

Job Aid: Completing Pre-Certification Webcast

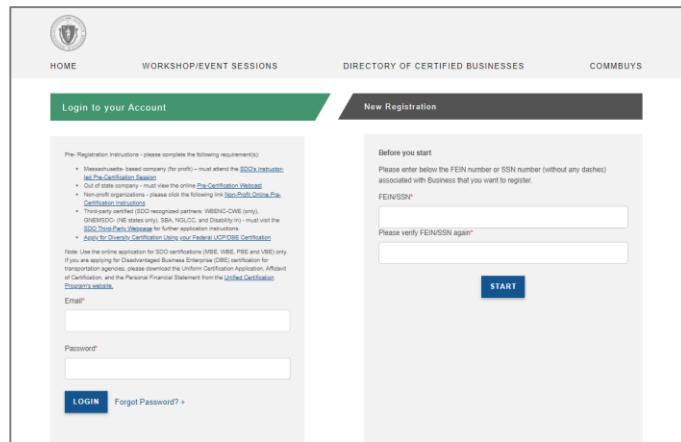
This Job Aid shows how to:

- Complete the Pre-Certification webinar for the Massachusetts Supplier Diversity Office (SDO).

Note:

- Viewing the Pre-Certification webinar requires registering in the SDO Portal.
- Fields marked with an asterisk (*) are required and must be completed before advancing to the next screen.

Screenshot

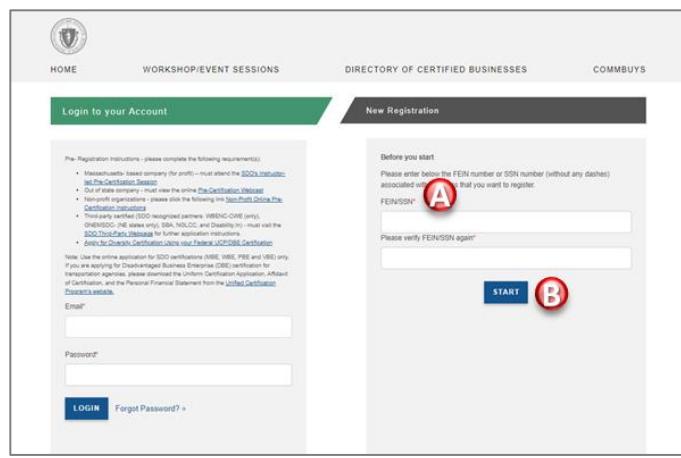


Directions

Step 1: Launch the Application

Go to the SDO login page at:

<https://www.diversitycertification.mass.gov/Registration/Login.aspx> or enter the URL address in your browser.



Step 2: Start the Registration

A. Enter the **FEIN/SSN** for the business. Re-enter the **FEIN/SSN** to verify.

B. Click on the **START** button.

Screenshot

Directions

Step 3: Enter New Registration Information

A. Review the password policy and complete all fields with an asterisk.

B. Click on the **NEXT** button.

C. Complete entering registration information.

D. Click on the **REGISTER** button.

The screenshot shows the 'New Registration' page. At the top, there is a 'Password Policy' section with the following requirements:

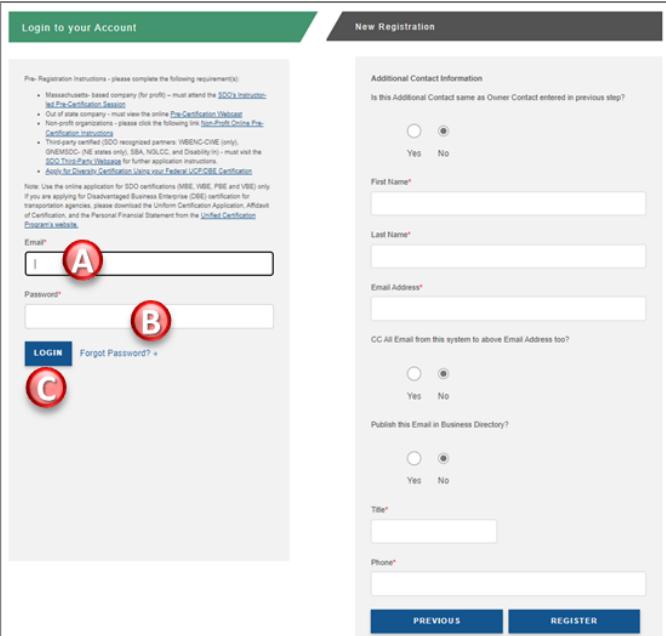
1. Password must be at least 8 characters long and contain at least 3 different character types.
2. Password must contain Special characters.
3. Password must contain Numerical characters.
4. Password must contain a Combination of upper case and lower case letters.

Below the policy, there are fields for 'Owner First Name', 'Owner Last Name', 'Owner Email Address', 'Password', 'Confirm Password', 'Phone', 'Phone Extension', 'Fax', and 'Text Message Preferences'. The 'NEXT' button is highlighted with a red circle.

The screenshot shows the 'New Registration' page. The 'Additional Contact Information' section includes fields for 'First Name', 'Last Name', 'Email Address', and 'Text Message Preferences'. Below this, there are sections for 'Email Preferences' and 'Email Publishing'. The 'REGISTER' button is highlighted with a red circle.

Screenshot

Directions



Additional Contact Information

Is this Additional Contact same as Owner Contact entered in previous step?

Yes No

First Name*

Last Name*

Email Address*

CC All Email from this system to above Email Address too?

Yes No

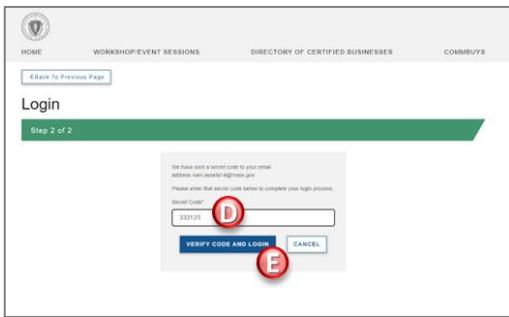
Publish this Email in Business Directory?

Yes No

Title*

Phone*

PREVIOUS REGISTER



Step 2 of 2

We have sent a secret code to your email address harras1@gmail.com

Please enter that secret code below to complete your login process.

Secret Code*

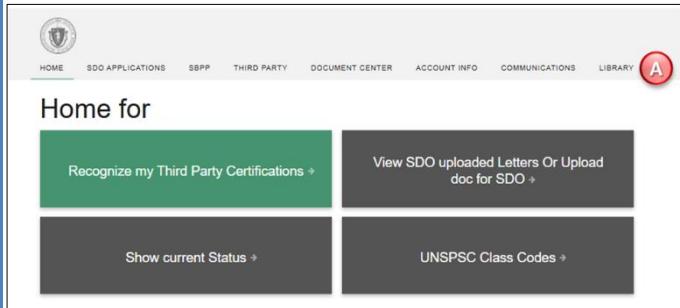
VERIFY CODE AND LOGIN CANCEL

Step 4: Sign In

- A.** Enter the **Email** for the business.
- B.** Enter the **Password** for the business.
- C.** Click on the **LOGIN** button. A secret code message is sent to the email address you entered.
- D.** Retrieve the secret code message and enter the six-digit code.
- E.** Click on the **VERIFY CODE & LOGIN** button.

Screenshot

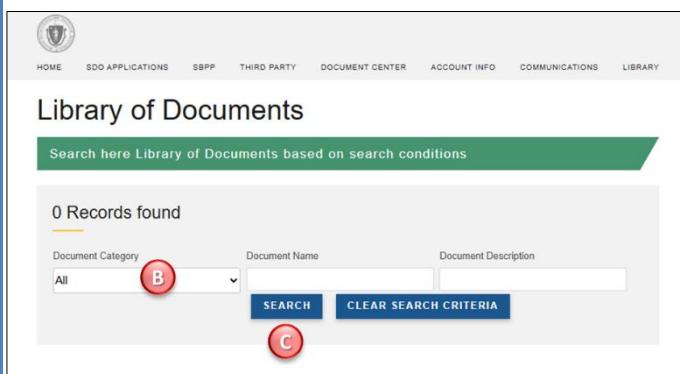
Directions



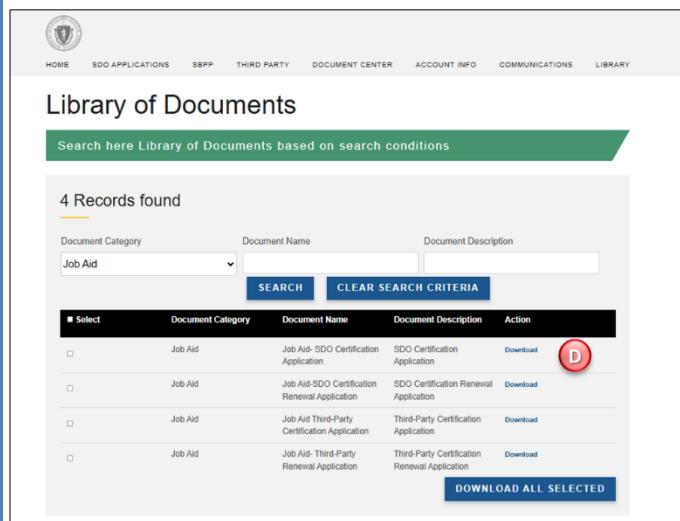
The screenshot shows the homepage of a web application. At the top, there is a navigation bar with links: HOME, SDO APPLICATIONS, SBPP, THIRD PARTY, DOCUMENT CENTER, ACCOUNT INFO, COMMUNICATIONS, and LIBRARY. The 'LIBRARY' link is highlighted with a red circle. Below the navigation bar, there are four main buttons: 'Recognize my Third Party Certifications', 'View SDO uploaded Letters Or Upload doc for SDO', 'Show current Status', and 'UNSPSC Class Codes'.

Step 5: Download Full Job Aid for Next Steps

- A. Click on “Library” at the top.
- B. Click on Document Category and select “Job Aids.”
- C. Click **Search**.
- D. Download the file titled “SDO Certification Application.” Open this file for the rest of the instructions on how to access the webcast.



The screenshot shows the 'Library of Documents' page. At the top, there is a search bar with the placeholder text 'Search here Library of Documents based on search conditions'. Below the search bar, it says '0 Records found'. There are search filters for 'Document Category' (set to 'All', circled with a red circle B), 'Document Name', and 'Document Description'. At the bottom of the search interface are 'SEARCH' and 'CLEAR SEARCH CRITERIA' buttons, with the 'SEARCH' button circled with a red circle C.



The screenshot shows the 'Library of Documents' page with search results. It says '4 Records found'. The search filters are the same as the previous screenshot. The search results table has columns: Select, Document Category, Document Name, Document Description, and Action. The results are as follows:

Select	Document Category	Document Name	Document Description	Action
<input type="checkbox"/>	Job Aid	Job Aid- SDO Certification Application	SDO Certification Application	<input type="button" value="Download"/> (circled with a red circle D)
<input type="checkbox"/>	Job Aid	Job Aid-SDO Certification Renewal Application	SDO Certification Renewal Application	<input type="button" value="Download"/>
<input type="checkbox"/>	Job Aid	Job Aid Third-Party Certification Application	Third-Party Certification Application	<input type="button" value="Download"/>
<input type="checkbox"/>	Job Aid	Job Aid- Third Party Renewal Application	Third-Party Certification Renewal Application	<input type="button" value="Download"/>

At the bottom of the table is a 'DOWNLOAD ALL SELECTED' button.