

USING THE IDE WEBSITE:

- Go to - <https://Interdivisionservices.gc.adventist.org> - this is a secure site which means your information cannot be intercepted.
- Click – EMPLOYEE (found at the top right corner).
- Some general help is provided if you click the HELP button at the top left of the screen.

MENU ITEMS:

- The menu items on the left can be clicked to view the various pages. Sometimes they reveal further menu items which can be clicked.
- The menu items are displayed according to the level of access you have to the site.

FOR FIRST-TIME USERS WHO HAVE NEVER BEEN AN INTERDIVISION EMPLOYEE:

- Click the **Fill out Application** menu item, supply all the information requested and click REGISTER. You will be given a username for the password you supplied and you should use those to login for each additional time you enter the website.
- You will not be allowed to register if your name is already on the website. Please see the instructions below on how to obtain a username and password.

FOR PREVIOUS OR CURRENT INTERDIVISION EMPLOYEES:

- Login to the password protected section of the site with your username and password.

USERNAME AND PASSWORDS:

- If you need this information, please contact Katherine Walton (waltonk@gc.adventist.org) or Johnson Ram (isewebmaster@gc.adventist.org).
- Please click the Change Password link towards the top left of the screen and change it to a password that you will remember.
- Passwords should have 6 characters and at least one number.

HOW TO COMPLETE THE PERSONAL INFORMATION (PI) FORM:

- First-time applicants should read the information on the **Application Process** page.
- Click **Fill Out Application** (just above log-in box on the left).
- Click FILL OUT PERSONAL INFORMATION FORM and follow the instructions.
- Click VIEW (or PRINT) LIST OF ERRORS AND MISSING INFORMATION to see what information is required for completion of the form.
- Your spouse should enter all the information required of them on the Spouse tabs provided. This is important for insurance and retirement purposes.
- **Save small amounts of information frequently** - especially when beginning the process or moving from one section to the next. Use the SAVE CHANGES button on the form (**not** the Save option on the File drop-down of the Browser).
- **Very Important:** Please check that the information is being saved. To do so, close the PI Form screen and click on the button to go to the form again. Your information should still be on the form. If it is not, check that you do not have a pop-up blocker that is preventing the save operation from performing correctly.
- Names:
 - The full legal name of each person should be entered (i.e. the name on the passport or birth certificate).
 - Enter all of your children and their details – even if they are independent of you. This is important for us to be able to use in the case of an emergency.
- Dates:
 - Be sure to enter dates as shown in the headings on the form, i.e.: (mm/dd/yyyy) or (dd/mm/yyyy), etc. These are displayed based on your computer's Regional options settings.
 - If you don't remember an exact date use the first day of the month or year for beginning dates and the last day of the month or year for ending dates.
- Addresses:
 - Regular/Permanent Address is the address which you were last at in your base (i.e. home) country.
 - Do not enter the same address twice – use the check boxes to indicate that it is also a current and / or mailing address.
 - For Emergency contacts, hold the Ctrl key down while clicking on Emergency and also either Homeland or Overseas to indicate whether the contact lives in your base or host country.
 - If you are already an IDE – please do NOT enter the address of your institution– this is stored elsewhere, linked to your budget.
- The Additional Information tab is provided for you to supply information that you cannot find space for on the form.
- After you are finished completing the form, please send an email to the person who requested you to submit the application.