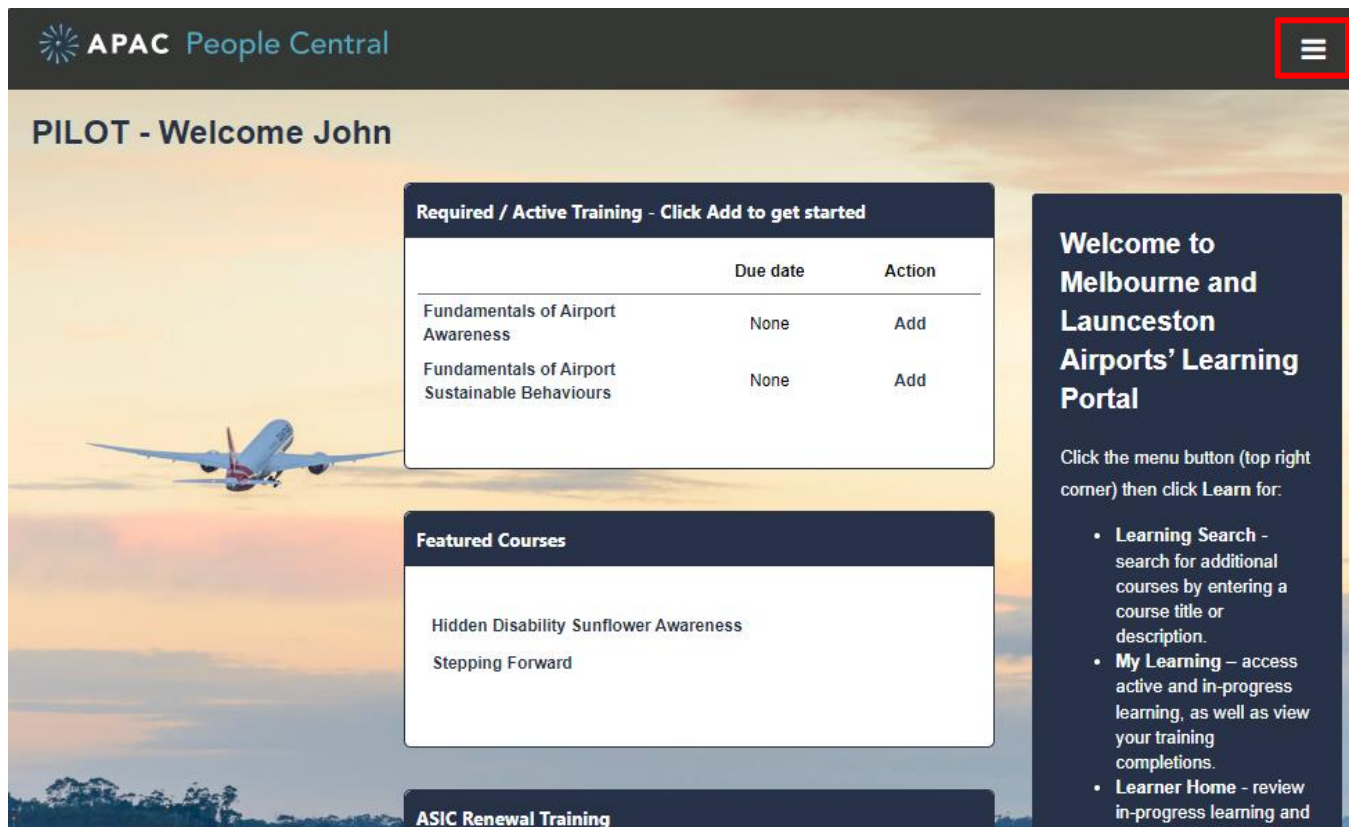


Log in to people Central via Melbourne Airport website or the link below.

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

A screen similar to below will be displayed once you are logged in.



APAC People Central ☰

PILOT - Welcome John

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

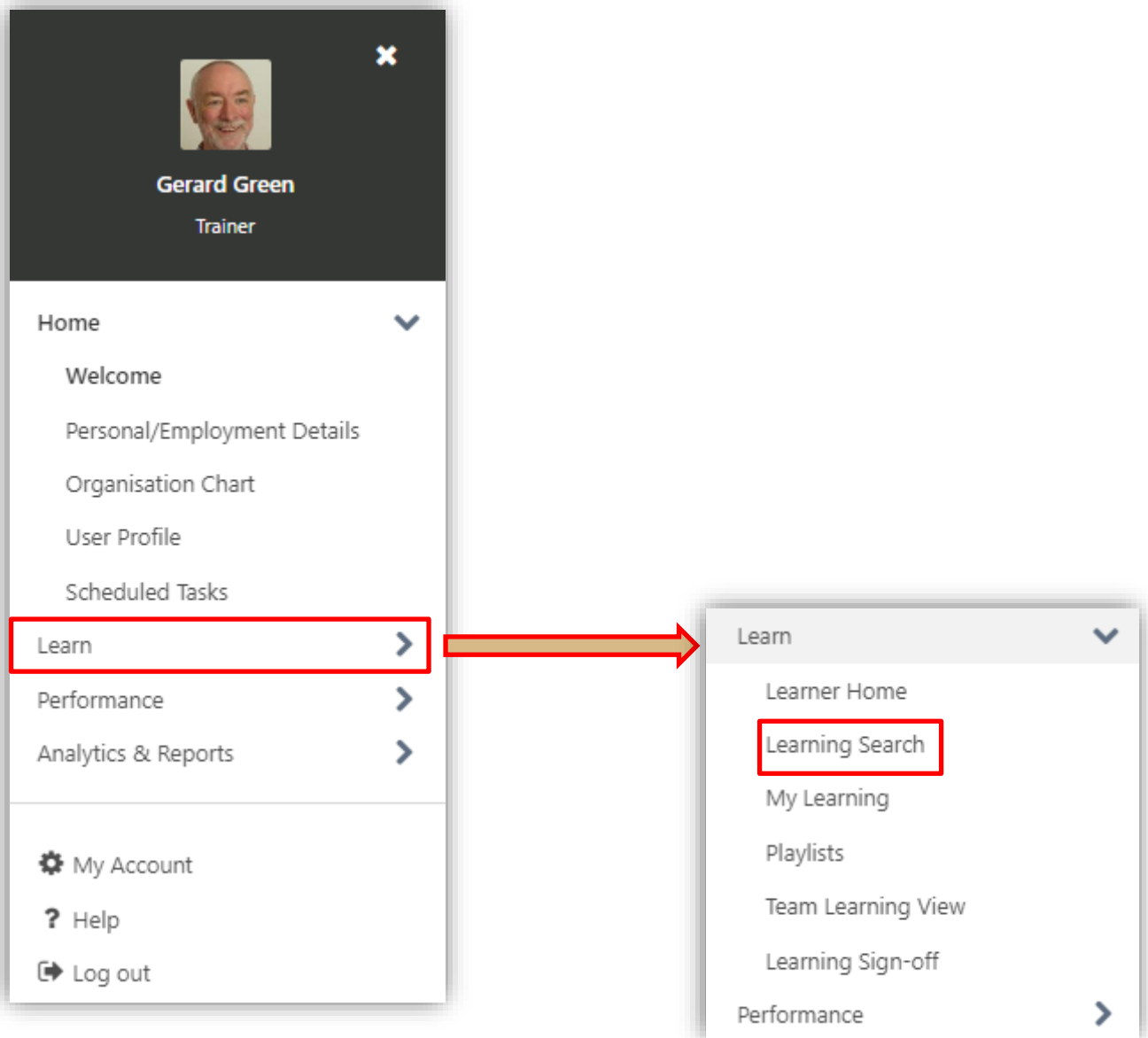
Welcome to Melbourne and Launceston Airports' Learning Portal

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

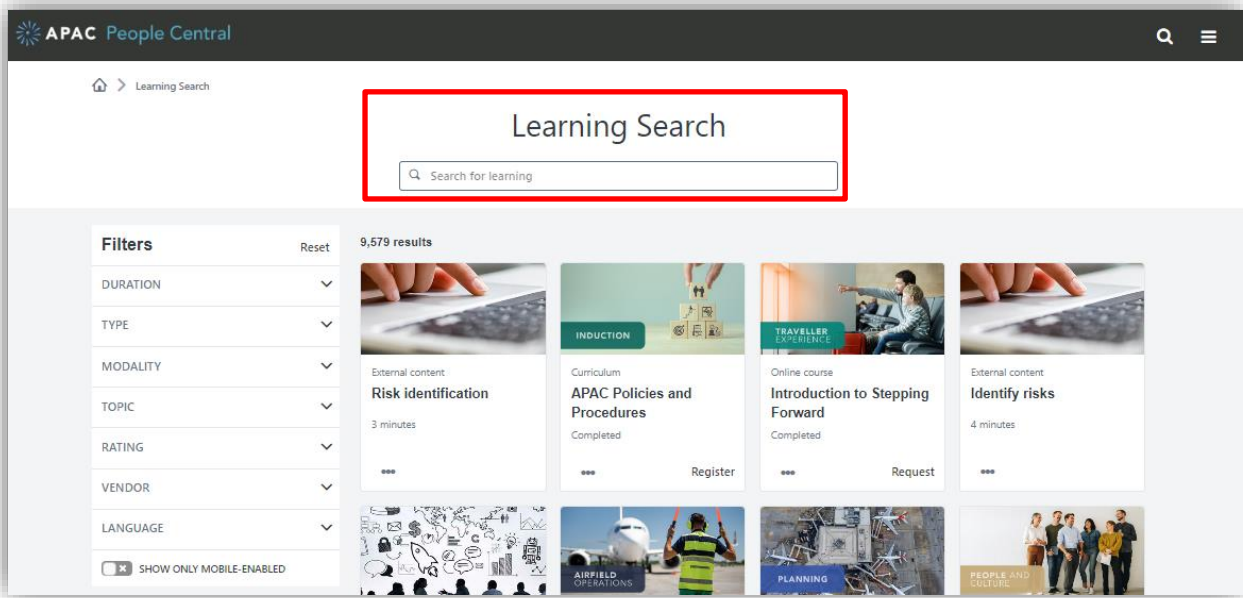
2. Press on the **Menu Icon** in the top right of the screen.

A panel displays with the menu.



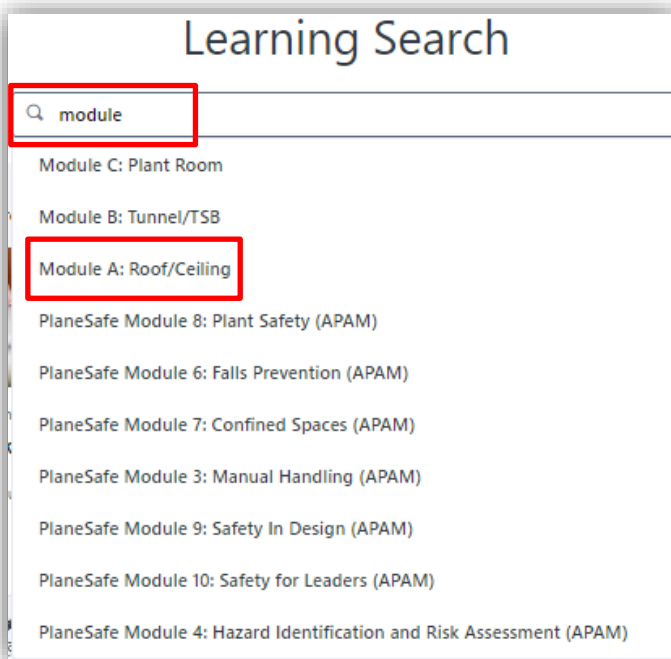
3. Press **Learn**.
4. Press **Learning Search**.

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



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

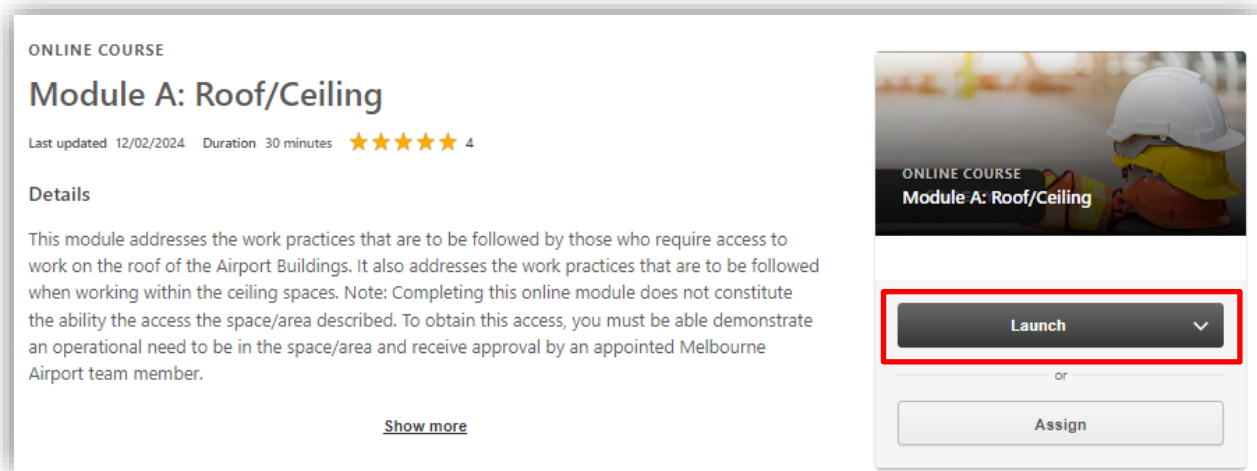
As an example, we will type in **module**, because we know the course we want has module in the name.



6. **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 to 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

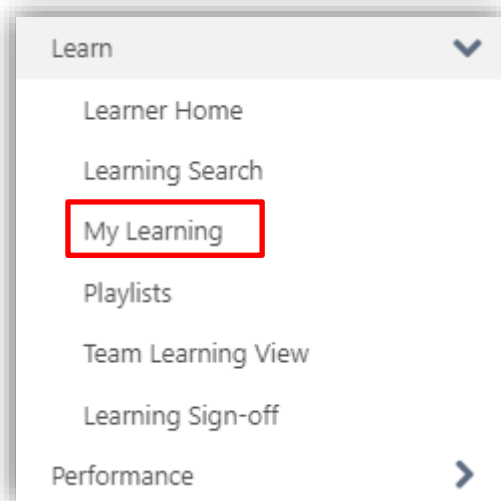
7. Press **Launch** to enter and complete the course.

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

1. Selecting the **Menu Icon**.



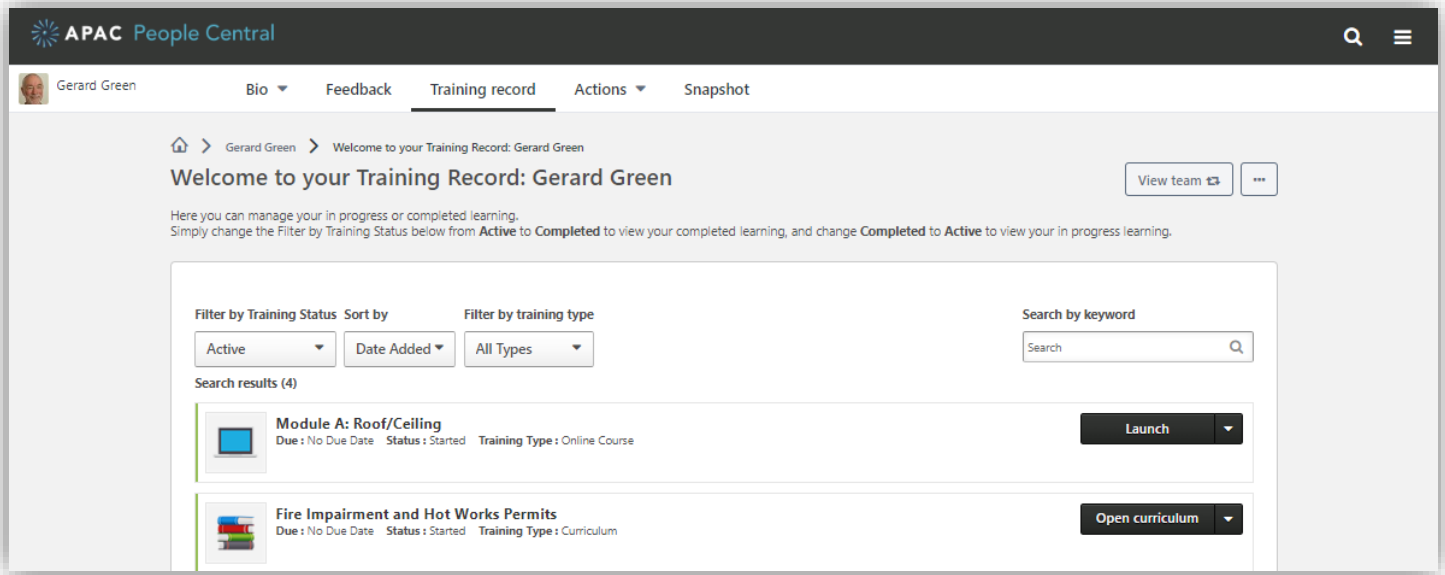
2. Select **My Learning**.



Learn

- Learner Home
- Learning Search
- My Learning**
- Playlists
- Team Learning View
- Learning Sign-off
- Performance

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

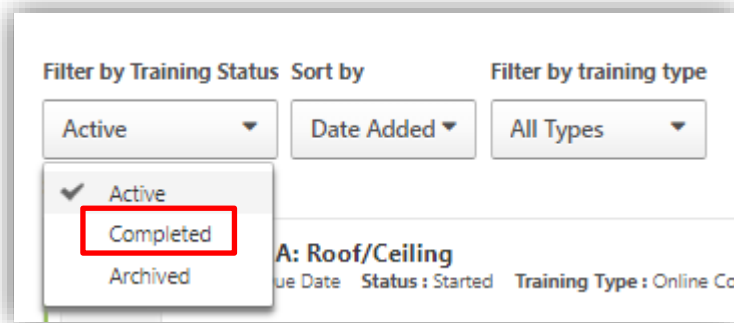
View team

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**.

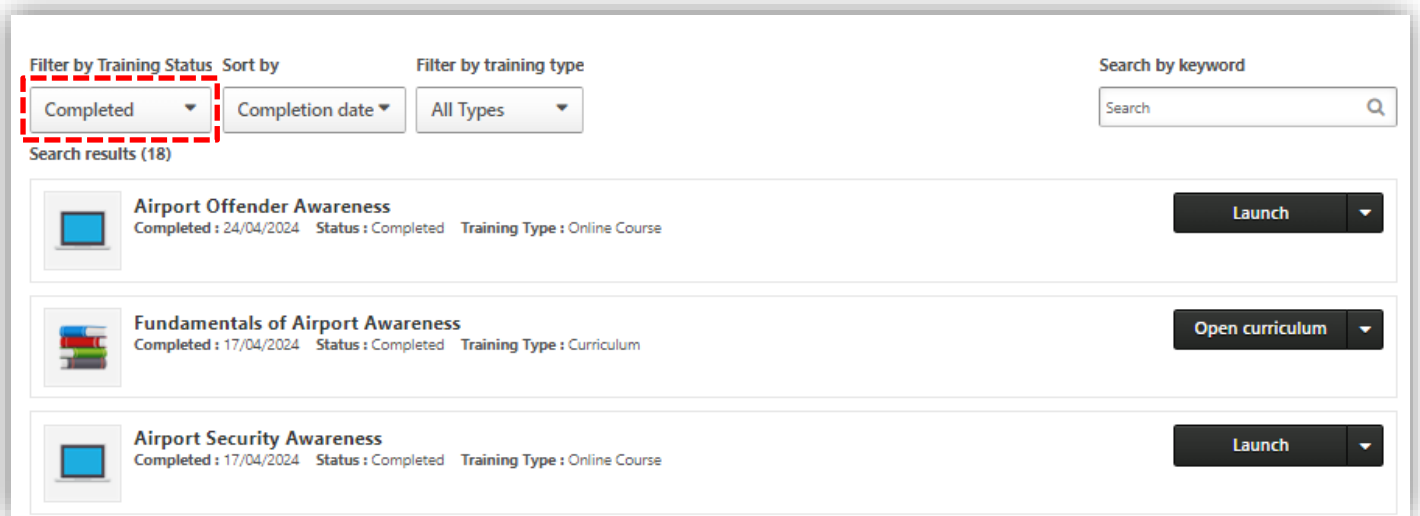


Filter by Training Status: Active | Sort by: Date Added | Filter by training type: All Types

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]