

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

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

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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.

Multi-Factor Authen Multi-Factor Authentication has bee open your company's authentication	n enabled for your account. Please
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.
	IKZJGGZWYYCTD422YL 765ZB2GEK6KOLL
inter MFA code	



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

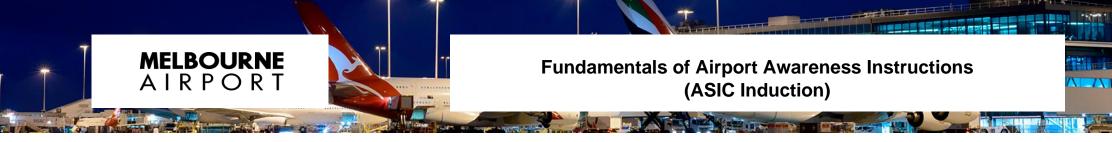
8. Click the

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



Alternatively, if you're an existing APAC employee

). Press Login with SSO	MELBOURNE A I R P O R T
	LAUNCESTON
	Login with your email address
	Email Address
	Password
	Login
	Don't have an account? Sign up now
	Login with SSO (APAC employees)
	Forgot your password?
	Need help? Email learningandcapability@melair.com.au

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

Required / Active Training - Click Add to get s	tarted		
	Due date	Action	
Fundamentals of Airport Awareness	None	Add	

• The curriculum will appear

Filter by Training Stat	us Sort by	Filter by training type	Search by keyword	
Active -	Date Added 🔻	All Types 🔻	Search	(
Search results (1)				

- 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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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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