

Access your induction training via Melbourne Airport website or the link below.

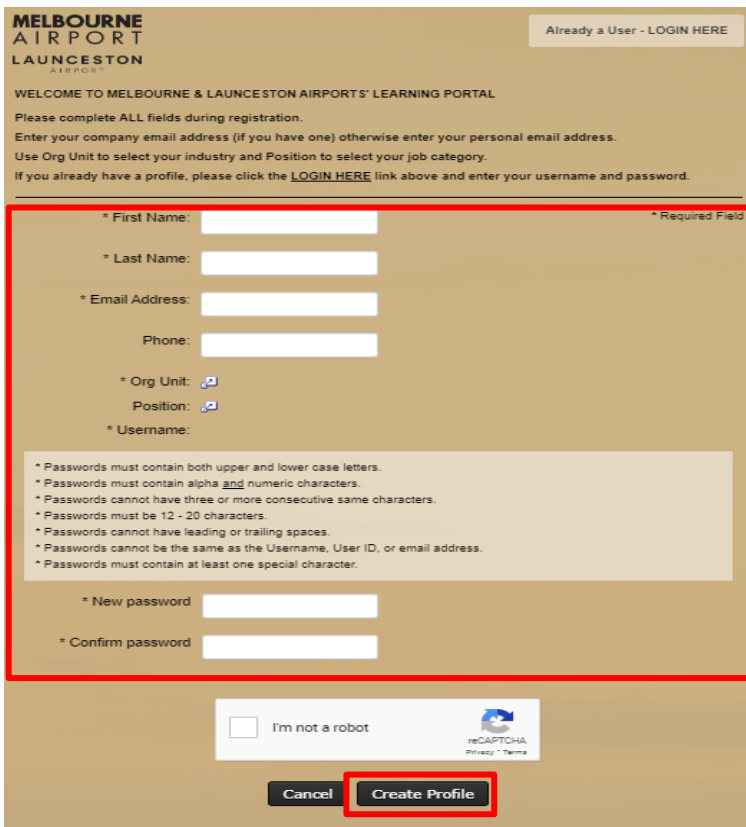
1. Go to: <https://apac.csod.com/>

Existing APAC employees can skip to step 10.

If this is your first-time accessing training, you'll need to create a new profile.

2. Click on **Don't have account? Sign up now**

This New Account Creation screen is displayed.



MELBOURNE AIRPORT LAUNCESTON AIRPORT Already a User - LOGIN HERE

WELCOME TO MELBOURNE & LAUNCESTON AIRPORTS' LEARNING PORTAL

Please complete ALL fields during registration.
Enter your company email address (if you have one) otherwise enter your personal email address.
Use Org Unit to select your industry and Position to select your job category.
If you already have a profile, please click the [LOGIN HERE](#) link above and enter your username and password.

* First Name: * Required Field

* Last Name:

* Email Address:

Phone:

* Org Unit:

Position:

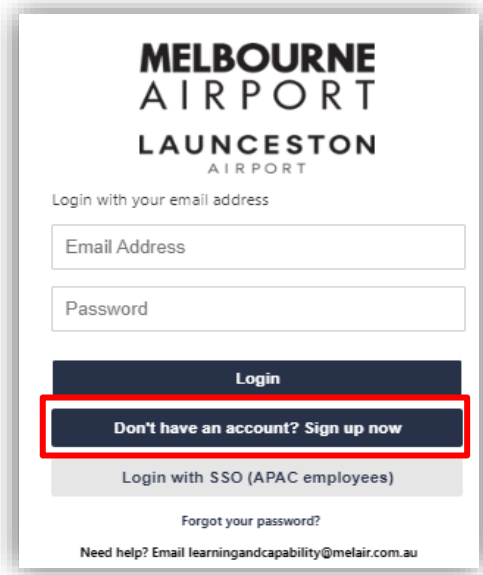
* Username:

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords cannot have three or more consecutive same characters.
* Passwords must be 12 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* Passwords must contain at least one special character.

* New password

* Confirm password

I'm not a robot 



MELBOURNE AIRPORT LAUNCESTON AIRPORT

Login with your email address

Email Address

Password

Don't have an account? Sign up now

Login with SSO (APAC employees)

Forgot your password?

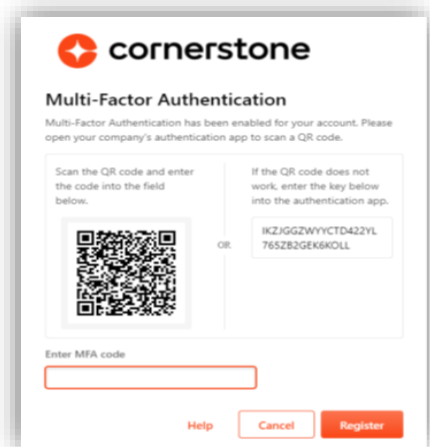
Need help? Email learningandcapability@melair.com.au

3. Read the instructions and complete the fields

4. Click **Create Profile**

5. Login with your **email address and password**

The below screen will appear on which any authenticator app can be used to register the device.




cornerstone

Multi-Factor Authentication

Multi-Factor Authentication has been enabled for your account. Please open your company's authentication app to scan a QR code.

Scan the QR code and enter the code into the field below.

If the QR code does not work, enter the key below into the authentication app.

 OR: IKZJGGZYYCTD42ZYL 765ZB2GEK8KOLL

Enter MFA code

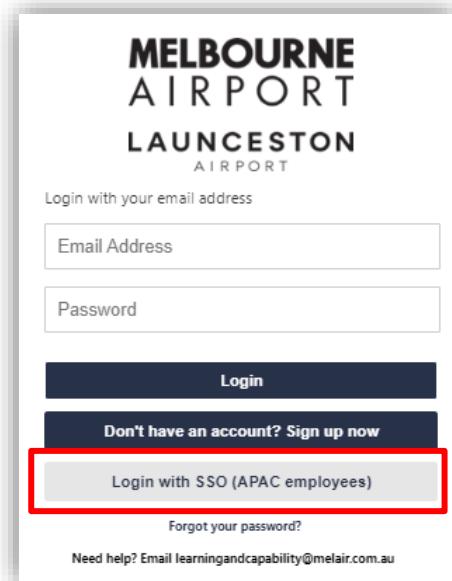
6. **Scan** the QR code
7. When you enter the **MFA code** the device registration would be complete.

Back to log in

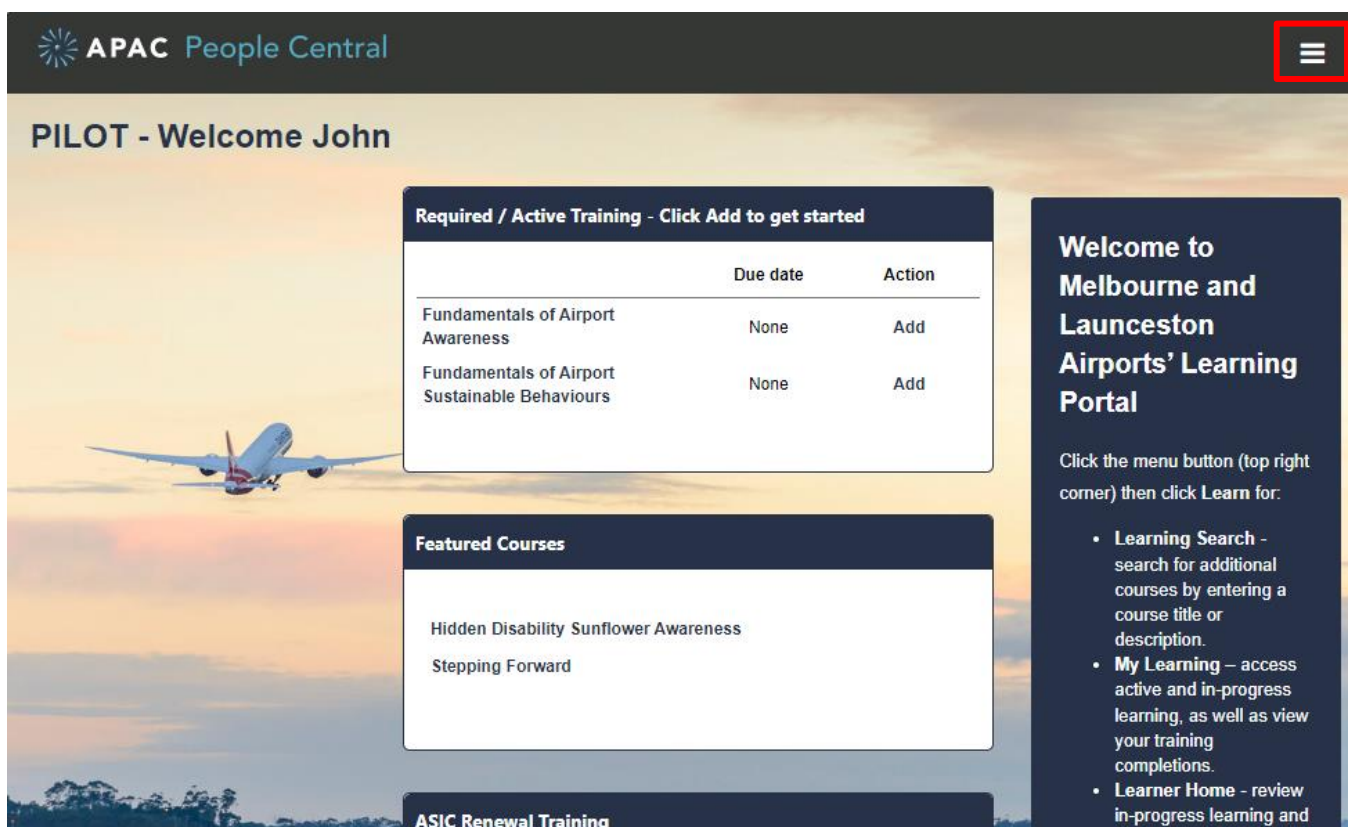
8. **Click** the Back to log in and go back to the Welcome page.
9. **Login** with your email and password and MFA code from your device.

Alternatively, if you're an existing APAC employee

10. Press **Login with SSO**
11. Login with your **email address and password**



A screen similar to below will be displayed.



Required / Active Training - Click Add to get started

	Due date	Action
Fundamentals of Airport Awareness	None	Add
Fundamentals of Airport Sustainable Behaviours	None	Add

Featured Courses

- Hidden Disability Sunflower Awareness
- Stepping Forward

ASIC Renewal Training

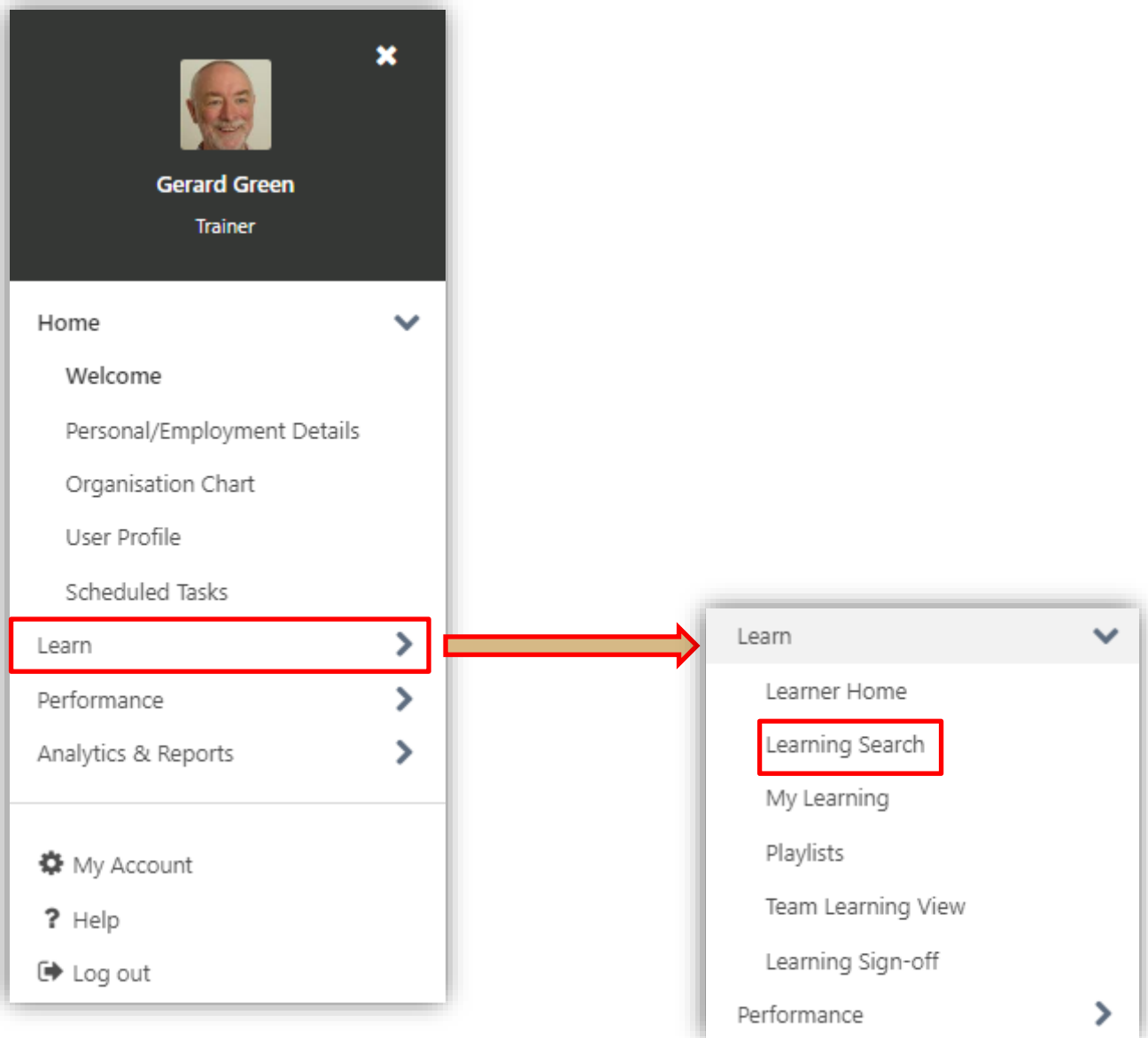
Welcome to Melbourne and Launceston Airports' Learning Portal

Click the menu button (top right corner) then click Learn for:

- **Learning Search** - search for additional courses by entering a course title or description.
- **My Learning** – access active and in-progress learning, as well as view your training completions.
- **Learner Home** - review in-progress learning and

12. Press on the **Menu Icon** in the top right of the screen.

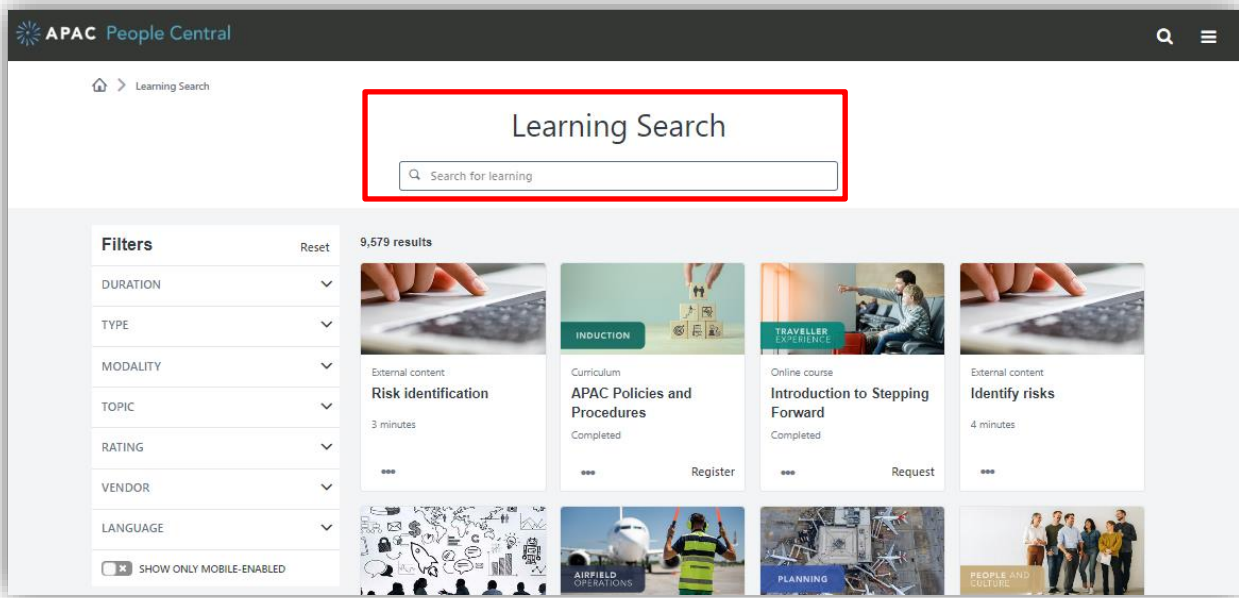
A panel displays with the menu.



13. Press **Learn**.

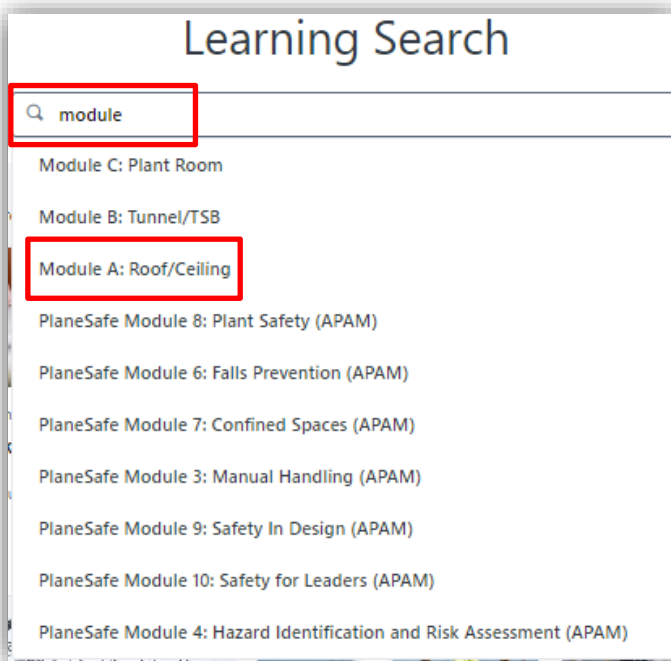
14. Press **Learning Search**.

A Learning Search screen is displayed, similar to the one below.



15. Type in the **Name of the course** you are searching for in the search box at the top.

As an example, we will type in module, because we know the course we want has module in the name.



16. **Select the course** from the displayed list.

In our example we will select Module A: Roof/Ceiling.

An Online Course description is displayed, similar to the one below.

ONLINE COURSE


Module A: Roof/Ceiling

Last updated 12/02/2024 Duration 30 minutes ★★★★★ 4

Details

This module addresses the work practices that are to be followed by those who require access to work on the roof of the Airport Buildings. It also addresses the work practices that are to be followed when working within the ceiling spaces. Note: Completing this online module does not constitute the ability the access the space/area described. To obtain this access, you must be able demonstrate an operational need to be in the space/area and receive approval by an appointed Melbourne Airport team member.

[Show more](#)



ONLINE COURSE
Module A: Roof/Ceiling

Launch

or

Assign

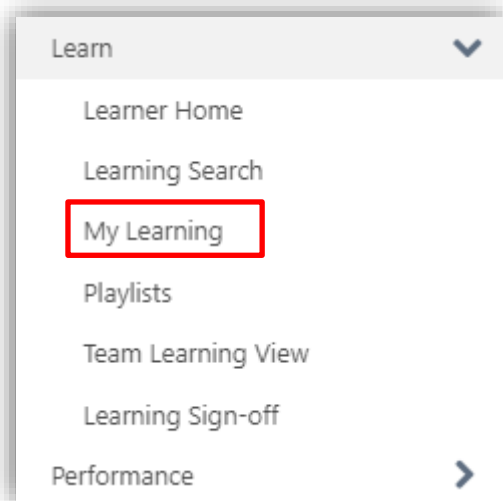
17. Press **Launch** to enter and complete the course.

At any time after completing a course you can verify if you have successfully completed the course by:

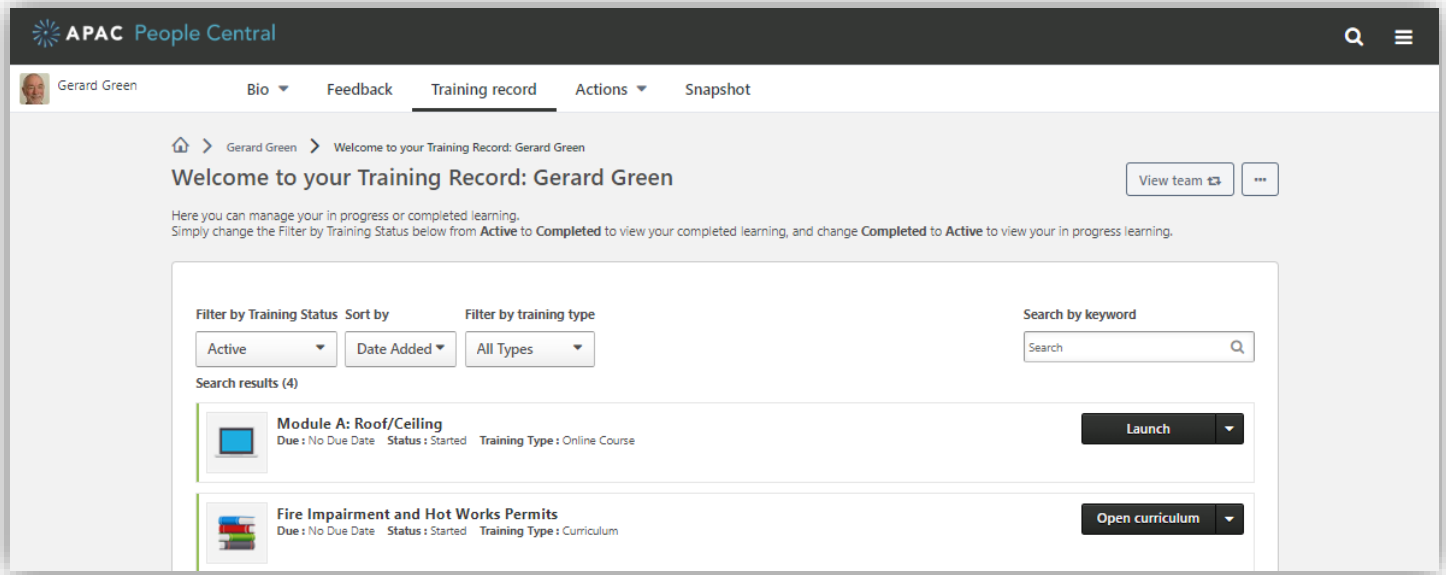
1. Selecting the **Menu Icon**.



2. Select **My Learning**.



A screen showing your Training Record will be displayed.



APAC People Central

Gerard Green Bio Feedback **Training record** Actions Snapshot

Welcome to your Training Record: Gerard Green

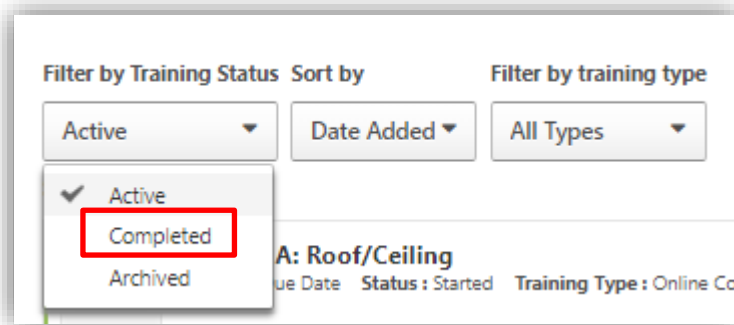
Here you can manage your in progress or completed learning. Simply change the Filter by Training Status below from **Active** to **Completed** to view your completed learning, and change **Completed** to **Active** to view your in progress learning.

Filter by Training Status: Active | Sort by: Date Added | Filter by training type: All Types | Search by keyword: Search

Search results (4)

- Module A: Roof/Ceiling (Due: No Due Date, Status: Started, Training Type: Online Course) [Launch]
- Fire Impairment and Hot Works Permits (Due: No Due Date, Status: Started, Training Type: Curriculum) [Open curriculum]

3. Change the **filter** in the top left to **Completed**.

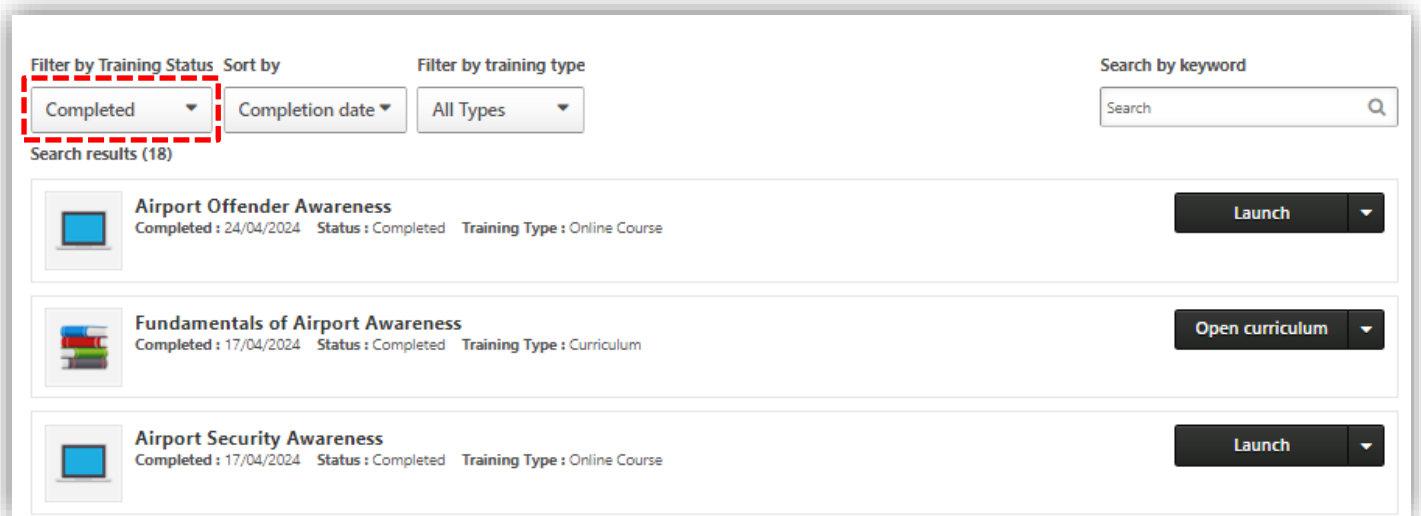


Filter by Training Status: Active | Sort by: Date Added | Filter by training type: All Types

Active
 Active
 Completed
 Archived

Module A: Roof/Ceiling (Due: No Due Date, Status: Started, Training Type: Online Course)

You will then get a list of the courses you have completed.



Filter by Training Status: **Completed** | Sort by: Completion date | Filter by training type: All Types | Search by keyword: Search

Search results (18)

- Airport Offender Awareness (Completed: 24/04/2024, Status: Completed, Training Type: Online Course) [Launch]
- Fundamentals of Airport Awareness (Completed: 17/04/2024, Status: Completed, Training Type: Curriculum) [Open curriculum]
- Airport Security Awareness (Completed: 17/04/2024, Status: Completed, Training Type: Online Course) [Launch]