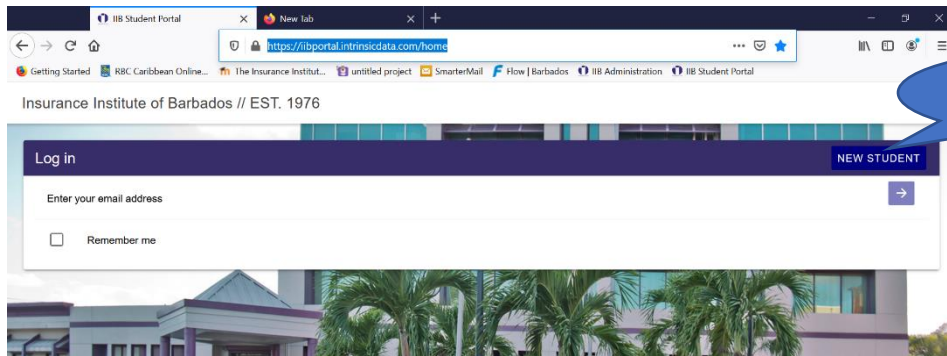


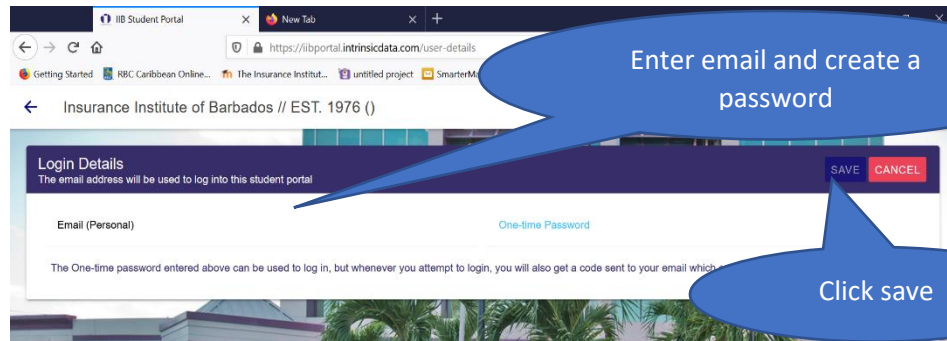
New Student Registration for Courses

Use Google Chrome or Mozilla Firefox as Your Browser

1. Go into Student Portal - <https://portal.iibinsuranceinstitute.org/home>
2. Click '**NEW STUDENT**' on right hand side

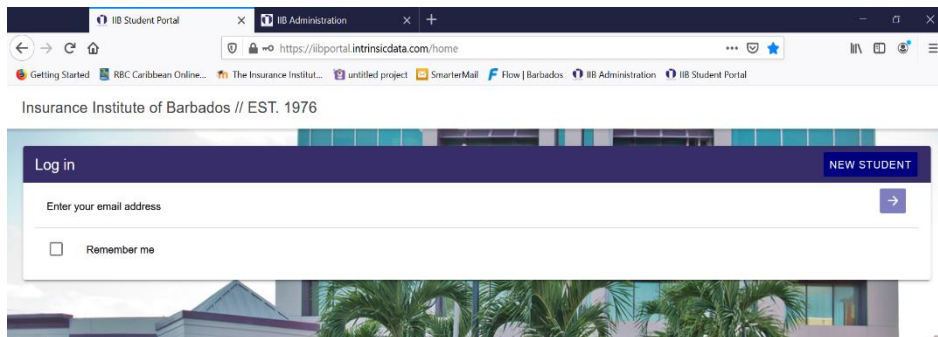


3. Enter your **personal** email address and create a password. Click **SAVE**.



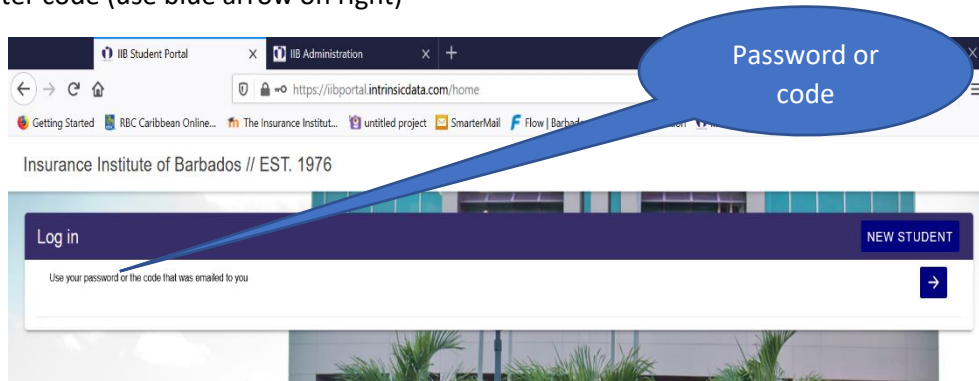
Your screen will change to the screen below.

4. Put in your email again and hit enter (the blue arrow on the right.) You will be sent a code or use your password. **CHECK YOUR JUNK MAIL IF NECESSARY**



New Student Registration for Courses

5. Enter code (use blue arrow on right)



6. You will be directed to a 'STUDENT DETAILS' form. It looks like this:

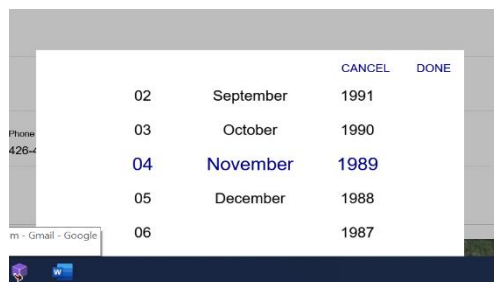
Insurance Institute of Barbados // EST. 1976 (jovanna.frye@gmail.com)

Student Details SAVE

Title	First Name	Middle Name	Last Name
Job Title	Company Name		
Student Address			
Country			
Phone (W)	Phone (H)	Phone (C)	Email (Work)
Date of Birth	Highest level of education		

Fill in the information, *most* of which is mandatory. If you do not have a work email just enter your personal one at both spots. **NB: Info must be accurate.**

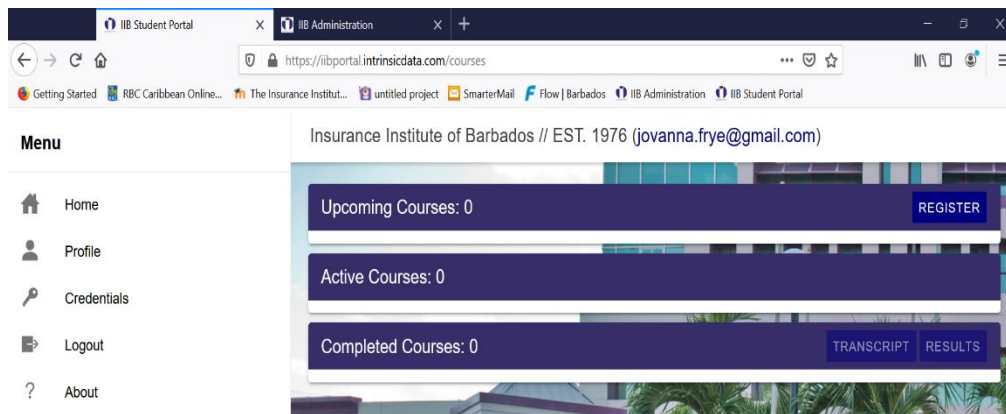
Date of Birth entries scroll as shown below. When you select your birth date, click 'DONE'.



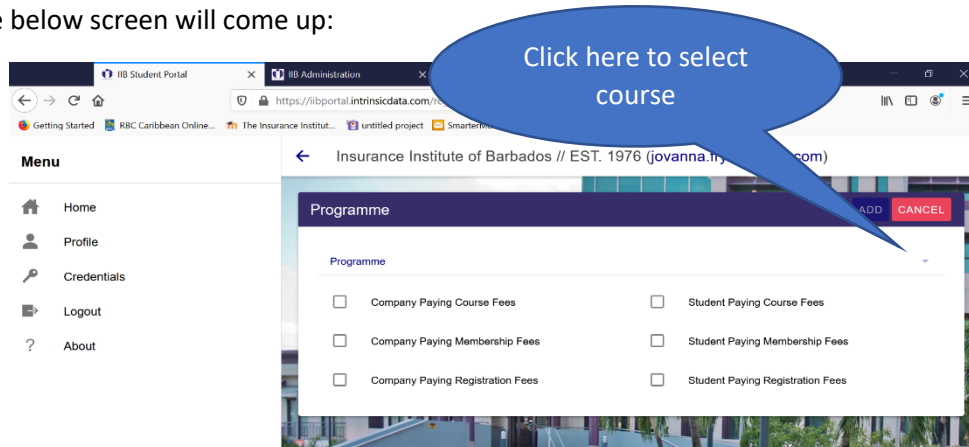
New Student Registration for Courses

Once completed, click **'SAVE'** (at the top right hand).

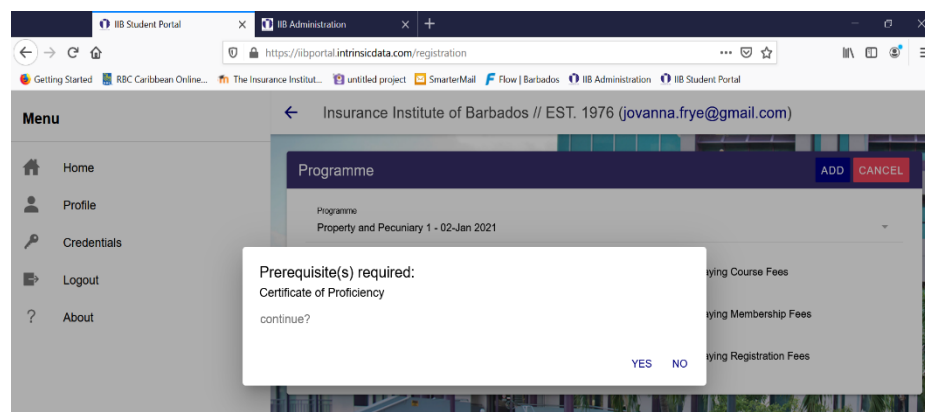
7. Screen will change as shown below. Click **'REGISTER'**.



The below screen will come up:

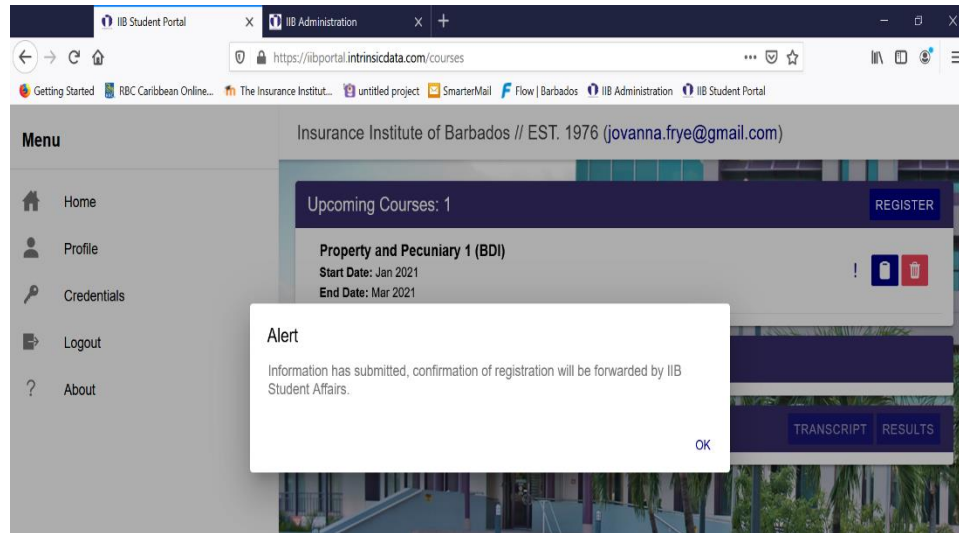


- a) Click the arrow on the righthand side of the word 'Programme'
- b) A dropdown box will appear for you to select the course you want to do.
- c) Click the necessary check boxes, depending on who is making the payments.
- d) Select **'ADD'** at top right.
- e) If you are doing a BDI course you will be asked if you have completed your COP. If you are doing COP along with a BDI course, click **'YES'**. If the answer is **'NO'** you will be sent back to **'REGISTER'** page to register for COP. *Call IIB for more info.*

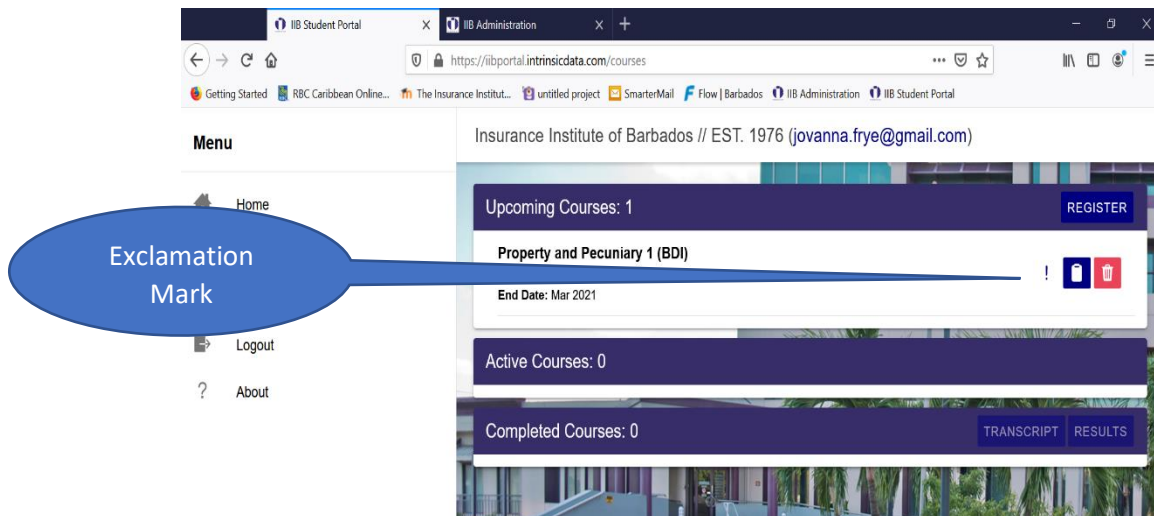


New Student Registration for Courses

- You will receive an alert letting you know that the Administration needs to process your registration:



- Click 'OK' and you will see an exclamation mark next to the course. This means that the IIB is processing.



- Once the registration has been accepted, the exclamation mark will disappear, and you will be added to the course.

- You will need to repeat the registration process for each course you are sitting.

This is it, until you need to check on your grades at the end of the course.