

**i** The purpose of this guide is to show how to create a new APAC People Central Learning Management System account.

1. Go to this link:

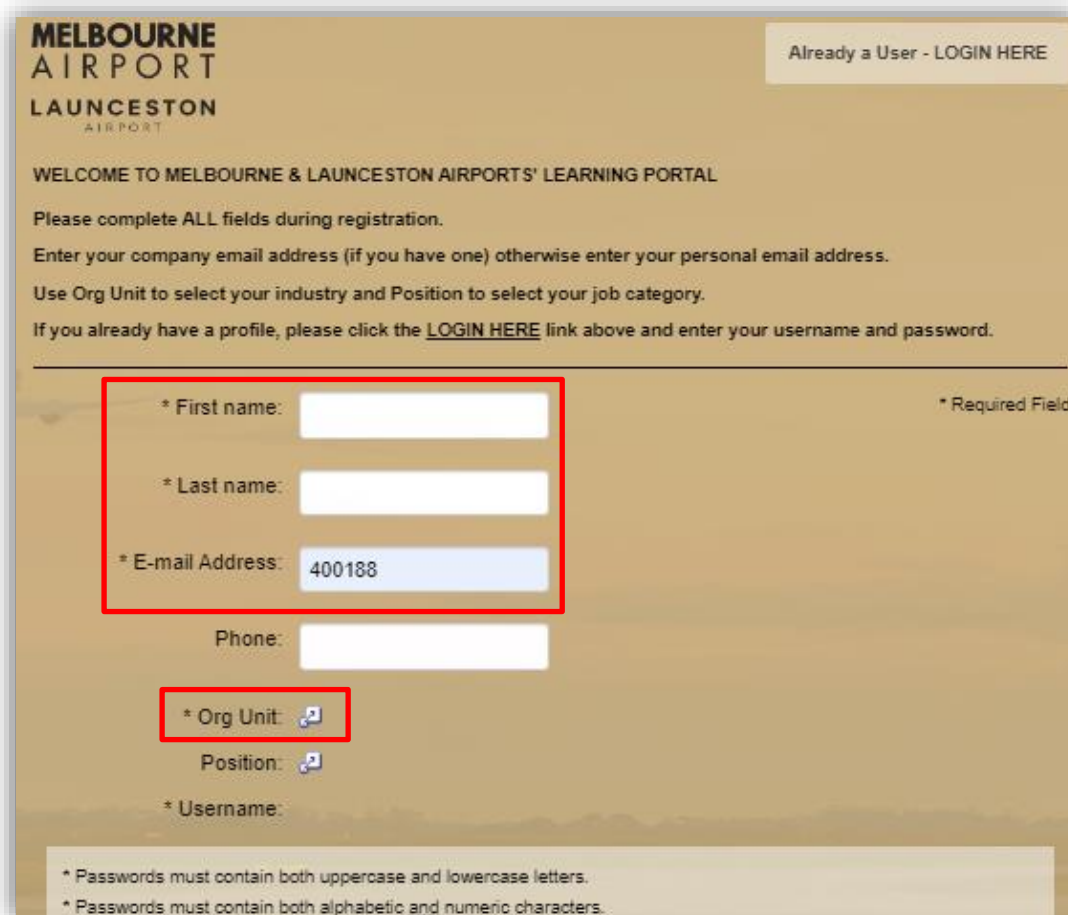
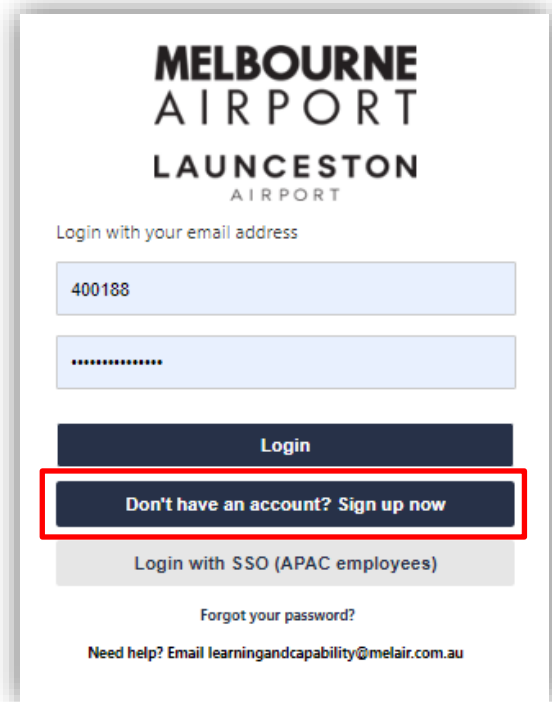
<https://apac.csod.com/>

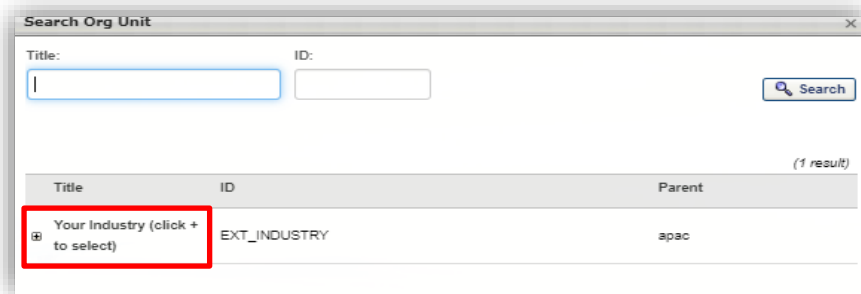
2. Press on **Don't have an account? Sign up now**

**The below screen will display for completion**

3. Enter your **name** and **email address**

4. Press on **Org Unit arrow icon**.





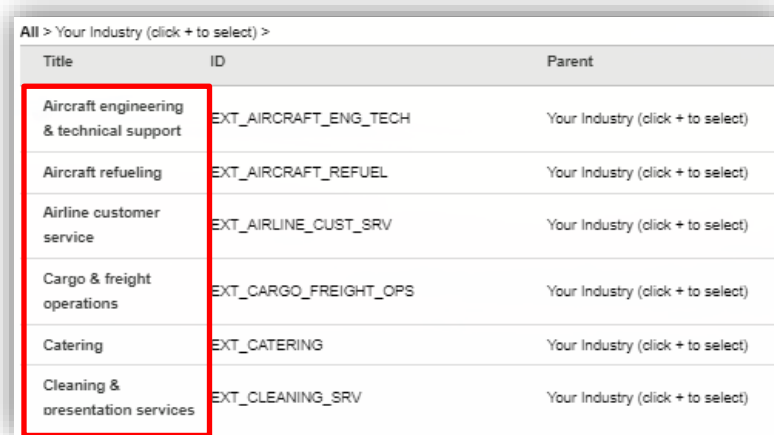
Search Org Unit

Title:  ID:

(1 result)

Title	ID	Parent
<b>Your Industry (click + to select)</b>	EXT_INDUSTRY	apac

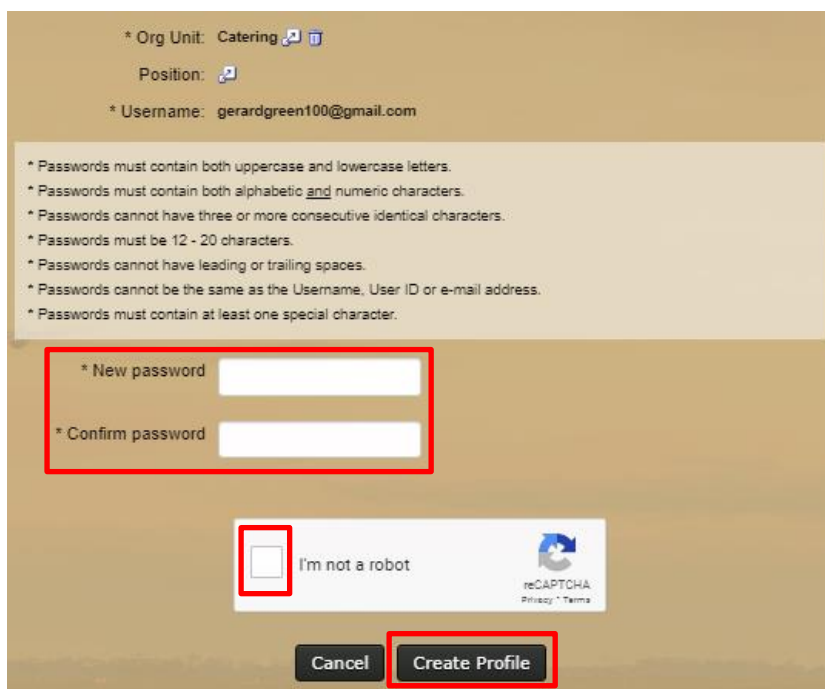
5. Press on **+ Your Industry**



All > Your Industry (click + to select) >

Title	ID	Parent
<b>Aircraft engineering &amp; technical support</b>	EXT_AIRCRAFT_ENG_TECH	Your Industry (click + to select)
Aircraft refueling	EXT_AIRCRAFT_REFUEL	Your Industry (click + to select)
Airline customer service	EXT_AIRLINE_CUST_SRV	Your Industry (click + to select)
Cargo & freight operations	EXT_CARGO_FREIGHT_OPS	Your Industry (click + to select)
Catering	EXT_CATERING	Your Industry (click + to select)
Cleaning & presentation services	EXT_CLEANING_SRV	Your Industry (click + to select)

6. Select your **industry title** from the list.



\* 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

7. Enter and confirm a **Password**

8. Select **I'm not a robot** and complete the displayed Captcha

9. Press **Create Profile**


The below MFS 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**

×

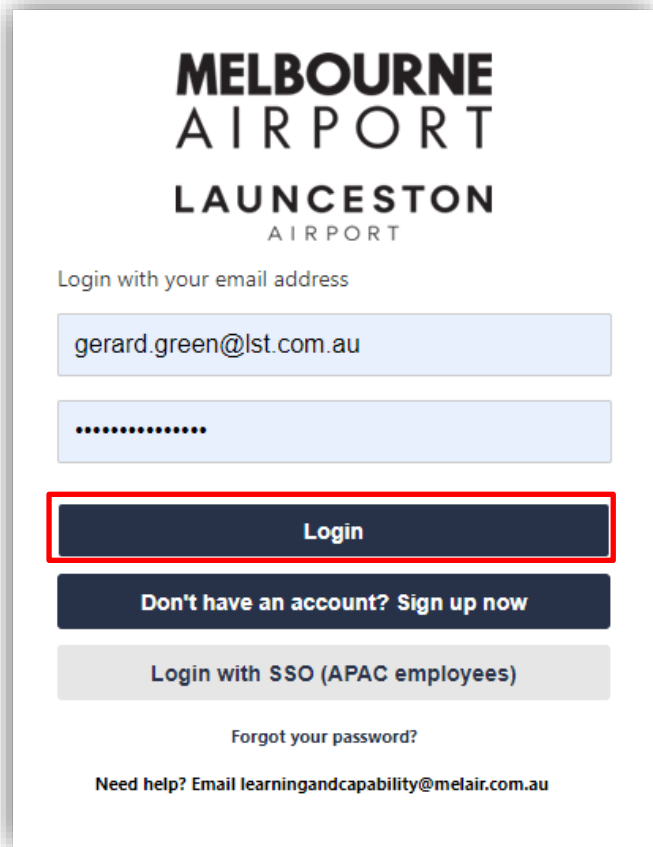


### Device Registration Complete

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**

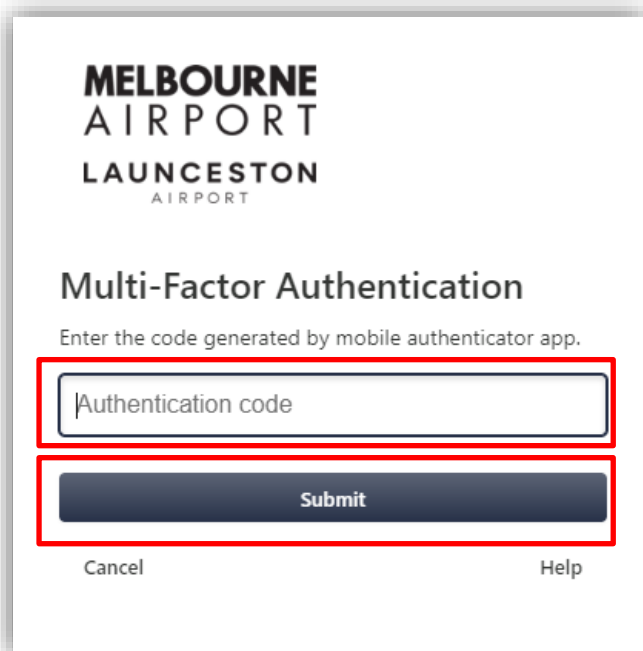
Don't have an account? Sign up now

Login with SSO (APAC employees)

Forgot your password?

Need help? Email [learningandcapability@melair.com.au](mailto:learningandcapability@melair.com.au)

15. Press **Login**



**MELBOURNE  
AIRPORT  
LAUNCESTON  
AIRPORT**

### Multi-Factor Authentication

Enter the code generated by mobile authenticator app.

Authentication code

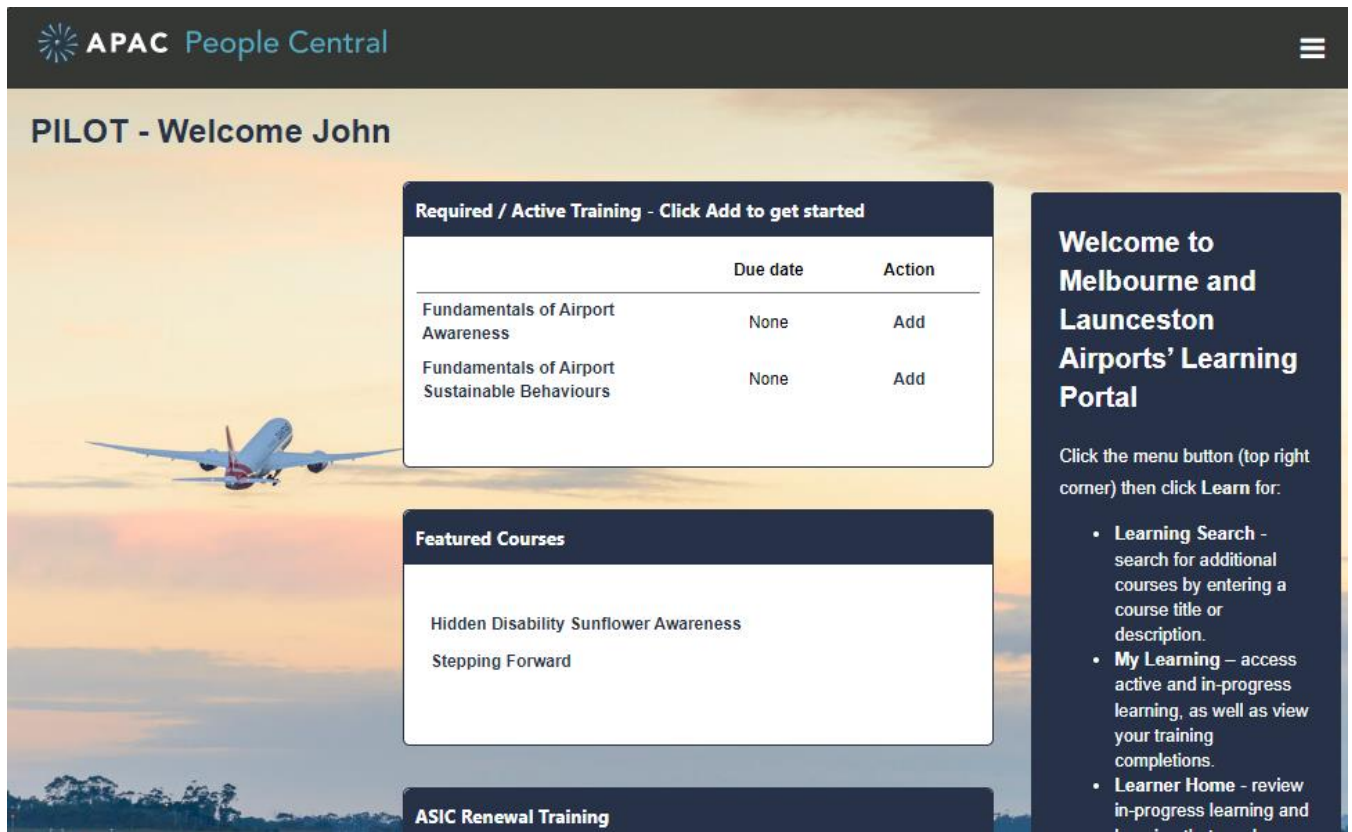
**Submit**

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**

## 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