Permit Courses

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

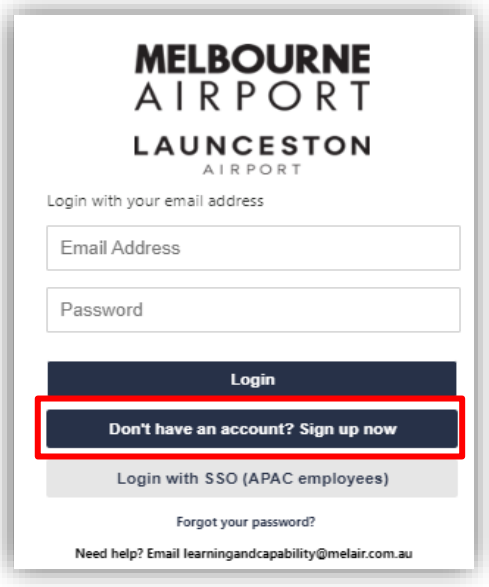
1. Go to: https://apac.csod.com/

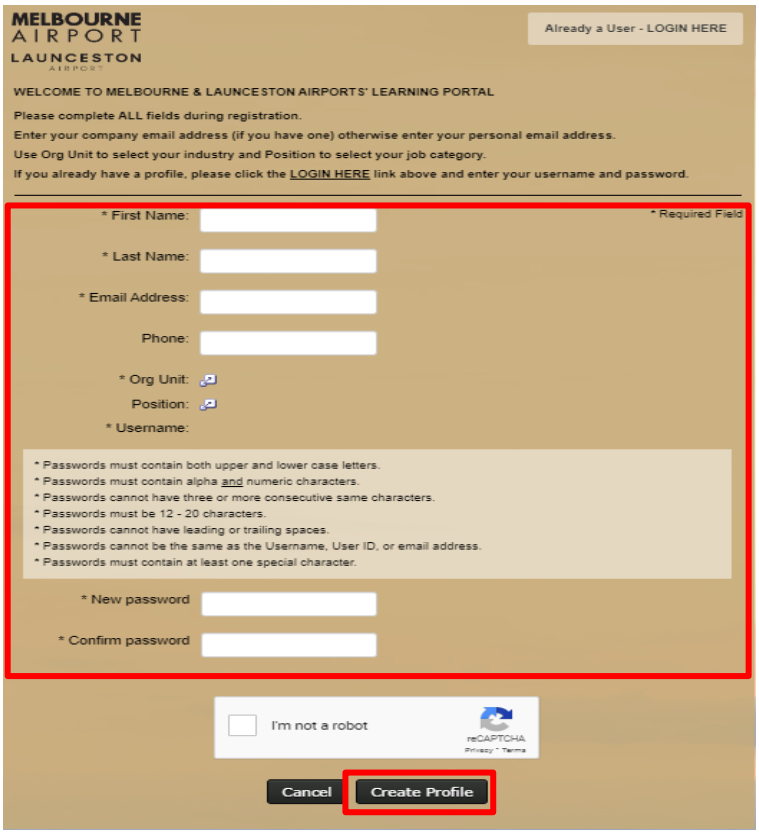
Existing APAC employees can skip to step 10.

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.





3. Read the instructions and complete the fields

4. Click **Create Profile**

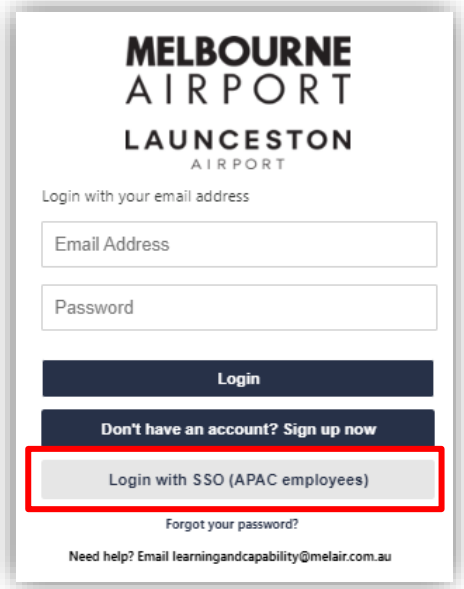
5. Login with your **email address and password**

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

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

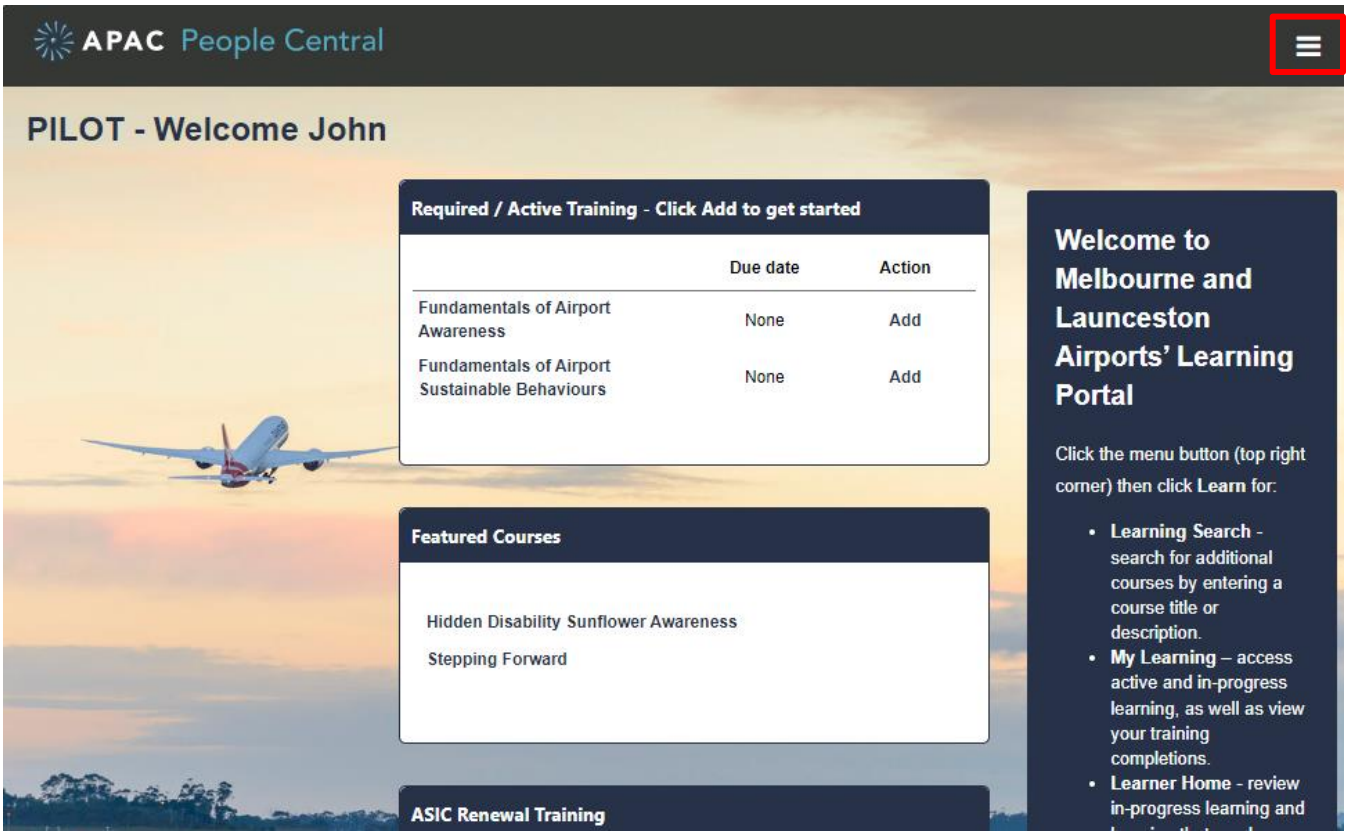
and go back to the Welcome page.
9. **Login** with your email and password and MFA code from your device.

Alternatively, if you're an existing APAC employee



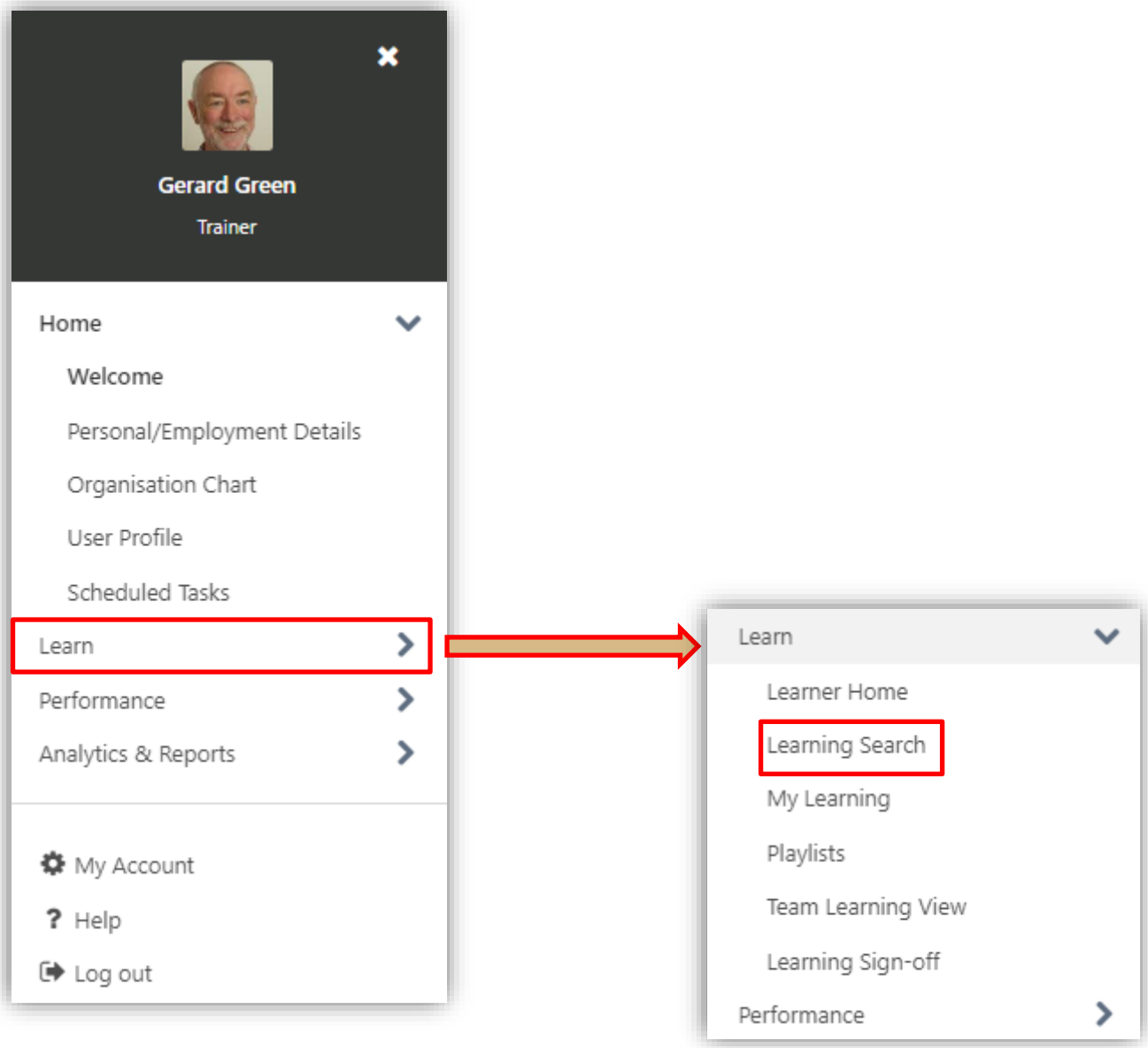
10. Press **Login with SSO**
11. Login with your **email address and password**

A screen similar to below will be displayed.



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

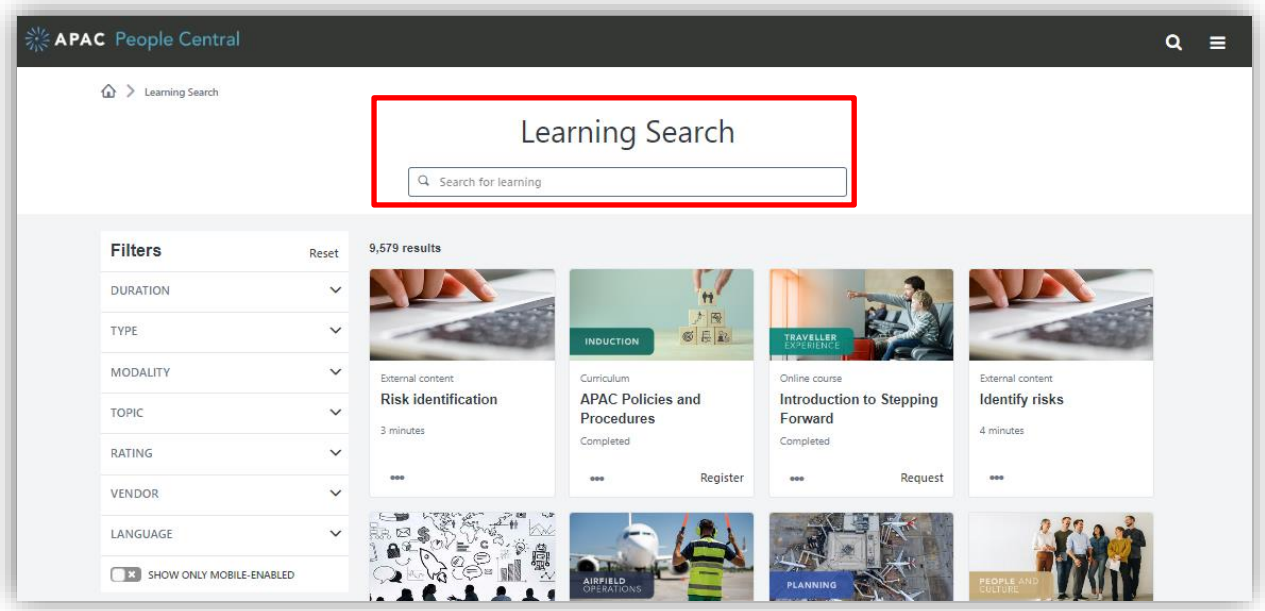
A panel displays with the menu.



13. Press **Learn.**

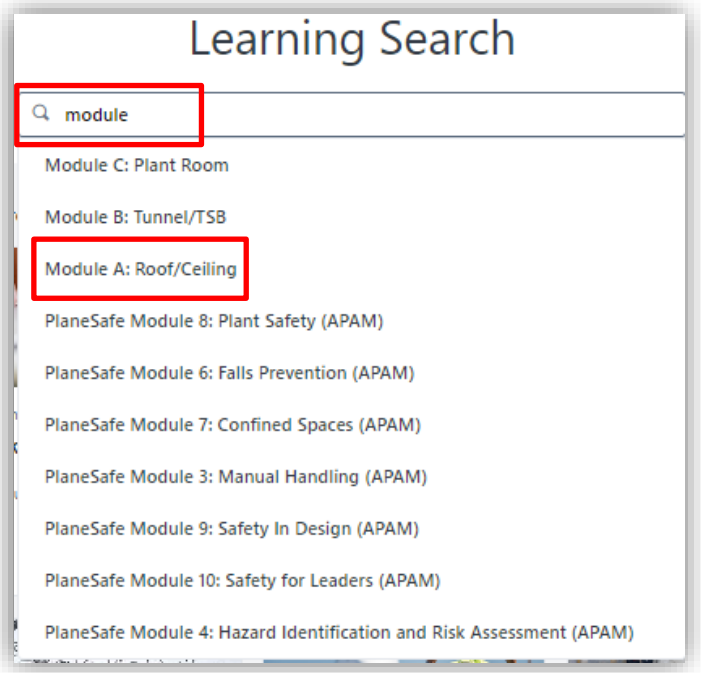
14. Press **Learning Search.**

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.

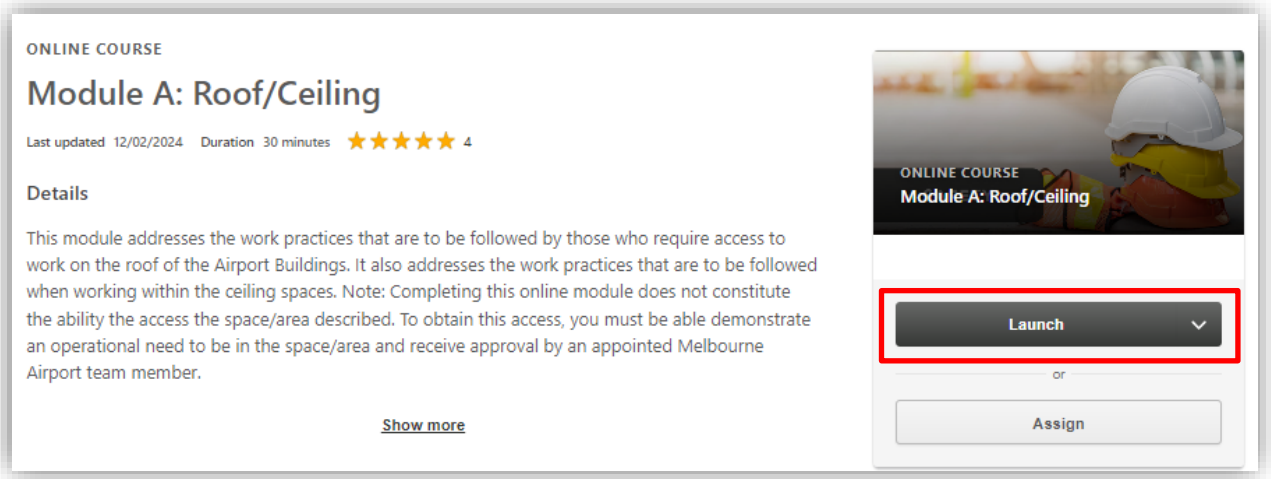
As an example, we will type in module, because we know the course we want has module in the name.



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.

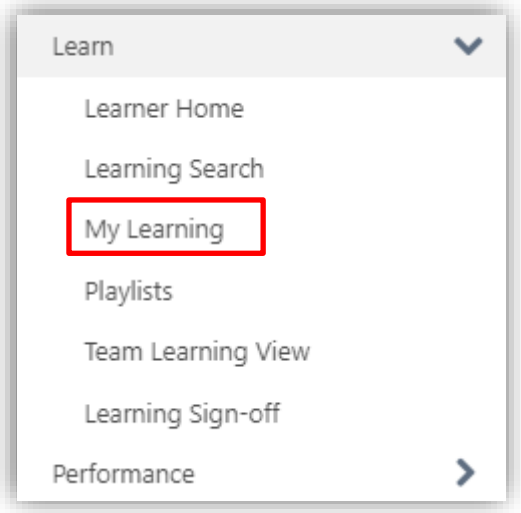


17. Press **Launch** to enter and complete the course.

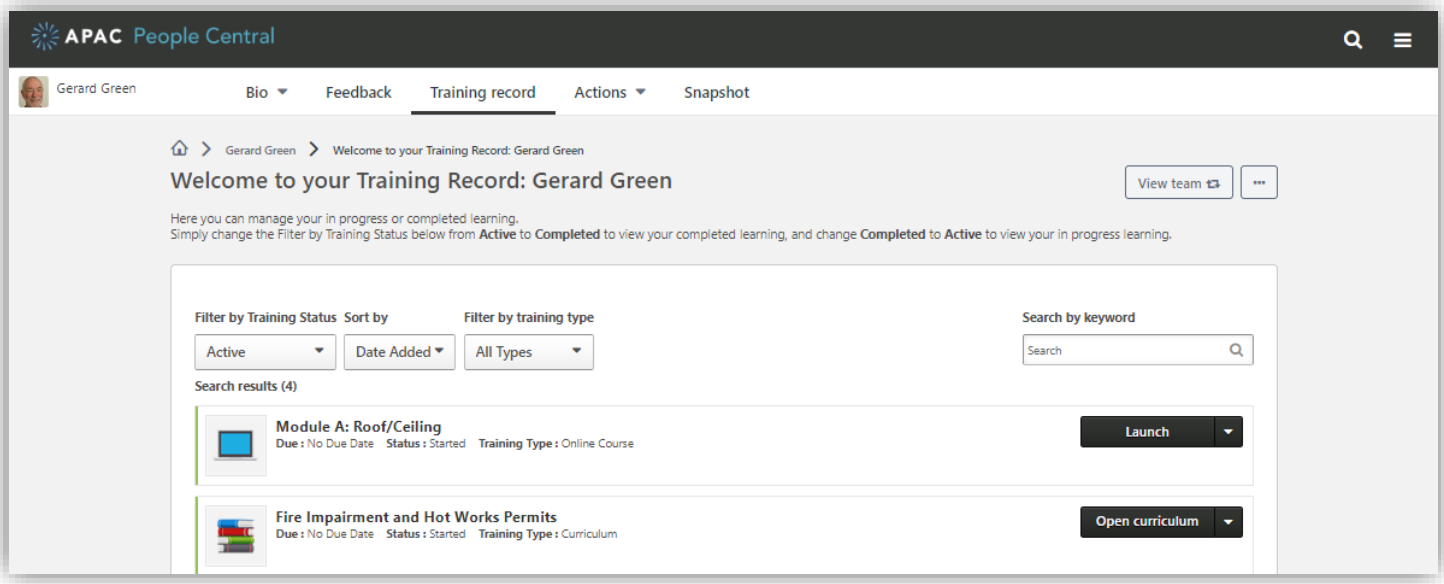
At any time after completing a course you can verify if you have successfully completed the course by:

1. Selecting the **Menu Icon.**

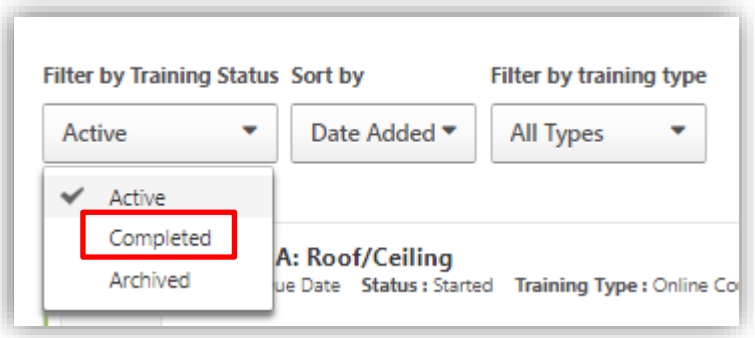
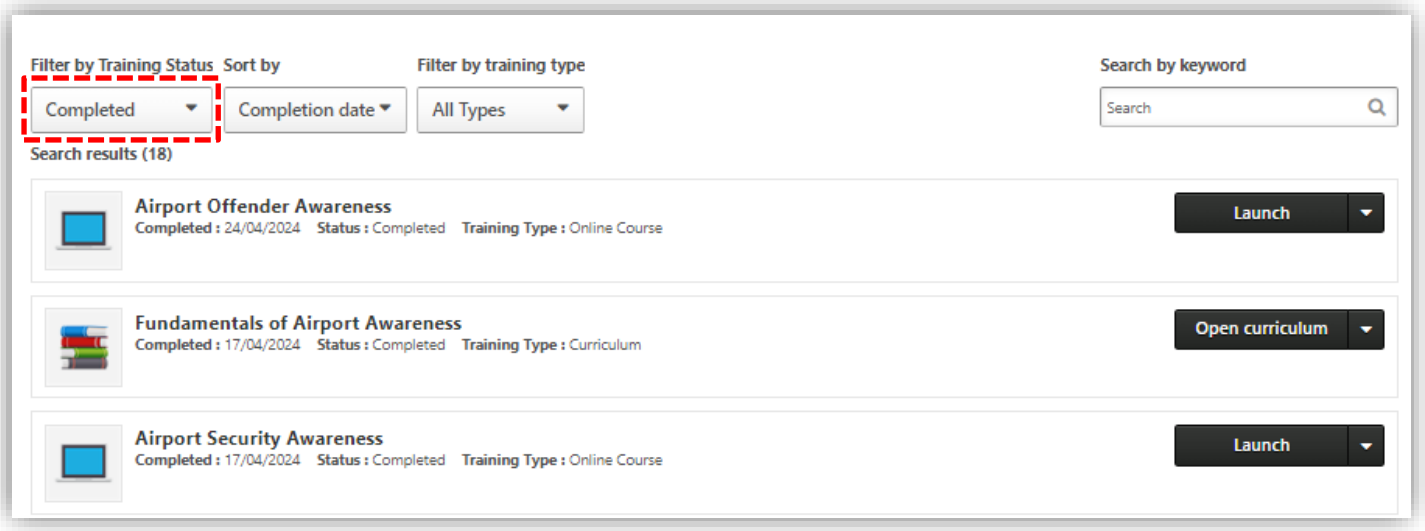
2. Select **My Learning.**



A screen showing your Training Record will be displayed.



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



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