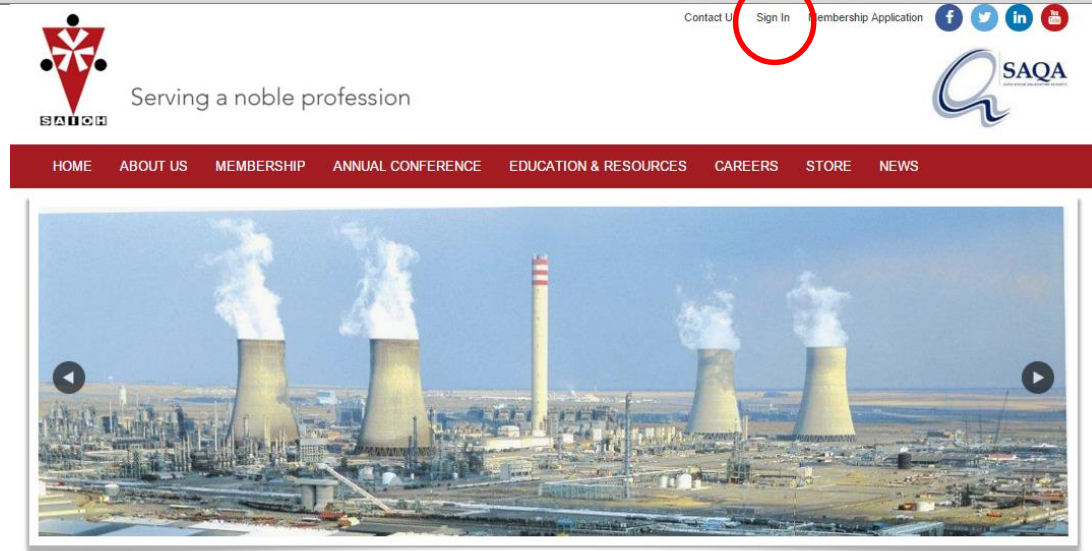
Retrieving your SAIOH Membership Certificate

CHAPTER 3: RETRIEVING YOUR SAIOH MEMBERSHIP CERTIFICATE

3.1 INTRODUCTION

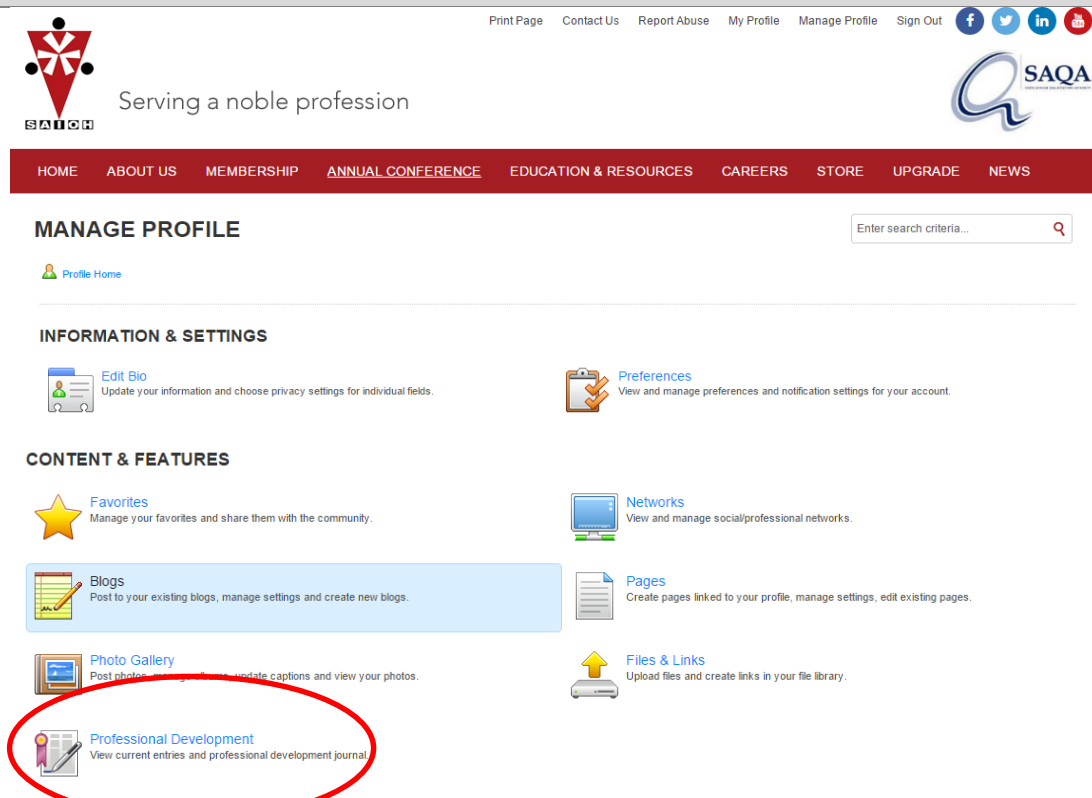
This document will guide you in the steps of obtaining your SAIOH membership certificate via the SAIOH website (www.saioh.co.za).

Step 1 – Log into your SAIOH Profile



The screenshot shows the SAIOH website homepage. At the top right, there is a navigation bar with links for 'Contact Us', 'Sign In', and 'Membership Application'. The 'Sign In' link is circled in red. Below the navigation bar is the SAIOH logo and the tagline 'Serving a noble profession'. A red navigation bar contains links for 'HOME', 'ABOUT US', 'MEMBERSHIP', 'ANNUAL CONFERENCE', 'EDUCATION & RESOURCES', 'CAREERS', 'STORE', and 'NEWS'. Below this is a large banner image of an industrial facility with cooling towers.

Step 2 – Within your “Manage Profile” page click on the link titled “Professional Development”.









The screenshot shows the 'MANAGE PROFILE' page on the SAIOH website. The page has a search bar and a navigation bar with links for 'HOME', 'ABOUT US', 'MEMBERSHIP', 'ANNUAL CONFERENCE', 'EDUCATION & RESOURCES', 'CAREERS', 'STORE', 'UPGRADE', and 'NEWS'. Below the navigation bar, there are several sections: 'INFORMATION & SETTINGS' with links for 'Edit Bio' and 'Preferences'; 'CONTENT & FEATURES' with links for 'Favorites', 'Blogs', 'Photo Gallery', 'Professional Development', 'Networks', and 'Pages'. The 'Professional Development' link is circled in red.

Step 3 - Click on the red tab titled CERTIFICATIONS/PROGRAMS

[Return to Profile](#)
Certifications/Programs Journal Entries


Status: All Statuses Certification/Program: All Certifications/Programs
 Credit Type: All Types Credits Earned: From To
APPLY FILTER

[Export Entries \(Unicode\)](#) [Print Transcript](#) [Print Filtered Entries](#) [Email Transcript](#) [Add Entry](#)

OPTIONS	STATUS	ENTRY DATE	DETAILS
  	Approved	2016/02/09	2016 Certification Certified Member
  	Approved	2014/04/29	Certified Member Certificate Member Certificate

Step 4 - Click on the little icon that looks like a certificate

[Return to Profile](#)
Certifications/Programs Journal Entries

NAME	STATUS	CREDIT TYPE	MIN REQUIRED	MAX ALLOWED	EARNED	CREDITS EXPIRING
 2016 Certification - Occupational Hygiene Assistant (ROHA)	Complete		1		8.8	

TO SAVE YOUR CERTIFICATE AND REMOVE THE HEADERS AND FOOTERS

Click on the red “PRINT” icon, within your print settings change your “DESTINATION” to Save as PDF” also ensure that you untick the box titled “HEADERS AND FOOTERS”

P Print

Total: 1 page

Save Cancel

Destination Save as PDF

Change...

Pages All

e.g. 1-5, 8, 11-13

Layout Portrait

Paper size A4

Margins Default

Options

Simplify page

Headers and footers

Background graphics