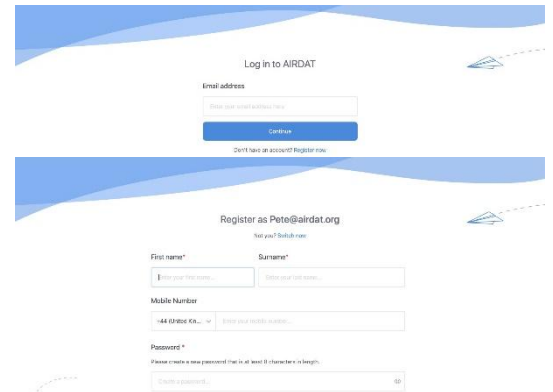


User Guide: AIRDAT Passport Sign-Up and Training Booking

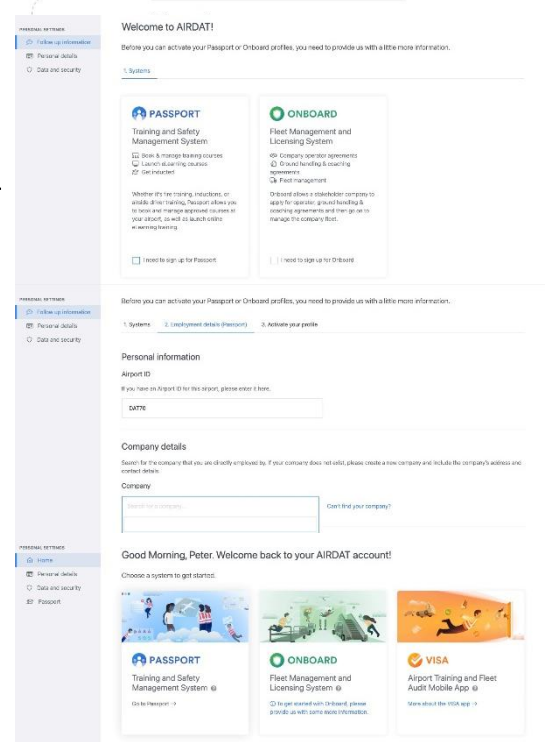
1. Register for an AIRDAT Account

1. Navigate to your airport's AIRDAT login page.
2. Click "Register now".
3. Enter your email address → Click "Continue".
4. Fill out all required fields.
5. Agree to the User Agreements → Click "Create Account".
6. Follow the on-screen instructions.
7. Open your email inbox → Click "Confirm Email".
8. Return to the "Login" page → Enter your email → Click "Continue".
9. Enter your password → Click "Login".



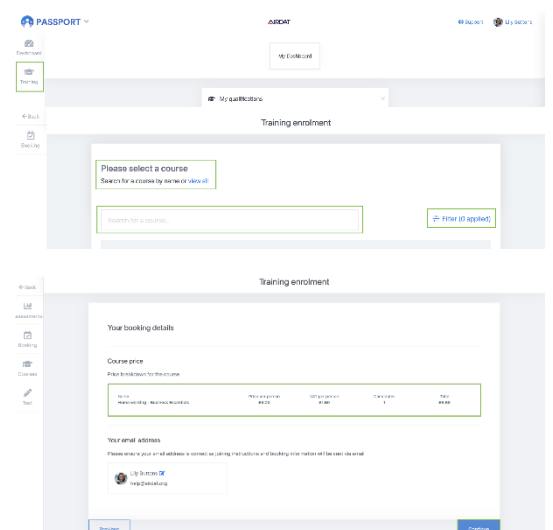
2. Sign Up to Passport

1. After logging in, click "I need to sign up for Passport." → Click "Continue".
2. Fill out personal information if applicable.
3. Select your company:
 - a. If your company exists → select from dropdown list
 - b. If not → click "Can't find your company?" and provide details
4. Select your job role:
 - a. If it exists → select it
 - b. If not → click "Can't find your job role?" and create a new role
5. Click "Continue" → "Confirm" → "Go to Passport".



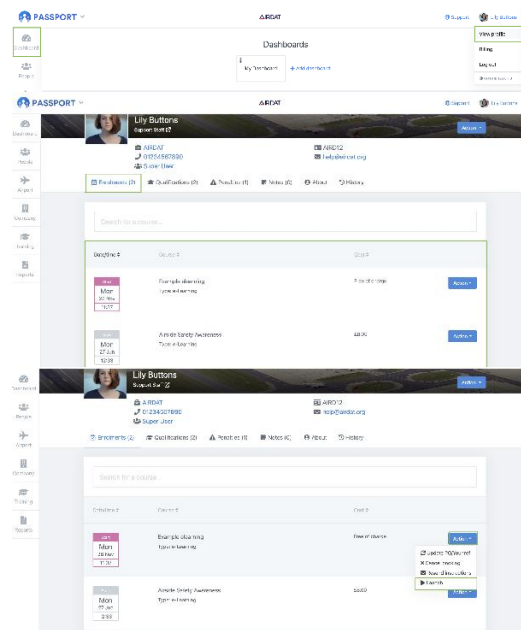
3. Book Training as a User

1. Navigate to "Training" → "Booking" from the left-hand panel.
2. Select a course:
 - Search or click "View All"
 - Click "Choose Course" → Click "Continue"
 - Course box highlights in blue when selected
3. Check course details:
 - Confirm date and details
 - Ensure prerequisites are met under "Skills Required"
4. Payment:
 - Click "Continue" → Enter payment (Card/Account)
 - Tick "Agree to Terms" → Click "Confirm Booking"
5. Confirmation:
 - You will receive on-screen confirmation of your booking.
 - A confirmation email will also be sent to your inbox.



4. View My Enrolments

1. Log into Passport → Click your name → View Profile.
2. Open the “Enrolments” tab to see current course bookings.
3. Click the blue “Action” button for options:
 - “Update PO/Reference”
 - “Cancel Booking”
 - “Resend Instructions”
 - “Launch” (for eLearning courses)



5. Launch an eLearning Course

1. Go to your Passport profile → “Enrolments” tab.
2. Click Action → Launch to start the eLearning course.

After completing an eLearning course, your qualification (and certificate where available) will appear in your Passport profile.

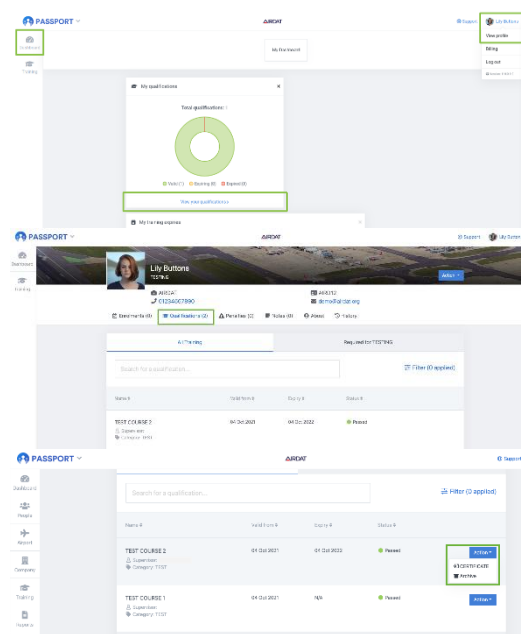
6. Cancel a Course

1. Go to Passport profile → “Enrolments” tab → Click “Action” → “Cancel Booking”.
 1. For paid courses, a PDF receipt is generated.
 2. If the cancel button is not visible (in-person courses), check the original confirmation email for cancellation details. Use “Resend Instructions” if needed.
2. Confirm cancellation by clicking “Yes” (or “Cancel” to abort).
3. The enrolment will be removed from your dashboard.

7. View My Qualifications

All completed training and qualifications are stored in your AIRDAT Passport profile.

1. Go to Passport profile.
Alternatively:
 - Add the “My qualifications” widget from the dashboard using the + icon, then select “View your qualifications”.
2. Select the “Qualifications” tab.
3. View your qualifications, including active, near expiry, and expired records.



8. Print or Download a Certificate

Note: Certificates are available for some eLearning courses only.

1. Select your name → “View Profile”.
2. Open the “Qualifications” tab.
3. Locate the completed eLearning course.
4. Select “Action” → “Certificate”.
5. Select “Generate” to download and save the certificate to your device.

You have now successfully registered, completed training, and can view or download your qualifications and certificates in AIRDAT Passport.