

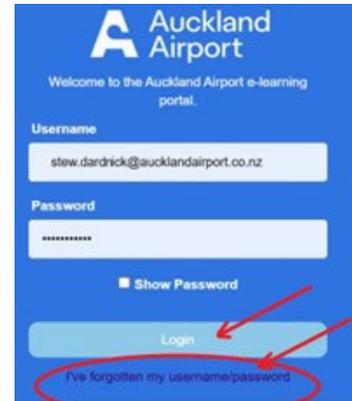
Access to Auckland Airport eLearning System

Step 1

Log in to your Litmos account: <https://aial.litmos.com>

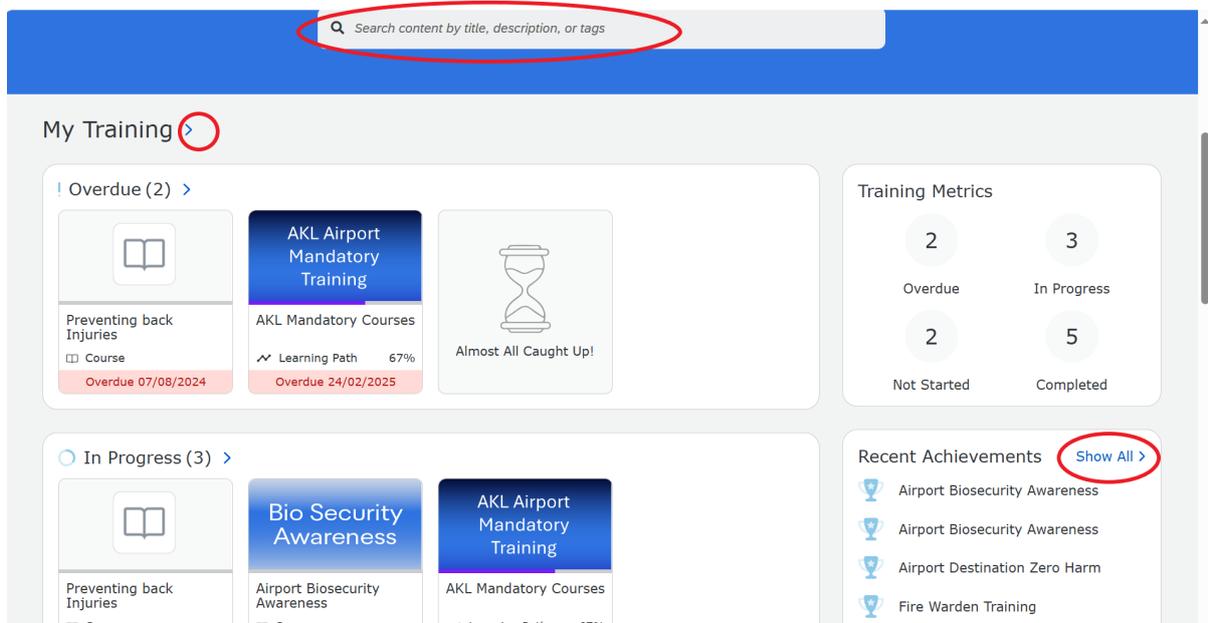
Note: please use a desktop or laptop (mobile devices like ipads or mobile phones will limit Litmos system functionality). Not compatible with Microsoft Edge browser.

If a password reset is required, please use the "I've forgotten etc" reset option in the log-in pop-up circled red in snip, or if that fails, please email litmosadmin@aucklandairport.co.nz



Step 2

Section C(3) of your Breach Notice will show the specific course(s) you need to complete successfully. You may get the "Continue to my dashboard" pop-up (see below), click continue, and from your dashboard you can use search field to find the required course, you could try "Home" or "Learning Library" menu items, you could click the arrow icon beside "My Training" to "Show All", or you could "Show All" in "Recent Achievements" to re-do a course you have already done (all potential options circled red below).



If you use search (for example), the course you are looking for (as listed in your Breach Notice) may be one of several that are included in the "AKL Airport Mandatory Training" learning "pathway". If you click into that pathway, individual courses may be listed

below the blue “AKL Airport Mandatory Training”, that you should be able to “click” into as shown in 1, 2 and 3 below:

AKL Airport Mandatory Training

AKL Mandatory Courses
This Mandatory Course holds all 6 of the compulsory eLearnings that need to be completed at preboarding and again every 18 months, as refreshers, for continued access to AKL precinct. Please set aside 2 hours to complete all 6 modules.

Issuing of access cards will only be granted when all AKL employees and stakeholders are up to date with these elearning completions. (AKL stakeholders are anyone undertaking business within the airport precinct.)

There following 6 courses must be completed to gain and keep your access:
Airport Bio Security Awareness (allow 15mins)
Airport Fire Awareness (allow 30mins)
Destination Zero Harm (allow 30mins)
Airport Watch (allow 15mins)
Airport Workers Rules (allow 15mins)
Active Armed Offender (allow 15mins)

Note: At times we will refresh these elearning modules to stay up to date with compliance and precinct changes.
This Learning Path will only show as being complete when all 6 courses are complete and up to date.

Continue this learning path

83%

Complete

This module has been previously completed. Do you want to start over with this module?

100%

Start over Cancel

Step 3

Complete the course(s) required of you in your Breach Notice successfully.

Step 4

After successful completion, provide a certificate of completion as confirmation via email to security@aucklandairport.co.nz.