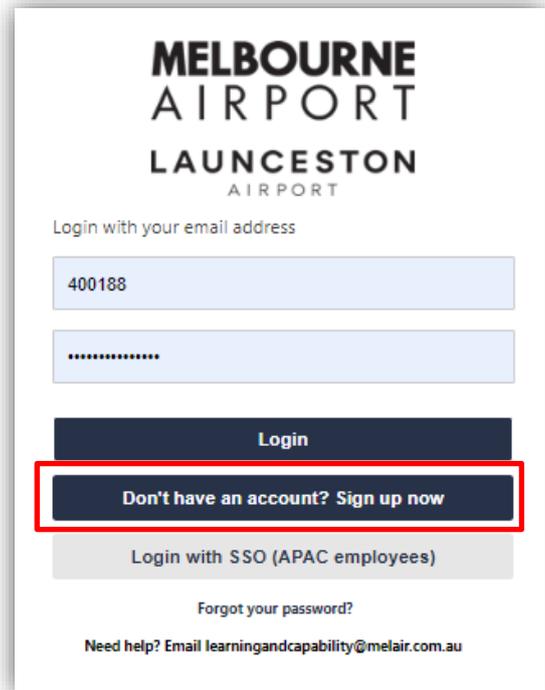
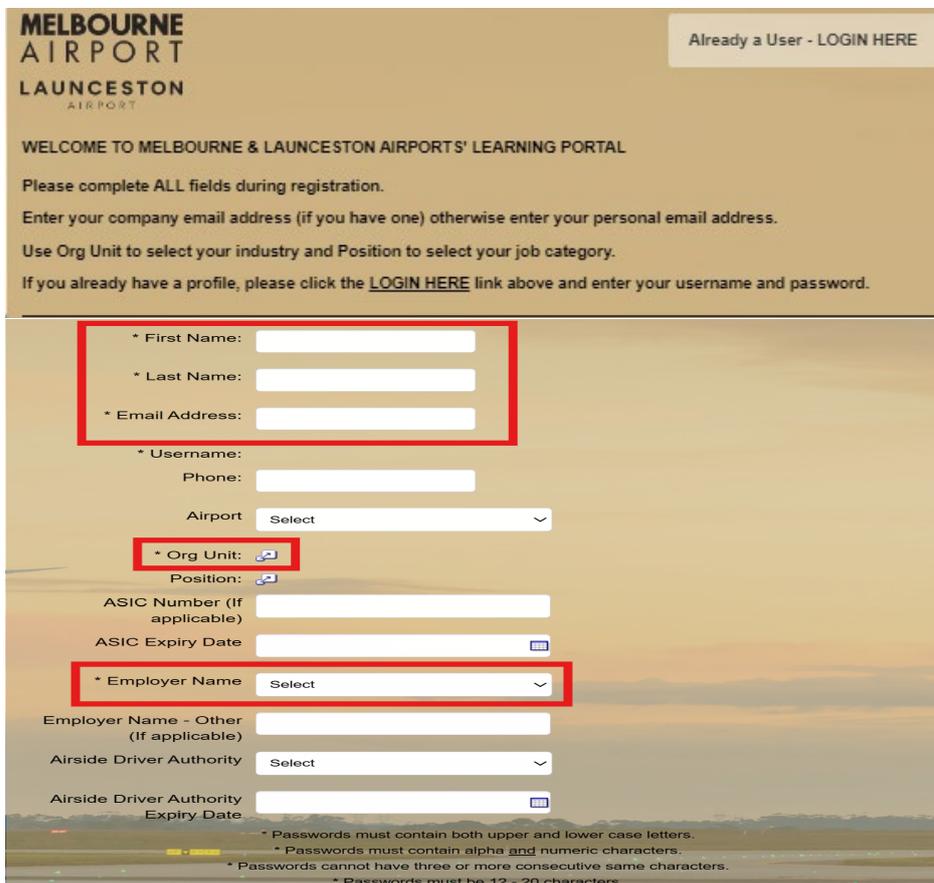


The purpose of this guide is to show how external users login to the APAC People Central Learning Management System.

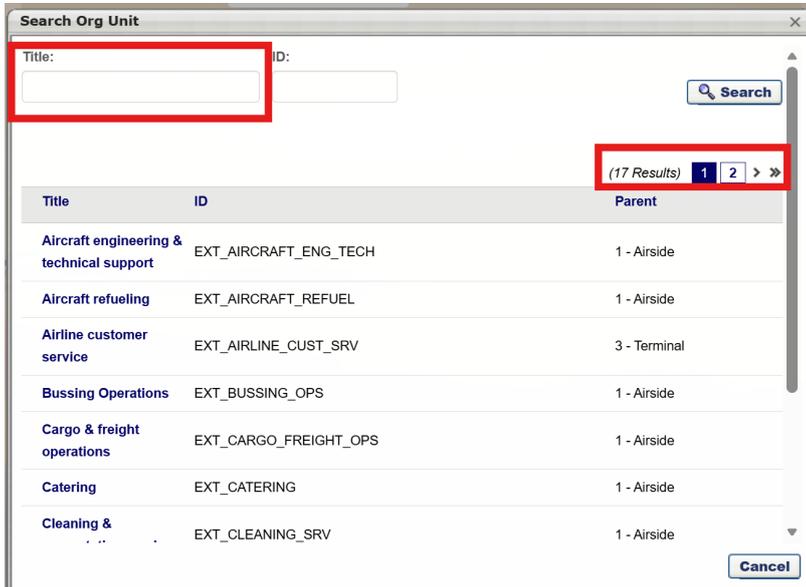
1. Go to this link:
<https://apac.csod.com/>
2. Press on **Don't have an account? Sign up now**

The below screen will display for completion

3. Enter your **name** and **email address**
4. Press on **Org Unit arrow icon**.

5. Either **Scroll** through or **Search** for a Title that best fits the area you will be working and Select your industry title from the list.



Search Org Unit

Title: ID:

(17 Results) 1 2 > >>

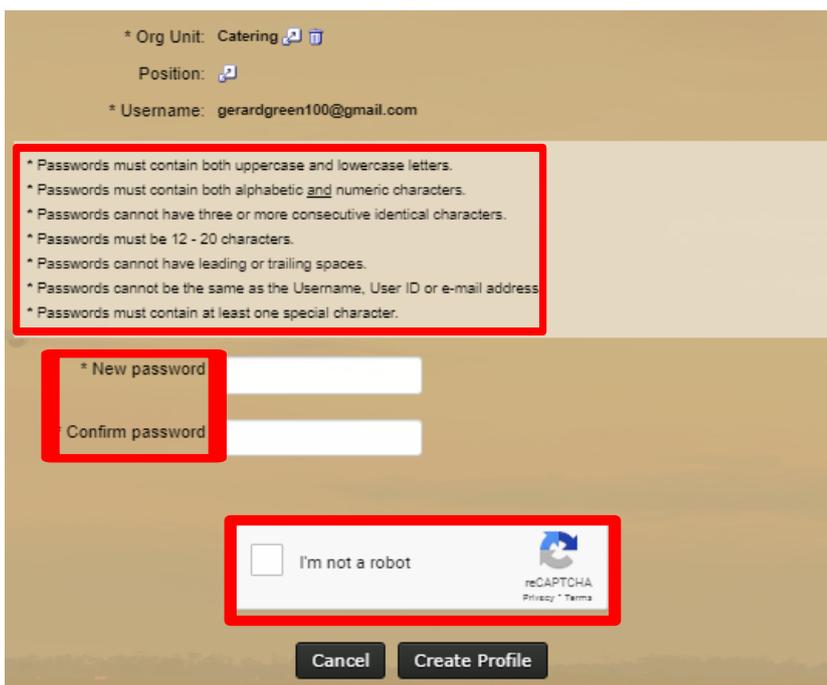
Title	ID	Parent
Aircraft engineering & technical support	EXT_AIRCRAFT_ENG_TECH	1 - Airside
Aircraft refueling	EXT_AIRCRAFT_REFUEL	1 - Airside
Airline customer service	EXT_AIRLINE_CUST_SRV	3 - Terminal
Bussing Operations	EXT_BUSSING_OPS	1 - Airside
Cargo & freight operations	EXT_CARGO_FREIGHT_OPS	1 - Airside
Catering	EXT_CATERING	1 - Airside
Cleaning & ...	EXT_CLEANING_SRV	1 - Airside

6. Enter and confirm a **Password**

7. **Select** I'm not a robot

8. **Complete** the displayed Captcha

9. Press **Create Profile**



* Org Unit: Catering  

Position: 

* Username: gerardgreen100@gmail.com

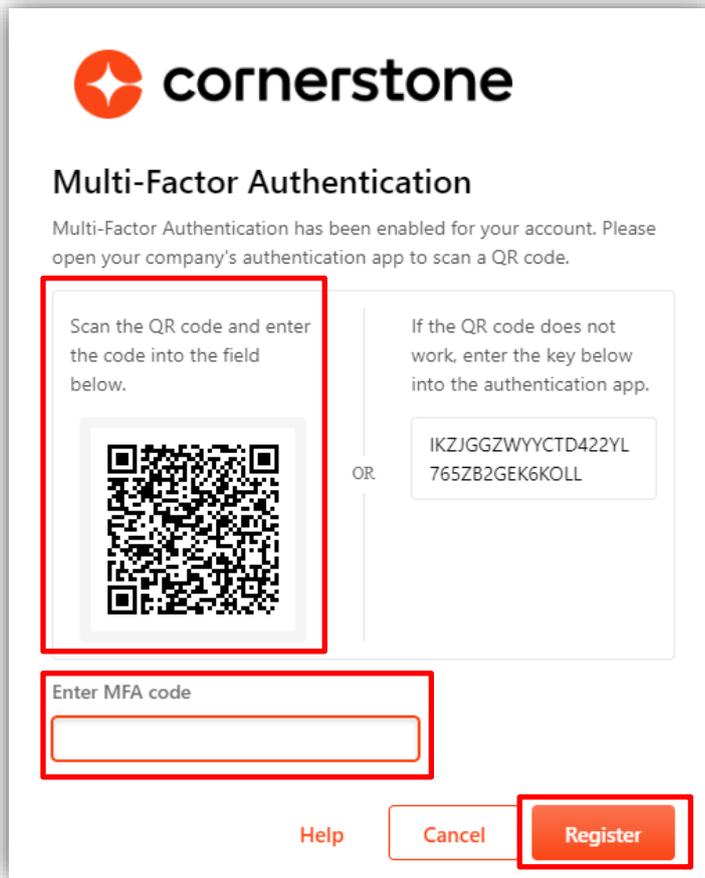
- * Passwords must contain both uppercase and lowercase letters.
- * Passwords must contain both alphabetic and numeric characters.
- * Passwords cannot have three or more consecutive identical characters.
- * Passwords must be 12 - 20 characters.
- * Passwords cannot have leading or trailing spaces.
- * Passwords cannot be the same as the Username, User ID or e-mail address
- * Passwords must contain at least one special character.

* New password

Confirm password

I'm not a robot 

The below MFA screen is displayed



cornerstone

Multi-Factor Authentication

Multi-Factor Authentication has been enabled for your account. Please open your company's authentication app to scan a QR code.

Scan the QR code and enter the code into the field below.



OR

If the QR code does not work, enter the key below into the authentication app.

IKZJGGZWYYCTD422YL
765ZB2GEK6KOLL

Enter MFA code

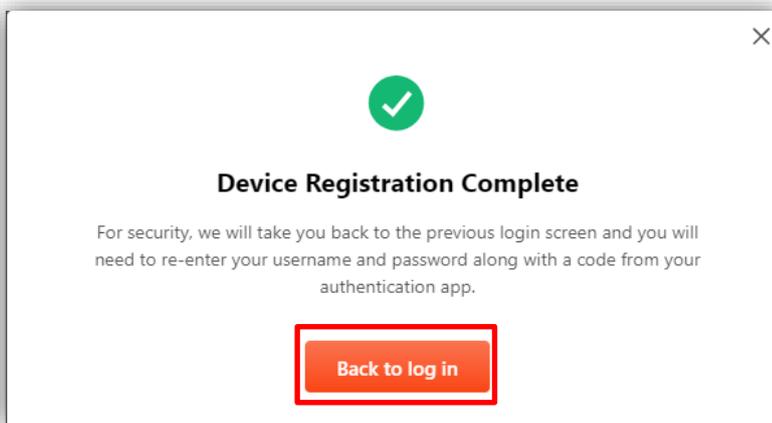
[Help](#) [Cancel](#) [Register](#)

10. Open your **Authenticator app** to scan the QR Code

You can use any authenticator app

11. Scan the **QR code**
12. Enter the **MFA code**
13. Press **Register**

This message is displayed



✕

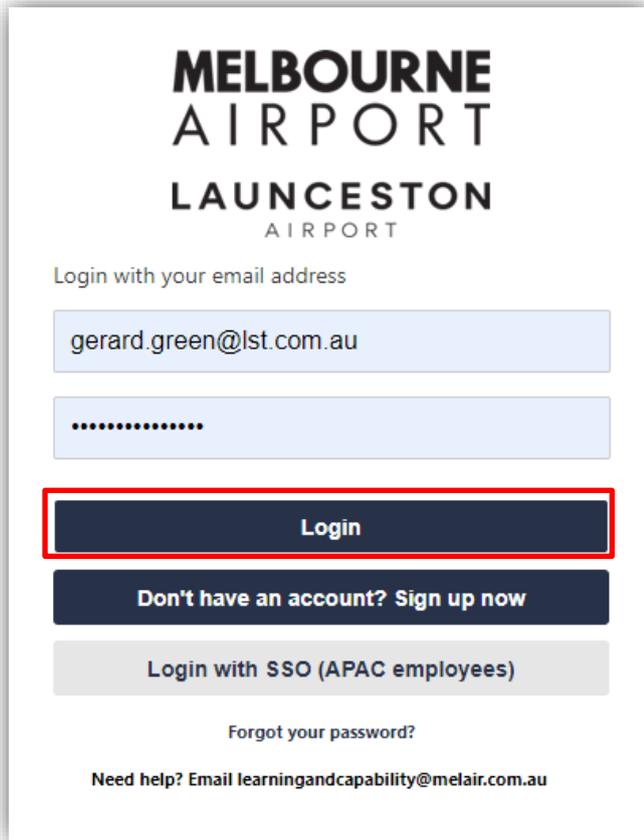


Device Registration Complete

For security, we will take you back to the previous login screen and you will need to re-enter your username and password along with a code from your authentication app.

[Back to log in](#)

14. Press **Back to log in**



**MELBOURNE
AIRPORT
LAUNCESTON
AIRPORT**

Login with your email address

gerard.green@lst.com.au

.....

Login

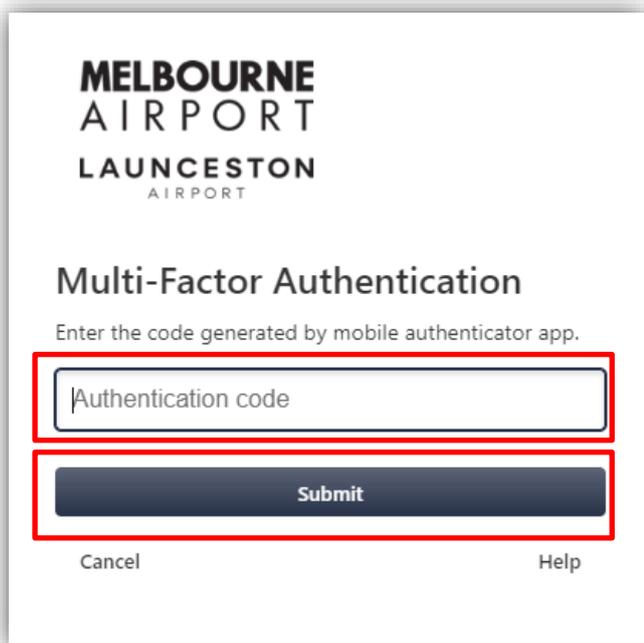
Don't have an account? Sign up now

Login with SSO (APAC employees)

Forgot your password?

Need help? Email learningandcapability@melair.com.au

15. Press **Login**



**MELBOURNE
AIRPORT
LAUNCESTON
AIRPORT**

Multi-Factor Authentication

Enter the code generated by mobile authenticator app.

Authentication code

Submit

Cancel Help

16. Enter the **Authentication code** from your app.

17. Press **Submit**.

Your Welcome screen is then displayed in APAC People Central

APAC People Central

You are currently logged in as Melair Test

Welcome Melair

Update Account Details Form

****Attention Required****
Our training system has been updated.
To ensure you are assigned the correct mandatory learning and remain compliant while working at our airports, please ensure your account details are up to date.

Click [here](#) to update your account details. Complete all applicable blank fields.

Required / Active Training - Click Add to get started

Training	Due date	Action
Fundamentals of Airport Awareness	None	Add
Fundamentals of Airport Sustainable Behaviours	None	Add
Airport Offender Awareness	None	Add

Featured Courses

- Airport Retail Awareness
- Allyship in Action
- Hidden Disability Sunflower Awareness
- Stepping Forward

ASIC Renewal Training

- Re-register for Fundamentals of Airport Awareness training
- Re-register for Fundamentals of Airport Sustainable Behaviours 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 learning that you have saved to complete later.

NOTE: To access learning for which you have an operational requirement (such as Roof/Ceiling, Plant Room or Baggage Smoothmove induction), please go to Learning Search to locate and self register for this training.

If you need assistance:

For support with assigned learning and searching for learning, please contact Learning and Capability (learningandcapability@melair.com.au).