

Business Development Association (BDA) Portal Overview

Individual User Dashboard Overview

BDA Member & Partner Portal – Individual Account Experience

The Individual Dashboard within the BDA Member & Partner Portal is designed as the central hub for professionals engaging with BDA certifications, learning resources, and recertification pathways. It serves as the digital "home page" for every user, providing intuitive access to personalized content, exam readiness tools, progress tracking, and essential updates.

Key Objective

To enable certified professionals, candidates, and individual members to seamlessly manage their entire journey with BDA—from purchasing learning materials to completing exams, tracking credentials, and logging professional development activities—all through a single secure and interactive interface.

Dashboard Features and Sidebar Navigation

Upon login, the user is greeted with a **personalized summary page** featuring:

- Overview of current certifications and their expiration status
- Notifications for pending actions (e.g., incomplete profiles, expiring credentials)
- Shortcut links to the most used functions (exam applications, mock exams, study modules)
- A quick view of recent activity in PDC accumulation

The left-hand navigation bar provides access to the following modules:

1. **Dashboard**
A snapshot of the user's certification progress, upcoming deadlines, recent purchases, and system notifications.
2. **My Books**
Displays any digital resources purchased via the BDA Store (such as BoCK™ or guides). View/download permissions and expiry details (if applicable) are shown here.

3. **Exam Applications**

Enables access to official certification exam vouchers (CP™, SCP™).

- ✓ If user profile is incomplete, the system redirects them to update personal details first.
- ✓ Seamless WooCommerce integration triggers exam activation upon voucher purchase.
- ✓ Voucher validity: 12 months from purchase.

4. **Mock Exams**

Free, bilingual (Arabic & English) practice exams for CP™ and SCP™ credentials.

- ✓ Simulates real exam interface.
- ✓ Results are not stored; intended for self-assessment.

5. **My Certifications**

- ✓ View active and historical certifications
- ✓ Access training curriculum (modular format) after purchase
- ✓ Renewal date visibility and status updates
- ✓ Credential ID auto-generated upon successful exam completion
- ✓ Certificates issued within 14 days and stored here

6. **My Recognitions**

Displays additional recognitions earned by the user: BDA-approved contributions, badges, or participation in partner events.

7. **PDCs (Professional Development Credits)**

- ✓ Track progress toward 60 required PDCs (valid for 3 years)
- ✓ Manually log hours
- ✓ Input PDP Program IDs (validated against approved partner programs)
- ✓ View expiration date of credit cycle

8. **Authorized Providers**

A synced directory (from the WordPress site) of all approved ECP and PDP partners.

- ✓ Searchable by partner type and country
- ✓ Updated dynamically via website–portal integration

9. **Resources**

Repository of free downloadable study tools, templates, and guides.

- ✓ Arabic & English content
- ✓ Updated periodically

10. **Verify Certification**

A secure verification tool allowing credential lookup by Credential ID or name.

- Access restricted to logged-in users
- Displays credential type, issue date, expiration, and current status

11. **Help Center**

- FAQs
- Ticket submission system
- Live support integration (planned)

12. Return to Website / Sign Out

- Navigate to main website without logging out
- Secure sign-out function

Logic and Role-Based Controls

- Exam application only becomes available after completing the personal profile.
- Curriculum modules unlock only after successful payment.
- Discounted re-exam vouchers for recertification are shown **only** to previously certified users (via backend validation).

Certification Data Management

Each certification record is tied to:

- A unique **Credential ID** (e.g., BDA-CP-KSA-2025-0043)
- A valid term of 3 years
- Recertification options via PDCs or discounted re-exam

This dashboard functions as the professional's command center inside the BDA digital ecosystem, aligning their certification pathway with development goals while ensuring transparency, security, and full process automation.