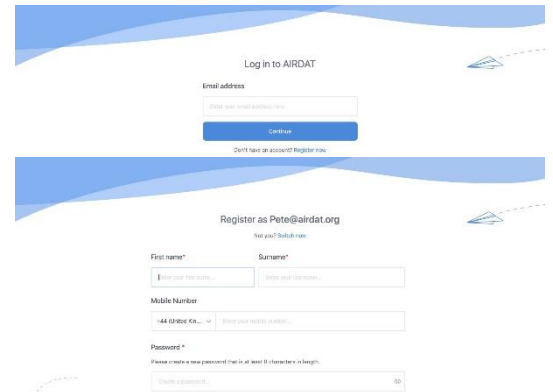# User Guide: AIRDAT Passport Sign-Up and Training Booking
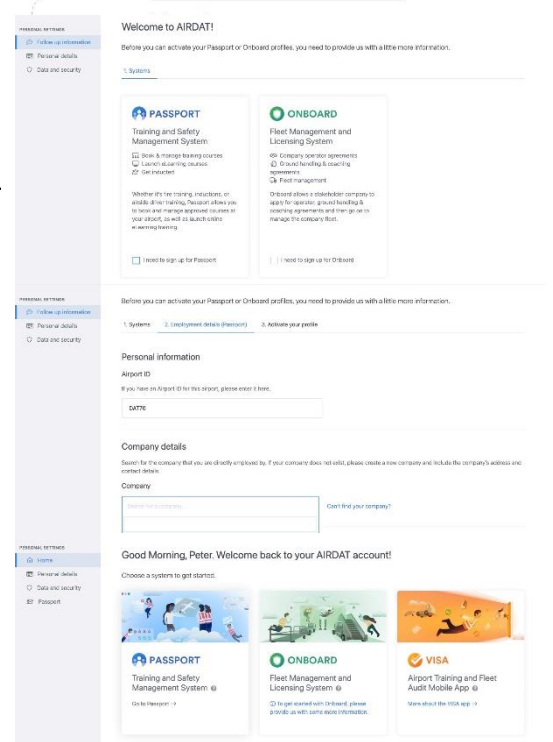
1. Register for an AIRDAT Account

1. Navigate to your airport's **AIRDAT login page**.
2. Click **"Register now"**.
3. Enter your **email address** → Click **"Continue"**.
4. Fill out all required fields.
5. Agree to the **User Agreements** → Click **"Create Account"**.
6. Follow the on-screen instructions.
7. Open your email inbox → Click **"Confirm Email"**.
8. Return to the **"Login"** page → Enter your **email** → Click **"Continue"**.
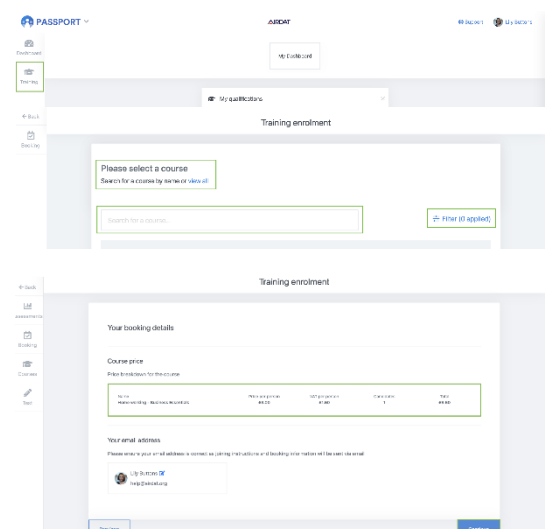9. Enter your password → Click **"Login"**.

2. Sign Up to Passport

1. After logging in, click **"I need to sign up for Passport."** → Click **"Continue"**.
2. Fill out **personal information** if applicable.
3. Select **your company**:
   a. If your company exists → select from dropdown list
   b. If not → click **"Can't find your company?"** and provide details
4. Select your job role:
   a. If it exists → select it
   b. If not → click **"Can't find your job role?"** and create a new role
5. Click **"Continue"** → **"Confirm"** → **"Go to Passport"**.

3. Book Training as a User

1. Navigate to **"Training"** → **"Booking"** from the left-hand panel.
2. **Select a course:**
   - Search or click **"View All"**
   - Click **"Choose Course"** → Click **"Continue"**
   - Course box highlights in blue when selected
3. **Check course details:**
   - Confirm date and details
   - Ensure prerequisites are met under **"Skills Required"**
4. **Payment:**
   - Click **"Continue"** → Enter payment (Card/Account)
   - Tick **"Agree to Terms"** → Click **"Confirm Booking"**
5. **Confirmation:**
   - You will receive **on-screen confirmation** of your booking.
   - A **confirmation email** will also be sent to your inbox.

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4. View My Enrolments

1. Log into Passport → Click your **name** → **View Profile**.
2. Open the "**Enrolments" tab** to see current course bookings.
3. Click the blue "**Action**" button for options:
   - "**Update PO/Reference**"
   - "**Cancel Booking**"
   - "**Resend Instructions**"
   - "**Launch**" (for eLearning courses)

5. Launch an eLearning Course

1. Go to your **Passport profile** → "**Enrolments**" tab.
2. Click Action → Launch to start the eLearning course.

6. Cancel a Course

1. Go to **Passport profile** → "**Enrolments**" tab → Click "**Action**" → "**Cancel Booking**".
   - For paid courses, a PDF receipt is generated.
   - If the cancel button is not visible (in-person courses), check the original confirmation email for cancellation details. Use "**Resend Instructions**" if needed.
2. Confirm cancellation by clicking "**Yes**" (or "Cancel" to abort).
3. The enrolment will be removed from your dashboard.

You are now registered, signed up for Passport, booked for training, and able to manage your enrolments!

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