Updated 14 June 2016

The SA8000:2014 Social Fingerprint tools, including the Self-Assessment, are available from SAI through our SAI Training Center.

These instructions are for clients interested in completing the SA8000 Social Fingerprint Self-Assessment.

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SA8000:2014

SA8000:2014 Social Fingerprint Client Instructions

1. Creating an account in the SAI Training Center:
   Please only create 1 account for your organisation. You must use the same SAI Training Center account for all future self-assessments in the SA8000 Certification cycles.

   1. Please make sure you have popups enabled on your browser and click on the link below, or copy and paste the link directly into your browser:
      https://socialfingerprint.absorbtraining.com/#/signup

   2. You will see the following screen:

      ![Sign Up Screen]

      Enter the Key Name provided on the SAI website or use the unique Key Name your Certification Body provided you, and then click on the green Sign Up button.

      Please note: Enrollment Keys, Usernames and Passwords are case sensitive.
3. Fill out the online form to create your SAI Training Center account with your unique information:

This will show the unique key used to sign up for an account.

4. Once you have filled out your information, click Sign Up and you will be prompted to verify your email address before accessing your account. Sign into your email address and click on the verification link in the email from SAI Training Center.

Please refer to SAI’s industry sector list from our website here. It is based on the ISIC and NACE industry sector codes.

You can change the language of the software here.
2. Purchasing the SA8000 Social Fingerprint Self-Assessment

1. Log into your SAI Training Center account by clicking the link below or copy and paste it into your internet browser:
   https://socialfingerprint.absorbtraining.com/#/login

2. Click on Catalog:
3. Click on **SA8000:2014 and Social Fingerprint (Certification Applicants)**

4. Select **Getting Started with SA8000:2014** and follow the directions to check out
Your receipt will be emailed to you. You can also save a copy of your receipt by clicking on this box.
3. To complete the SA8000 Social Fingerprint Self-Assessment
   1. On the home page of your SAI Training Center account, click on My Courses

   ![SAI Training Center](image)

   2. Click on SA8000:2014 and Social Fingerprint (Certification Applicants):

   ![SAI Training Center](image)
3. Click **Launch** to open “Getting Started with SA8000:2014”


   Download a glossary to help you understand the terms used in this presentation.
5. When you are finished with Part 1, your screen will look like this:

![Image](image1)

6. Now you can complete the SA8000:2014 Self-Assessment

![Image](image2)
7. The **Profile Questions** section will ask you for additional details about your facility.

For each question, you must click the blue **Submit Response** button as shown:

When clicked, the question will turn gray:

Clicking this button will clear the field. Only click this if you need to correct the information written.
Once you answer all of the profile questions, click **Submit Survey**

8. Go through the rest of the Self-Assessment, answering all questions in full. Once you are complete, you will see checkmarks on all of the sections. You **must go through all of the modules** in order to complete it. Please make sure all modules have a checkmark and the “CURRICULUM PROGRESS” bar shows STATUS: COMPLETED.
9. Upon fully completing the Self-Assessment, you will receive an instant SA8000:2014 Social Fingerprint Self-Assessment Scorecard that gives you a score for each of the 10 categories on a scale of 1-5, as well as an overall score. You can print this for your records.

Download the SA8000 Social Fingerprint Rating Chart located in Resources to see where your score lands on the rating chart.
10. If you completed the SA8000:2014 Social Fingerprint Self-Assessment using a unique Key Name from a SAAS-Accredited Certification Body, they will contact you regarding next steps in the certification process.

If you created an account using the Key Name from SAI’s website, and would now like to pursue SA8000 certification, or if you have any questions about the SA8000 certification process, please contact sa8000@sa-intl.org.

To see a list of SAAS-Accredited Certification Bodies, please see this link: http://www.saaacreditation.org/accredcertbodies.