

Getting started in AIRDAT Passport for

# Airport Training

Created by: **Airport Management**  
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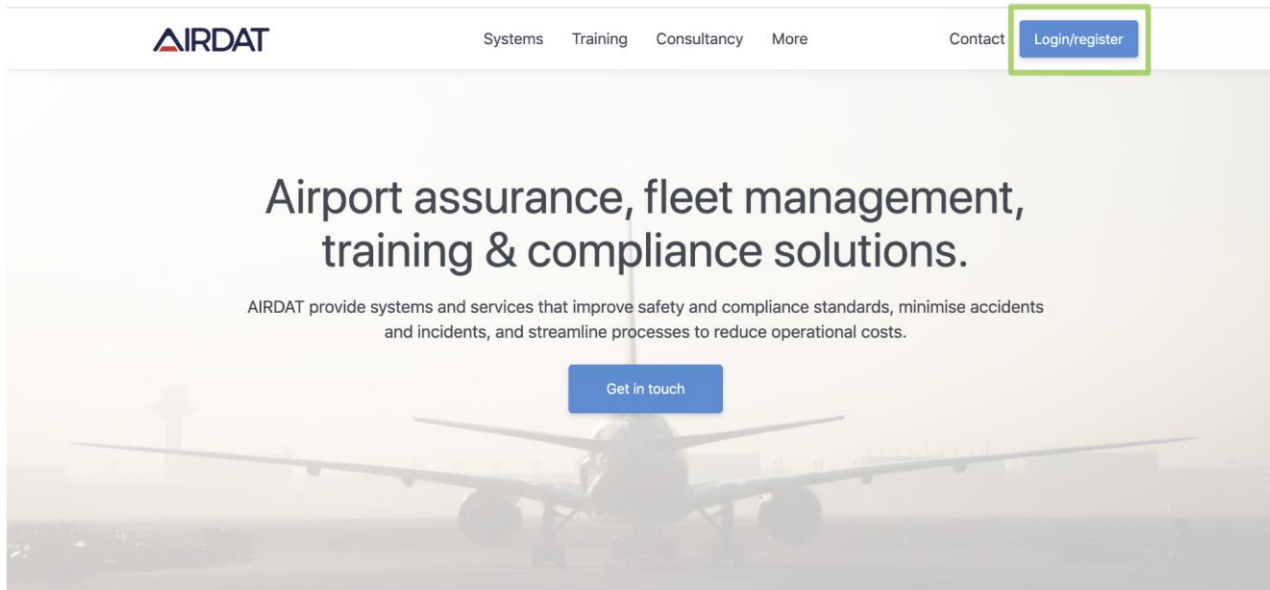


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# How to create an account

To find the **Register** button, visit the AIRDAT website ([www.airdat.org](http://www.airdat.org)) and select the blue **Login/register** button in the top-right corner of the screen.




# How to create an account




Choose the relevant airport and the Passport system.

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## Choose a system


We have two systems, so please ensure you've chosen the correct one.




 **PASSPORT**

-  Book & manage training courses
-  Launch eLearning courses
-  Get inducted

Whether it's fire training, inductions, or airside driver training, Passport allows you to book and manage approved courses at your airport, as well as launch online eLearning training.

[Launch →](#)

 **ONBOARD**

-  Company operator agreements
-  Ground handling & coaching agreements
-  Fleet management

Onboard allows a stakeholder company to apply for operator, ground handling & coaching agreements and then go on to manage the company fleet.

[Launch →](#)

# How to create an account

You will be taken to the login page. Select the **Register** below the Log in button.



**AIRDAT**

Login to your account

Airport ID

Password

[Forgot password or airport ID? Click here to reset](#)

[Log in](#)

Don't have an account? [Register](#)

# How to create an account

## Step 1 - Airport

- The Airport ID is a number selected by each airport to use as the reference number for a Candidate throughout their career at the airport. **Karratha has opted for AIRDAT to create the Airport ID for you, so please select No**
- Enter a password for the account. This password must be more than 6 characters and combine both numbers and letters.

The screenshot shows a web form for creating an account, titled "Step 1 - Airport". The form is part of a three-step process, with "Step 2 - Company details" and "Step 3 - About you" also visible in the header. The AIRDAT logo is prominently displayed at the top of the form area. The main question is "Do you have a valid Airport ID for this airport?". Below this question, there is a sub-explanation: "This is the security card issued to you by the airport that allows access to areas (landside & airside) to work." Two radio buttons are provided for the answer: "Yes" and "No". Below the radio buttons, there is a section titled "Create a password" with the instruction: "We require a minimum of 8 characters and recommend using both letters and numbers." This section contains two input fields: "Enter your password" and "Enter your password again". A blue "Next" button with a right-pointing arrow is located at the bottom right of the form.

# How to create an account

## Step 2 - Company Details

- This is a dynamic field, simply start typing the companies name and a list will appear.

The screenshot shows the AIRDAT registration process at Step 2, 'Company details'. The page has a blue header with three steps: 'Step 1 Airport', 'Step 2 Company details', and 'Step 3 About you'. The main content area is white and features the AIRDAT logo at the top. Below the logo, there is a search section titled 'Search for your company' with the instruction: 'Please ensure you register under the company you are directly employed by (not subcontracted by)'. A text input field contains the placeholder text 'Choose a company'. At the bottom of the search section, there are two buttons: a blue button with a left arrow and the text 'Previous', and a blue button with a right arrow and the text 'Next'.

*\* Note: If your company does not appear, please type the full company name in correctly and then select **Click to Add***

This close-up shows the dropdown menu that appears after typing 'Testing Company Pty Ltd' into the search field. The dropdown has a title 'Choose a company' and a search input field containing 'Testing Company Pty Ltd'. Below the search field, there is a button labeled 'Click to add: Testing Company Pty Ltd'. At the bottom of the dropdown, it says 'No results match Testing Company Pty Ltd'.

# How to create an account

## Step 3 - About you

- Enter name, email address, and contact number. The job role is a dynamic field, simply start typing and roles set by the airport and company will appear. These roles will assist in ensuring the correct training is available for the Candidate.

The screenshot shows the AIRDAT account creation interface. At the top, there are four steps: Step 1 (Airport), Step 2 (Company details), Step 3 (About you), and Step 4 (Review). The current step is Step 3. The form includes the AIRDAT logo and the following fields:

- Your name:** Two input fields for "Enter your first name" and "Enter your last name".
- Email:** One input field for "Enter your email address".
- Contact number:** One input field for "Enter your contact number".
- Job role:** A dropdown menu with the text "Choose a job role". Below it, there is a small text block: "Start typing and either select an existing Job Role, or add a new one. Where a role has 'skills defined' this means AIRDAT is matching training required against training held automatically."
- Terms and Conditions:** A link at the bottom of the form.

*\* Note: If your job role does not appear, please type in correctly and then select **Click to Add***

Choose a job role

Tester

Click to add: Tester

No results match Tester



# How to create an account

## All done - Verify your account

- An email will be sent to the email address provided to activate the Passport account.



**Welcome to Passport**

Your Airport ID: AIRD4

# How to enrol in a course

When you first login, you will be taken to your Dashboard.

From here, click **Train me**

The dashboard is titled "You" and includes navigation tabs for "Company", "Airport", "Trainer", and "Super user". A left sidebar contains icons for "Dashboard", "People", "Airport", "Company", "Training", and "Reports".

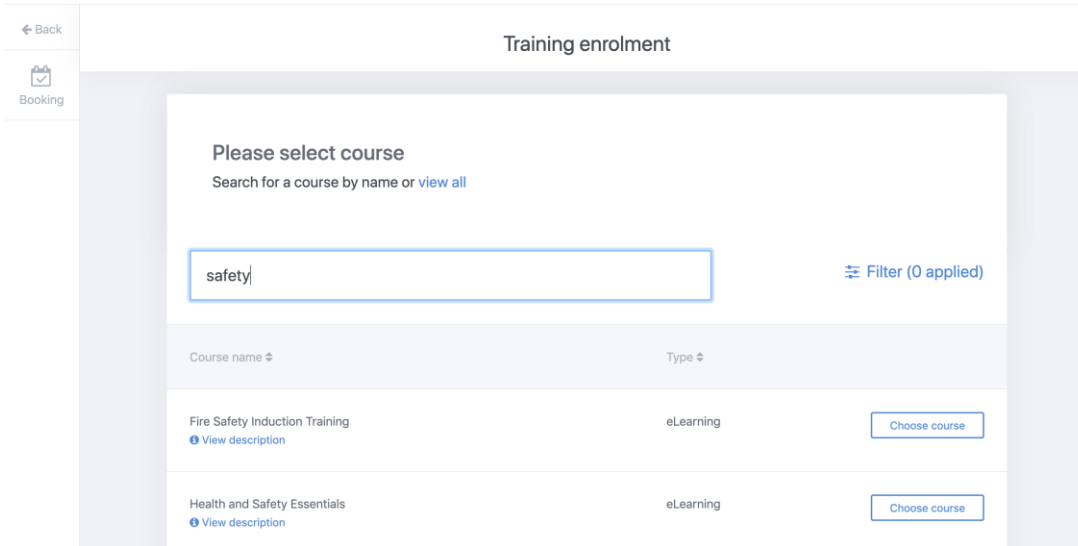
The main content area features a user profile for Lily Buttons (DAT10) with a "View profile" button. Below this is a "User details" section with a "Request transfer" button. The dashboard also displays several key metrics:

- Need some 'in person' or eLearning training?** with a "Train me" button (highlighted in green).
- Existing Enrolment** with a count of 1 and a "View" button.
- Notes** with a count of 0 and a "View" button.
- Qualifications** section showing a gauge chart with 7 Valid, 0 Expiring, and 3 Expired qualifications, and a "View your qualifications" link.
- Points and Credits** section showing 0 Points, 0 Credits, and 0 Overall, with a "View your points & credits" link.

At the bottom, there are sections for "Points" and "Points and Credits".

# How to enrol in a course

- Start to type the name of the course into the 'search for a course' box, or click 'view all' to see everything that's available. You can apply additional filters using the 'Filter' option too.
- Click **Choose course** on the course you want.

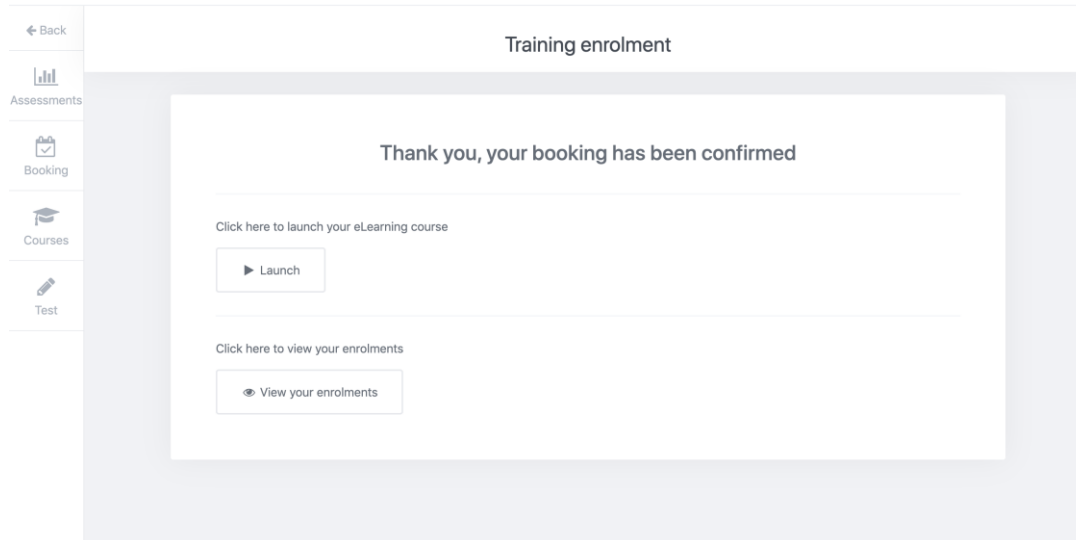


The screenshot shows a web interface for 'Training enrolment'. On the left is a sidebar with a 'Back' button and a 'Booking' button. The main content area has a title 'Training enrolment' and a heading 'Please select course'. Below this is a search prompt: 'Search for a course by name or [view all](#)'. A search input field contains the text 'safety'. To the right of the search field is a 'Filter (0 applied)' button. Below the search area is a table with two columns: 'Course name' and 'Type'. The table lists two courses: 'Fire Safety Induction Training' (eLearning) and 'Health and Safety Essentials' (eLearning). Each course entry includes a 'View description' link and a 'Choose course' button.

Course name	Type
Fire Safety Induction Training <a href="#">View description</a>	eLearning <a href="#">Choose course</a>
Health and Safety Essentials <a href="#">View description</a>	eLearning <a href="#">Choose course</a>

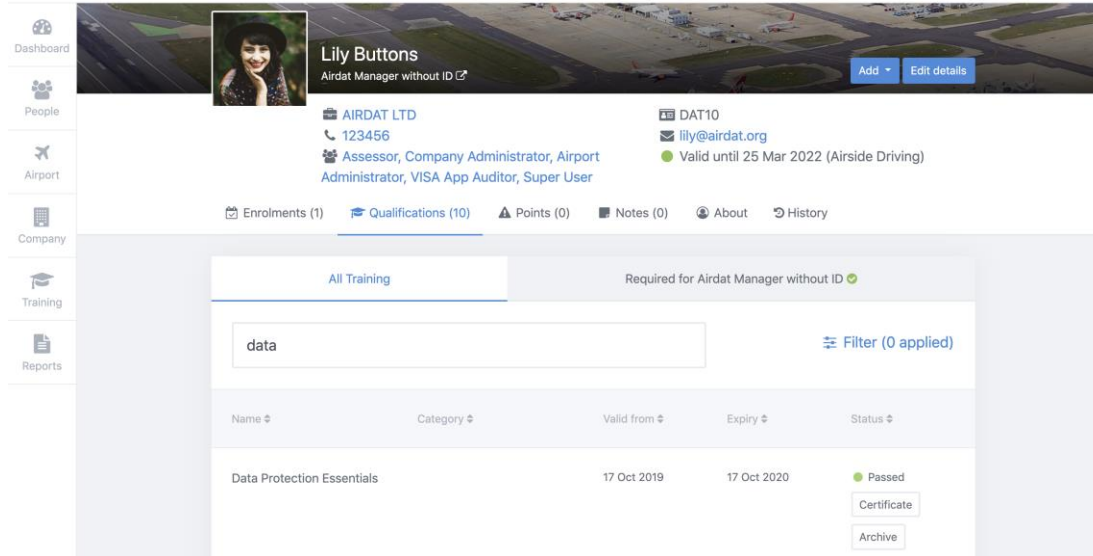
# How to enrol in a course

- You will be asked to confirm the eLearning course.
- An email will be sent to both yourself and your company.
- You will then be invited to launch the course.
- Whilst you are working through the course, you can always come back to your enrolments area and launch from there too.



# How to print your certificate

- Once you have successfully completed your course, your profile will update and your completed course will be found under the **Qualification tab** of your profile
- Click **Certificate**



The screenshot displays a user profile for Lily Buttons, an Airdat Manager without ID. The profile includes contact information for AIRDAT LTD (123456, lily@airdat.org) and a qualification for DAT10 (Valid until 25 Mar 2022). The 'Qualifications (10)' tab is active, showing a search for 'data' and a table of training records.

Name	Category	Valid from	Expiry	Status
Data Protection Essentials		17 Oct 2019	17 Oct 2020	Passed

Buttons for 'Certificate' and 'Archive' are visible next to the 'Passed' status.

# Where to find support

- Need a hand? Look for the **Support** at the top of any page. This is where you can find all our help articles, or get in touch with us if you need more assistance

The screenshot displays the AIRDAT PASSPORT user interface. At the top right, a 'Support' button with a question mark icon is highlighted with a green box. Below the header, a navigation bar includes 'You', 'Company', 'Airport', 'Trainer', and 'Super user'. The main content area features a user profile for Lily Buttons (DAT10) with a 'View profile' button. To the right, there are three summary cards: 'Need some 'In person' or eLearning training?' with a 'Train me' button, 'Existing Enrolments' with a 'View' button and a count of 2, and 'Notes' with a 'View' button and a count of 0. Below these are sections for 'Qualifications' (showing 1 Valid, 2 Expiring, and 2 Expired) and 'Points' (showing 'No points found'). A 'Request transfer' button is located at the bottom left of the profile section.

# Where to find support

- If you still need help, or you can't find the right article, click Ask to get in touch with AIRDAT directly. During UK business hours (0900-1700), AIRDAT provide live chat and phone call assistance. Alternatively, click Email and fill out the form with as much detail as possible so AIRDAT can best help you.
- AIRDAT are here to help!

The screenshot displays the AIRDAT user interface. At the top, the 'PASSPORT' logo is on the left and the 'AIRDAT' logo is in the center. A navigation bar includes 'You', 'Company', 'Airport', 'Trainer', and 'Super user'. On the right, there is a 'Support' icon and a user profile icon. A sidebar on the left lists navigation options: Dashboard, People, Airport, Company, Training, and Reports. The main content area shows a user profile for 'Lily Buttons' with a 'View profile' button. Below the profile, there are sections for 'Need some 'In person' or eLearning training?' with a 'Train me' button, and 'Qualifications' with a gauge chart showing 1 Valid, 2 Expiring, and 2 Expired titles. A 'View your qualifications' link is present. On the right, a 'Start a conversation' modal is open, with the 'Ask' button highlighted by a green box. The modal offers 'Email' and 'Chat' options.