



Online  
Learning  
Centre  
**olc.aero**

# Learner User Guide





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LOGGING IN TO YOUR

# Account

You will receive an email notification from enrolments@olc.aero outlining your account login details.

Follow the link in the email, and enter your user name and password.

Note: If you do not receive an email, check your spam folder.

Online Learning Centre  
olc.aero

## Log in to Online Learning Centre

Username

Password

[Forgot your password?](#)

## LOGGING IN TO YOUR Account

You will be prompted to change your default password when you first login.

Online Learning Centre  
olc.aero

### Change your password

Current Password

.....

Choose new password

.....

Confirm new password

.....|

Change password

# LOGGING IN TO YOUR Account

Once your password is changed, you will be directed to edit the details of your account.

Please select your Country, Position, and Department.

## Info

You need to complete your profile before going any further!

## Basic Info

First Name: \*

ACI

Last Name: \*

OLC

## Custom User Data

Country: \*

Choose

Position: \*

Choose

Department: \*

Choose

# NAVIGATING THE Dashboard

- 1. Click on the Dashboard button at any time, to be taken back to the Home screen.
- 2. The “Enrolled Courses” tab shows your active, incomplete courses.
- 3. The “Completed Courses” tab shows the courses you have completed.

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olc.aero

1 Dashboard

Search

AO

Total Number of Courses

2


3 Enrolled Courses

3

0 Completed Courses

1

Learning Paths



Certificate in Airport Business Operations


Not Started · Enrolled on 19 Sep 2023

The ACI Certificate in Airport Business Operations provides participants with an understanding of airport business operations including economic and regulatory principles, how airports a ... [Read More](#)

7 Modules

0%

Start



Certificate in Airside Operations


Not Started · Enrolled on 19 Sep 2023

The ACI Certificate in Airside Operations provides participants with a broad understanding of airside operations at an airport. Participants will develop an understanding of the variou ... [Read More](#)

7 Modules

0%

Start



Certificate in Terminal and Landside Operations

Not Started · Enrolled on 19 Sep 2023

The Terminal and Landside Operations course will provide participants with the knowledge to optimize airport terminal and landside operations and provide a positive passenger experience ... [Read More](#)

7 Modules

0%

Start

# NAVIGATING THE Dashboard

4. Click on this button to start or resume your training.

NOTE: You will be taken back to the screen you last viewed.

Online Learning Centre  
olc.aero

Dashboard

Search


AO

Total Number of Courses

3  
Enrolled Courses

0  
Completed Courses

1  
Learning Paths



Certificate in Airport Business Operations


Not Started · Enrolled on 19 Sep 2023

The ACI Certificate in Airport Business Operations provides participants with an understanding of airport business operations including economic and regulatory principles, how airports a ... [Read More](#)

7 Modules

0%

4Start



Certificate in Airside Operations


Not Started · Enrolled on 19 Sep 2023

The ACI Certificate in Airside Operations provides participants with a broad understanding of airside operations at an airport. Participants will develop an understanding of the variou ... [Read More](#)

7 Modules

0%

Start



Certificate in Terminal and Landside Operations

Not Started · Enrolled on 19 Sep 2023

The Terminal and Landside Operations course will provide participants with the knowledge to optimize airport terminal and landside operations and provide a positive passenger experience ... [Read More](#)



EDITING YOUR

# Profile

1. Click on your initials in the top right corner.
2. A dialogue box will open. Click on your name.

Online Learning Centre  
olc.aero

Dashboard

Search

AO

3  
Enrolled Courses

0  
Completed Courses

1  
Learning Paths

**Certificate in Airport Business Operations**  
In Progress · Last entered on 19 Sep 2023  

The ACI Certificate in Airport Business Operations provides participants with an understanding of airport business operations including economic and regulatory principles, how airports a ... [Read More](#)

7 Modules

0%

Resume

**Certificate in Airside Operations**  
Not Started · Enrolled on 19 Sep 2023  

The ACI Certificate in Airside Operations provides participants with a broad understanding of airside operations at an airport. Participants will develop an understanding of the variou ... [Read More](#)

7 Modules

0%

Start

**Certificate in Terminal and Landside Operations**  
Not Started · Enrolled on 19 Sep 2023  

The Terminal and Landside Operations course will provide participants with the knowledge to optimize airport terminal and landside operations and provide a positive passenger experience ... [Read More](#)

AO  
ACI OLC  
ACI.OLC

Logout



EDITING YOUR  
Profile

3. Click on Edit to make changes to your first and last name.

NOTE: If you require changes to your email or username, please contact [enrolments@olc.aero](mailto:enrolments@olc.aero).

4. You can also change the portal language, timezone, and update your password.

Online Learning Centre  
olc.aero

Dashboard

Search

AO

My Profile

AO

Learner

ACI OLC

3  
Edit

Settings

Profile Details

4

Select your language  
English

Update your password

Set your timezone  
(GMT+01:00) Edinburgh

EDITING YOUR  
Profile

5. Click on Profile Details to edit your Country, Position, and Department.

Online Learning Centre  
olc.aero

Dashboard

Search

AO

My Profile

AO

Learner

ACI OLC

enrolments@olc.aero

Edit

5

Settings

Profile Details

Customer A-L

ACI World

Country \*

Country

Position \*

Position

Customer M-Z

-

Region

N/A

Department \*

Department

COMPLETING YOUR  
Course

If you are completing a Certificate program, this is the first screen you will see when commencing your training.

- 1. Navigate through the modules on the left side of the screen.
- 2. Click on Start to begin the training.

Online Learning Centre  
olc.aero

Dashboard

Search

AO

Next Module →

Course Contents

← Return to Dashboard

Certificate in Airside Operations

My Progress

Course Description

1. M1 Airside Infrastructure, Facilities and Personnel

2. M2 Safety Management

3. M3 Airside Operations

4. M4 Emergency Management

5. M5 Airside Security

6. M6 Airside Operations and the Environment

7. M7 Industry Safety Performance Indicators


M1 Airside Infrastructure, Facilities and Personnel

2

Start



The Assessment tile will become available once all other sections are completed.



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# Airside Infrastructure, Facilities and Personnel

## Home

[Home](#)
[Resources](#)
[Exit](#)

01

Welcome

02

Overview

03

Airside Regulations

04

The Manoeuvring Area

05

Airside Lighting, Signage & Instrument Landing Systems

06

The Apron

07

Airside Support Buildings

08

Airside Perimeter

09

Airside Personnel

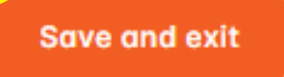
Assessment


COMPLETING YOUR  
Course

- 1. If you need to leave your computer for 5 minutes or more, click on Save and exit to ensure your progress is saved.
- 2. Click on Home at any time to be brought back to this course page.

M1 Airside Infrastructure, Facilities and Personnel

1





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Airside Infrastructure, Facilities and Personnel

2

Home

Resources

Exit

01

Welcome

02

Overview

03

Airside Regulations

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The Manoeuvring Area

05

Airside Lighting, Signage & Instrument Landing Systems

06

The Apron

07

Airside Support Buildings

08

Airside Perimeter

09

Airside Personnel

Assessment

# DOWNLOADING YOUR Certificates

1. Download your individual Certificates at any time, by navigating to the ‘Completed Courses’ tab, and clicking on the Certificate button.

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Dashboard

Search

AO

Training History

Total Number of Courses

0  
Enrolled Courses

3  
Completed Courses

1  
Learning Paths

Certificate in Airport Business Operations

Passed · Score 100% · Completed on 19 Sep 2023

★ Rate Course

1Certificate

Relaunch

Certificate in Terminal and Landside Operations

Passed · Score 100% · Completed on 19 Sep 2023

★ Rate Course

Certificate

Relaunch

Certificate in Airside Operations

Passed · Score 100% · Completed on 19 Sep 2023



DOWNLOADING YOUR  
Certificates

2. Download your Learning Path Certificates at any time, by navigating to the ‘Learning Paths’ tab, and clicking on the Certificate button.

NOTE: Examples of Learning Paths include the Diploma in Airport Operations, Certificate I in Airside Safety, and more.

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Dashboard

Search

AO


Training History

Total Number of Courses


0  
Enrolled Courses

3  
Completed Courses


1  
Learning Paths



Airport Operations Diploma Program v4

Completed  · Score 100% · Completed on 19 Sep 2023

2

 Certificate

Relaunch





We hope you enjoy your training!