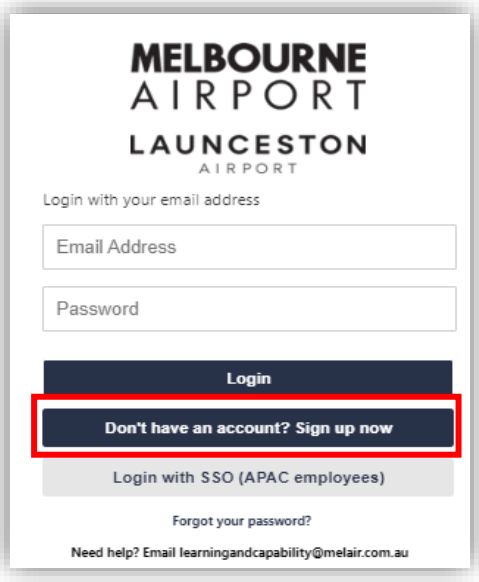
Fundamentals of Airport Awareness Instructions (ASIC Induction)

1

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

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



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**
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.

Do NOT press the back button, or Refresh, at this stage.

9. **Login** with your email and password and MFA code from your device.

For further inquiries, contact Security Services: **access@melair.com.au**

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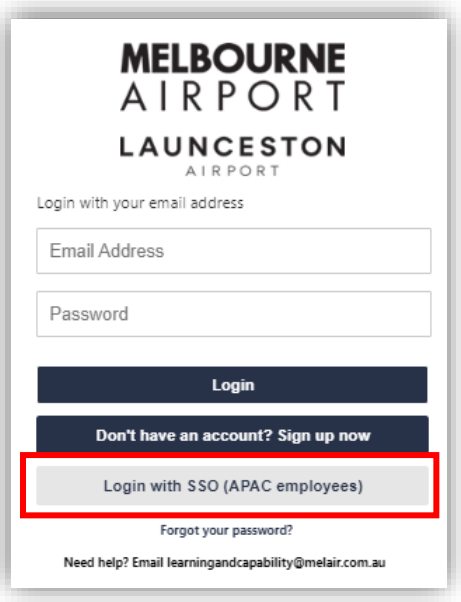
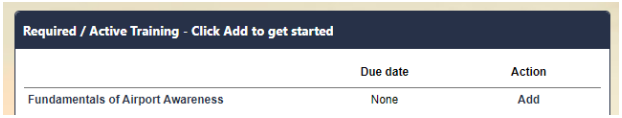
Alternatively, if you're an existing APAC employee

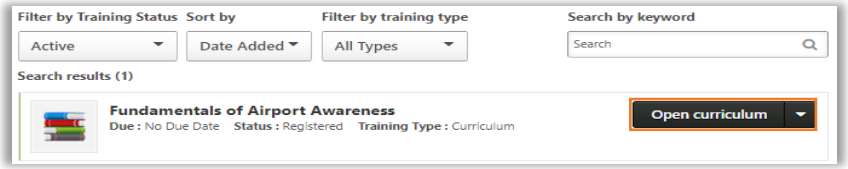
10. Press **Login with SSO**



2 Under Required / Active Training, please select "Add" to **Fundamentals of Airport Awareness**.



- The curriculum will appear



- Click Open Curriculum, and then Launch each of the four course modules.
- There are four course modules which must be completed in the Fundamentals of Airport Awareness curriculum.
- The curriculum will automatically be marked as complete when all four courses are accomplished. Continue to complete each course until the curriculum progress shows as 100%.
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3 When you have completed the Fundamentals of Airport Awareness curriculum, click the home symbol to go back to the Welcome page and complete any other curriculum or training requirements outstanding.

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