



**Los Angeles World Airports (LAWA)
Computer Based Training (CBT) Authorized Signer (AS)
User Instructions – All LAX**







Introduction

→ In an effort to streamline security badge icon management and make it easier for our personnel and tenants, LAWA has implemented computer based training (CBT) for:

- ❖ Air Operations Area Familiarization (AOA Fam)
- ❖ Aircraft Surface Movement (ASM)
- ❖ Restricted Area Driver (RAD)
- ❖ Air Traffic Control (ATC)

→ Computer requirements:

- ❖ High speed internet
- ❖ Supported internet browsers: Google Chrome, Mozilla Firefox, Microsoft Edge, Apple Safari, and Internet Explorer
- ❖ Printer for training certificate(s)

LAX AIRPORT OPERATIONS & EMERGENCY MANAGEMENT BADGE ICONS						
ICON						
	AOA Familiarization (AOA)	Aircraft Surface Movement (ASM)	Air Traffic Control (ATC)	Restricted Area Driver - Green / Black (RAD)	Aircraft Fueling	Critical
VALID FOR	- 24 months from signed certificate date	- 12 months from signed certificate date	- 12 months from signed certificate date	- 24 months from signed certificate date	- 24 months from date of training certificate & checklist	- Rolls over with EM approval email
FOR WHOM	- Airport employees and contractors who access the AOA	- Airport employees who taxi or tow aircraft a distance of more than 1,500 feet	- Airport/Bus OPS - Select LAWA MTCE - FAA - LAFD	- GRN : All airside drivers - BLK : Airport Police	- All airside drivers who also fuel an aircraft	- Designated airport tenant employees who respond to incidents
BY WHOM	- Assigned by the AS in the CBT - Certificate signed by AS	- Assigned by the AS in the CBT - Certificate signed by AS	- Assigned by Airport OPS in the CBT - Certificate signed by AS	- Assigned by the AS in the CBT - Certificate signed by AS	- Fueling Supervisor completes Training Checklist	- Enroll via Critical-Icon@lawa.org
HOW TO GET	- Signed and dated certificate presented to SBO during initial or renewal of badge	- Signed and dated certificate presented to SBO during initial or renewal of badge - RAD also required	- Stamp provided by Airport OPS with signed certificate - RAD also required	- Signed and dated certificate presented to SBO during initial (including 8-hr log) or renewal of badge	- Stamp provided by Airport OPS with complete training checklist - RAD also required	- Stamp provided by Airport OPS with EM approval email
AOA - Air Operations Area AS - Authorized Signer CBT - Computer Based Training		EM - Emergency Management FAA - Federal Aviation Administration LAFD - Los Angeles Fire Department		MTCE - Maintenance SBO - Security Badge Office		

Authorized Signer (AS) Responsibilities

1. Add employee profile(s) to the CBT system
2. Assign appropriate course(s) for each employee profile
3. Provide employee's CBT log-in credentials and website
4. Ensure each employee sign-in, complete the assigned course(s), and pass the final exam(s) prior to their icon or badge expiration date and appointment
5. Sign and date the associated course certificate. The AS signature confirms that the individual completed the course and passed the final exam in good faith
6. Upkeep of your company's list of personnel who access the CBT system (marking profiles inactive if employee has separated from company)
7. Enroll or re-enroll as an active AS after attending the AS Course provided by the Badge Office, more info on next page

→ Effective February 08, 2021:

❖ For ATC Icon:

- ❖ Employee must print out their certificate, have the AS sign and date it, then bring it to the Airport Operations Division Office (7333 World Way West, LA, CA 90045, 2nd Floor) along with a completed badge application, RAD certificate, current badge and legal form of identification for the appropriate stamp






❖ For AOA Fam, ASM, and RAD Initial/Renewal Icons:

- ❖ Employee must print out a copy of their certificate, have the AS sign and date it, then bring it to the Security Badge Office (SBO) (7333 World Way West, LA, CA 90045, 1st floor) along with a completed badge application, RAD certificate (for ASM icon), current badge, legal form of identification, and for initial RAD applicants only; the completed 8-hour AOA Driver's Training Log

AS Responsibilities

- AS accounts are created only by LAX Airport Operations
- An AS:
 - ❖ Will need to enroll as an active AS after attending the AS Initial Class or every time after Refresher Class via the Security Badge Office (SBO) AS Credentialing System page at http://sbo.enroll.lawa.org/SBO_OAS/Account/ApplicationLogin.aspx
 - ❖ Click on *FORMS* , then click *Authorized Signer - Computer Based Training Icon Enrollment Form* to enroll
 - ❖ Once enrolled, the AS enrollment is only valid until your AS expiration date so you will need to enroll again after you receive AS Refresher training
- ❖ May create accounts and assign courses for company employees
- ❖ May not create an account for another AS
- ❖ Must use the proper terminology for User ID's per the following instructions
 - ❖ DO NOT use badge ID numbers or other personalized user names
 - ❖ Must include the company organization code (per the LAX Security Badge Office) in the User ID per the following instructions

Overview of LAX Airport Operations Badge Icons in the CBT

Course	Can Be Assigned By Authorized Signer	Requirement	Requires Stamp
AOA Familiarization (AOA) 	Yes	Every 24 Months	No**
Aircraft Surface Movement (ASM) 	Yes	Every 12 Months	No**
Restricted Area Driver (RAD)  	Yes	Every 24 Months	No**
Air Traffic Control (ATC) 	No	Every 12 Months	Yes*

* Bring completed/signed certificate to the LAX Airport Operations front to receive a stamp on your security badge application, hours subject to change

** Submit completed signed certificate to the Security Badge Office during your appointment

Course Descriptions and Requirements

Air Operations Area Familiarization (AOA Fam)

- Provided only to LAWA employees, tenants, and contractors who have access to the AOA
- Familiarizes personnel with the airport layout
- Discusses airport terminology, airport layout, movement vs. non-movement areas, airport safety issues, taxiway/runway markings, lighting & signage, vehicle/pedestrian deviations, and construction safety
- **Does not** allow access onto active movement areas (taxiways, runways, and safety areas)

Requirements:

- ❖ Required every 24 months
- ❖ Authorized on a case-by-case, as needed basis per the AS
- ❖ RAD icon not required (may ride as passenger)
- ❖ CBT Examination – Pass a 30-question exam with a minimum score of 90%
- ❖ Certification – Provided once passing the exam, must be signed and dated by the AS
- ❖ Badging – Employee will present AS signed and dated certificate to the SBO during their badge appointment, then employee can be rebadged with the AOA Fam icon

Course Descriptions and Requirements

Aircraft Surface Movement (ASM)

- Available to airport employees who taxi or tow aircraft a distance of more than 1,500 feet
- See Long Tow Program in the [LAX Rules & Regulations](#), Appendix 10 for further information

Requirements:

- ❖ Required every 12 months per Federal Aviation Regulations (FAR Part 139.329)
- ❖ Authorized on a case-by-case, as needed basis per the AS
- ❖ RAD icon required
- ❖ Not transferable from company to company
- ❖ CBT Examination – Pass a 20-question exam with a minimum score of 90%

Course Descriptions and Requirements

Aircraft Surface Movement (ASM)

Additional Requirements:

- ❖ The training must consist of the following (see FAR Part 139.329 and LAX Rules and Regulations Sections 4.5.1, 4.5.2, 4.5.3):
- ❖ Company Training – It is the tenant’s responsibility to ensure that all employees have been trained and given an orientation program of all aircraft movement and parking areas. The tenant must ensure that all employees have been trained in the proper methods and procedures for operation of aircraft, tow tractor and other required equipment, airfield and visual aids familiarization, proper VHF radio operating procedures and ATC communications
- ❖ CBT ASM Video – Consist of material in accordance with FAR Part 139.329
- ❖ Certification – Provided once passing the exam, must be signed and dated by the AS
- ❖ Badging – Employee will present AS signed and dated certificate to the SBO during their badge appointment, then employee can be rebadged with the ASM icon

Course Descriptions and Requirements

Restricted Area Driver (RAD)

- Provided to LAX badge holders who have an operational need to drive on the Vehicle Service Roads (VSR)
- The RAD course on the CBT is required every 24 months and will not be rolled over
- It is suggested that AS's assign an employee to complete the RAD training prior to the employee's badge renewal. This will prevent multiple visits to the security badge office:
 - ❖ *Example: If an employee's AOA Familiarization icon training is due on June 30, 2020, which would also be their badge expiration date, their RAD icon training can be assigned for the same date. This way both icons will be due again June 30, 2022 instead of two different dates.*

Course Descriptions and Requirements

Restricted Area Driver (RAD) *continued*

→ For new airside drivers to receive the RAD icon:

- ❖ Must receive a minimum of eight (8) hours of behind the wheel practical driver's training with an approved RAD trainer from your company/division
- ❖ Must document all behind the wheel practical driver's training on a [LAX Air Operations Area \(AOA\) Driver's Training Log](#) and maintain a copy of this document in the employee records
- ❖ Must receive company required training on all vehicles and equipment operated during the normal course of the driver's duties and position
- ❖ Must review and understand the LAX Rules and Regulations related to operating vehicles and equipment at LAX
- ❖ Must review and understand the SAFE Program, LAX Rules and Regulations – Appendix 04
- ❖ Must complete CBT RAD course and pass the 30-question final exam with at least 80% score
- ❖ Print a copy of your RAD certificate and have it signed and dated by your AS
- ❖ Bring the certificate to the SBO and present it during your appointment

Course Descriptions and Requirements

Restricted Area Driver (RAD) *continued*

→ Current RAD drivers:

- ❖ Must complete RAD video training and pass the final exam every 24 months
- ❖ Must review and understand the LAX Rules and Regulations related to operating vehicles and equipment at LAX
- ❖ Must review and understand the SAFE Program, LAX Rules and Regulations – Appendix 04
- ❖ Must complete CBT RAD course and pass the 30-question final exam with at least 80% score
- ❖ Print a copy of your RAD certificate and have it signed and dated by your AS
- ❖ Bring the certificate to the SBO and present it during your appointment
- ❖ See the [LAX RAD Program](#) for further details

Authorized Signer User Instructions

The following instructions will explain how to:

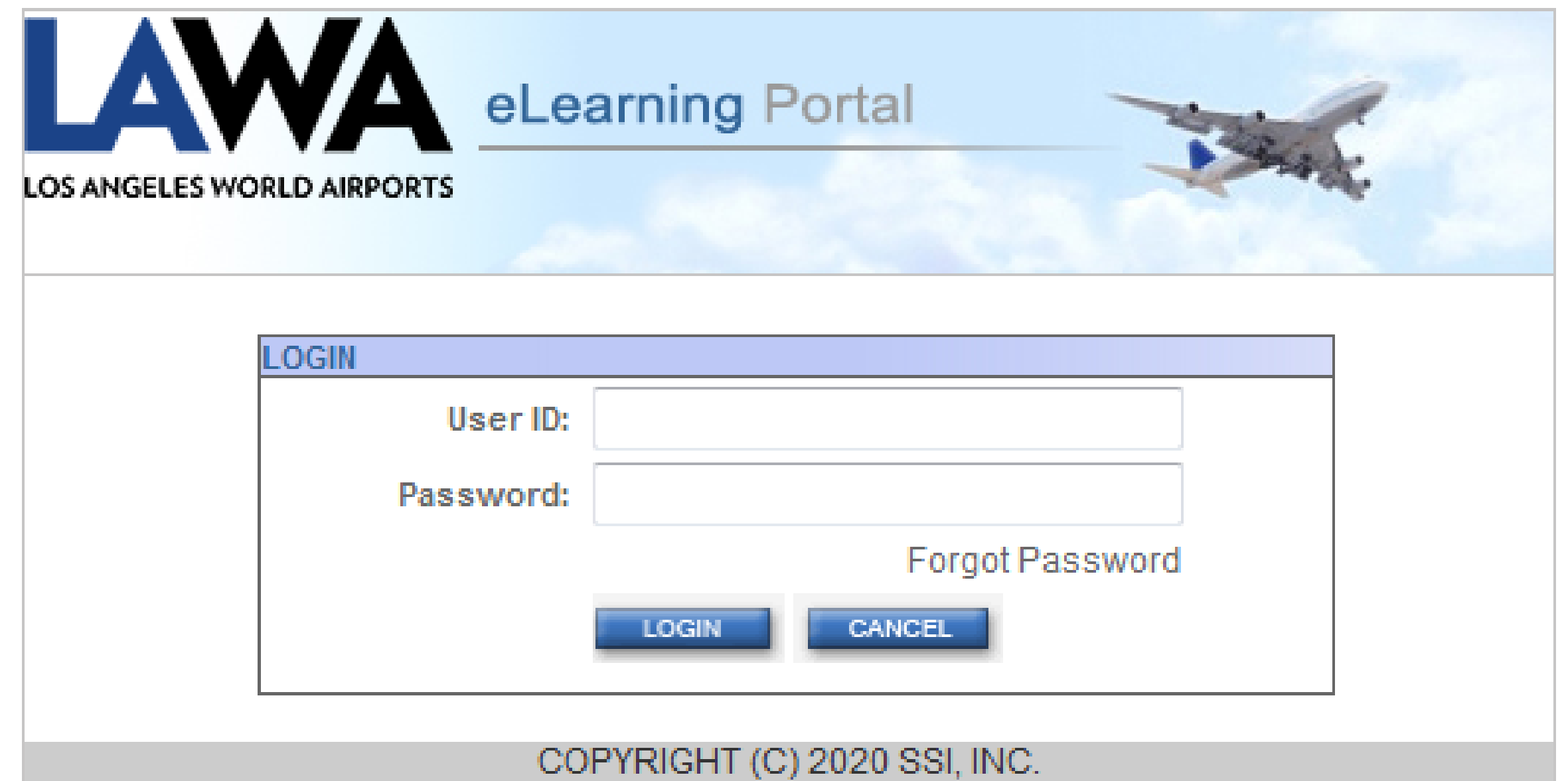
- Add users/new profiles
- Test new profiles
- Edit/deactivate/reactivate profiles
- Reset forgotten passwords
- Query reports

Icon/Course Assignment Management allows Authorized Signers to assign the following courses to employee user profiles:

- ASM – *LAX airline/tenant use only*
- AOA Fam
- RAD
- ATC – **DO NOT ASSIGN** - *Approval required and assigned by LAX Airport Operations*

TO ACCESS LAWA COMPUTER BASED TRAINING (CBT)

- The LAWA eLearning Portal CBT is a web based software
- To access the LAWA CBT website use: <https://www.lawatraining.org>
- Enter User ID (First Initial, Last Name, Company Code)
- Enter Password (provided to you from LAWA via email)
- Click on the 'Login' button to access the Home page



LAWA eLearning Portal
LOS ANGELES WORLD AIRPORTS

LOGIN

User ID:

Password:

[Forgot Password](#)

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TO ADD NEW PROFILE – 9 Steps

Welcome John Doe
LOGOFF




Logged in as:JDoe000


LAWA eLearning Portal
LOS ANGELES WORLD AIRPORTS

My Profile | My Reports | Authorized Signer Authorization | Reports ▼ | **User Profile Management**

Step 1: Choose 'User Profile Management'

TO ADD NEW PROFILE – 9 Steps

Welcome John Doe LOGOFF   
Logged in as: JDoe000

LAWA eLearning Portal
LOS ANGELES WORLD AIRPORTS 

My Profile | My Reports | Authorized Signer Authorization | Reports ▾ | **User Profile Management**

Profiles

SEARCH BY

Division

Icon / Course Assignment

Access Level


Employee (Last Name)

Employee ID

Status

Hire Date to

SEARCH RESULTS 0 RECORDS

 Print

<input type="checkbox"/>	LAST	FIRST	EMP ID	DIVISION	ICON / COURSE ASSIGNMENT
--------------------------	------	-------	--------	----------	--------------------------

Page 1 of 1

STEP 2: Choose 'Add New Profile'

TO ADD NEW PROFILE – 9 Steps

STEP 3: Assign User ID (Employee ID):

MUST USE FIRST NAME INITIAL, LAST NAME, DESIGNATED BADGE COMPANY CODE

Example: John Doe, working for ACME Airlines (company code 0123-4) = JDoe123 (do not use zeroes before the code numbers or after the hyphen)

If there is more than one John Doe working for the same company then a '2' would be added to the end of the user ID.

Example = JDoe1232, and so on.

STEP 4: Password

Delete default password. Assign new password per your company's guidelines. Any type of password may be used – letters, numbers, symbols or any combination.

Can be personalized by the individual after first log in

The screenshot shows a web form for creating a new profile. Red arrows point from the instruction boxes to the following fields: Employee ID, Password, Confirm Password, Icon / Course Assignment, and Division. The form includes fields for Employee ID, Password, Confirm Password, Hire Date, Termination Date, Status (Active), Access Security Level (User), Override ID Check At Login, Override IP Address Restriction, Manager Recurrent Report Emails, Manager Compliance Report Emails, Icon / Course Assignment, Division, First Name, Middle Name, Last Name, Suffix, Address 1, Address 2, City/Province, State, Zip, Country, Email, and Phone. There are 'SAVE' and 'CANCEL' buttons at the bottom.

STEP 5: Icon/Course Assignment:

Only choose course(s) the employee is required to have per their job functions. These course(s) are identified with an asterisk (*) in the beginning as listed below.

- ***AOA Familiarization (AOA)**
Required every 24 months
- ***Aircraft Surface Movement (ASM)** *Required every 12 months*
- ***Restricted Area Driver (RAD)** *Required every 24 months*

STEP 6: Division

Choose Company/Division of the individual being assigned.

Company/Division is listed the same way as it is in the Security Badge Office records. Type in company code instead of scrolling to locate quickly.

TO ADD NEW PROFILE – 9 Steps

STEP 7: Enter 'First Name' and 'Last Name' (required)
Do not use ALL CAPS


STEP 8: Enter email address (required) – must be a company email address. No personal email addresses.


If your staff does not have their own company email address you must provide your own contact information.

* Employee ID:

* Password:

* Confirm Password:

Hire Date: 

Termination Date: 

Status: Active

Access Security Level: User

Override ID Check At Login:

Override IP Address Restriction:

Override (Disable) Manager Recurrent Report Emails:

Override (Disable) Manager Compliance Report Emails:

* Icon / Course Assignment:

* Division:

* First Name:

Middle Name:

* Last Name:

Suffix:

Address 1:

Address 2:

City/Province:

State:

Zip:

Country:

* Email:

Phone:


STEP 9: Click 'Save'
Once you click save, the profile can NOT be deleted.


COMPLETED EXAMPLE


* Employee ID: JDoe999


* Password: ●●●●●●●●

* Confirm Password: ●●●●●●●●

Hire Date: mo/dd/year 

Termination Date: mo/dd/year 

Status: Active 


Access Security Level : User 


Override ID Check At Login:

Override IP Address Restriction:

Override (Disable) Manager Recurrent Report Emails:

Override (Disable) Manager Compliance Report Emails:

* Icon / Course Assignment: *AOA Familiarization 

* Division: Company ABC 

* First Name: John

Middle Name:


* Last Name: Doe

Suffix:

Address 1:

Address 2:

City/Province:

State: 

Zip:

Country:

Email: jdoe@companyabc.com

Phone:

TO TEST NEW PROFILE – 3 Steps

LAWA eLearning Portal
LOS ANGELES WORLD AIRPORTS

LOGIN

User ID:

Password:

[Forgot Password](#)

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STEP 1: Test new profile

Log off and sign in as the new profile you just created to check accuracy.

User ID: JDoe123

Password: XXXXXXX

TO TEST NEW PROFILE – 3 Steps

Welcome John Doe LOGOFF   

Logged in as: JDoe000

LAWA eLearning Portal
LOS ANGELES WORLD AIRPORTS

My Profile | My Reports | Authorized Signer Authorization | Reports ▼ | User Profile Management

COURSE CATALOG							
NO.	COURSE NAME	TIMEFRAME	START DATE	END DATE	STATUS	PRINT CERTIFICATE	SCORE
0014	Air Traffic Control Icon	2 Hours 30 Minutes			START		
0015	AOA Familiarization English / Spanish	1 Hour			START		
0016	Aircraft Surface Movement	1 Hour 30 Minutes			START		
0017	Restricted Area Driver English / Spanish	1 Hour			START		

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STEP 2: Check Courses

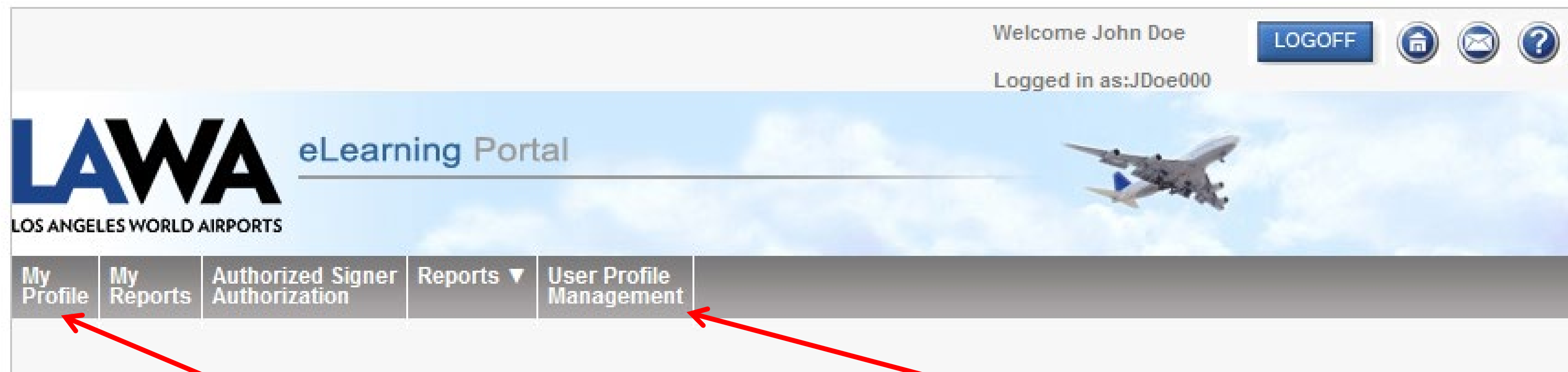
Check if the appropriate courses have been added to the employee's queue. Depicted here are all three courses an authorized signer may assign.

STEP 3: Inform Employee

Advise employee that he/she is now set up in the CBT and provide them with their User ID and password and the website address.

Please advise students to sign off CBT system instead of leaving the course running by itself when he/she walk away from the training since the system will not record his/her progress upon their return.

TO EDIT / DEACTIVATE / REACTIVATE PROFILES & FORGOT PASSWORD – 7 Steps



STEP 1A:




If you need to edit your own existing profile, click 'My Profile' and then make changes as needed and save.


STEP 1:

If you need to edit assigned courses, deactivate or reactivate an existing profile, or received a forgot password inquiry, click 'User Profile Management'

TO EDIT / DEACTIVATE / REACTIVATE PROFILES & FORGOT PASSWORD – 7 Steps

STEP 2:
Select your Company / Division under 'Division' OR type in the last name of the individual to see the list, then press 'Search'

Welcome John Doe LOGOFF   
Logged in as: JDoe000

LAWA eLearning Portal
LOS ANGELES WORLD AIRPORTS 

My Profile | My Reports | Authorized Signer Authorization | Reports ▾ | User Profile Management

Profiles

SEARCH BY

Division

Icon / Course Assignment

Access Level


Employee (Last Name)

Employee ID

Status

Hire Date to

SEARCH RESULTS 0 RECORDS

 Print Perform Action

<input type="checkbox"/>	LAST	FIRST	EMP ID	DIVISION	ICON / COURSE ASSIGNMENT
--------------------------	------	-------	--------	----------	--------------------------

Page 1 of 1

TO EDIT / DEACTIVATE / REACTIVATE PROFILES & FORGOT PASSWORD – 7 Steps

STEP 3: Edit
Select the name of the individual, choose 'Edit' in the Choose Action drop down menu, then click 'Perform Action'

Profiles

SEARCH BY

Division

Icon / Course Assignment

Access Level

Employee (Last Name)

Employee ID

Status

Hire Date to

SEARCH RESULTS 2 RECORDS

	LAST	FIRST		ICON / COURSE ASSIGNMENT
<input type="checkbox"/>	Doe	Joe		ARFF Suite - LAFD only
<input checked="" type="checkbox"/>	Doe	John	JDoe000 TENANT - AOA Familiarization ...	*Restricted Area Driver (RAD) ...

Page 1 of 1

Page Number:

TO EDIT / DEACTIVATE / REACTIVATE PROFILES & FORGOT PASSWORD – 7 Steps

STEP 4: Edit

You can now edit the profile as needed.

- Change Employee ID
- Change Password
- Change/Add/Delete Icon/Course Assignment
- Change Email
- Change Phone

STEP 5: Click 'Save'

PROFILE FOR JOHN DOE

Print

* Employee ID: JDoe000

* Password: [REDACTED]

* Confirm Password: [REDACTED]

Hire Date: mo/dd/year

Termination Date: mo/dd/year

Status: Active

Access Security Level: User

Override ID Check At Login:

Override IP Address Restriction:

Override (Disable) Manager Recurrent Report Emails:

Override (Disable) Manager Compliance Report Emails:

* Icon / Course Assignment:

- *Aircraft Surface Movement (ASM)
- *AOA Familiarization
- *Restricted Area Driver (RAD)

* Division:

- TENANT - Restricted Area Driver (RAD)
- TENANT - Aircraft Surface Movement (ASM)
- TENANT - AOA Familiarization

* First Name: John

Middle Name:

* Last Name: Doe

Suffix:

Address 1:

Address 2:

City/Province:

State:

Zip:

Country:

Email: JDOE@ANYWHERE.ORG

Phone:

SAVE CANCEL

STEP 4A: Change Password

If a user forgets his/her password, you as the authorized signer will receive any 'Forgot Password' inquiries

LOGIN

User ID: [REDACTED]

Password: [REDACTED]

Forgot Password

LOGIN CANCEL

Forgot your password? Contact Support at or your Authorized Signer

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Forgot your password? Contact Support at or your Authorized Signer

Reset the password on 'Password' to your company guidelines then advise the individual of the change.

TO EDIT / DEACTIVATE / REACTIVATE PROFILES & FORGOT PASSWORD – 7 Steps

Course Management | Division Management | Icon / Course Assignment Management | Authorized Signer Authorization | Reports ▼ | User Profile Management | System Management | Utilities

Profiles

SEARCH BY

Division: Select Division

Icon / Course Assignment: Select Icon / Course Assignment

Access Level: All ▼

Employee (Last Name): doe

Employee ID:

Status: Active ▼

Hire Date: mo/dd/year to mo/dd/year

SEARCH

MY PROFILE

ADD NEW PROFILE

SEARCH RESULTS: 2 RECORDS

Print

	LAST	FIRST	ICON / COURSE ASSIGNMENT
<input type="checkbox"/>	Doe	Joe	ARFF Suite - LAFD only
<input checked="" type="checkbox"/>	Doe	John	*Restricted Area Driver (RAD) ...

Choose Action

- Edit
- Mark as Active
- Mark as Inactive
- Send Email To Selected Results
- Send Email To All Results

Perform Action

Page 1 of 1

Page Number: 1 GO

STEP 6: To Mark Individual as Inactive

Follow Steps 1 & 2 and on pages 19-20. Select name on list and select Choose Action drop down menu, then choose 'Mark as Inactive', then select 'Perform Action'

TO EDIT / DEACTIVATE / REACTIVATE PROFILES & FORGOT PASSWORD – 7 Steps

- STEP 7: To Reactivate a Deactivated Profile**
- Click on 'User Profile Management',
 - Choose 'Inactive' under 'Status',
 - Click 'Search'
 - Select name on list
 - Under Choose Action on drop down menu, select 'Mark as Active'
 - Select 'Perform Action'
- The profile will be visible again on the list when you do Steps 1 & 2 on pages 19-20

Navigation Menu: Course Management | Division Management | Icon / Course Assignment Management | Authorized Signer Authorization | Reports | **User Profile Management** | System Management | Utilities

Profiles Section:

SEARCH BY

Division: Select Division

Icon / Course Assignment: Select Icon / Course Assignment

Access Level: All

Employee (Last Name): doe

Employee ID:

Status: Active

Hire Date: mo/dd/year to mo/dd/year

Buttons: SEARCH, MY PROFILE, ADD NEW PROFILE

SEARCH RESULTS RECORDS

	LAST	FIRST	ICONS / COURSE ASSIGNMENT
<input type="checkbox"/>	Doe	Joe	ARFF Suite - LAFD only
<input checked="" type="checkbox"/>	Doe	John	*Restricted Area Driver (RAD) ...

Choose Action: Edit, Mark as Active, Mark as Inactive, Send Email To Selected Results, Send Email To All Results

Perform Action: [Checkmark]

Page 1 of 1

Page Number:



REPORTS

There are two different types of reports available:

- Student Records
- Summary Report

Course Management	Division Management	Icon / Course Assignment Management	Authorized Signer Authorization	Reports ▼	User Profile Management	System Management	Utilities
Student Records				Student Records			
SEARCH BY				Summary Report			
	Status	Active ▼					
	Division	Select Division					
	Icon / Course Assignment	Select Icon / Course Assignment					
	Employee (Last Name)	<input type="text"/>					
	Employee ID	<input type="text"/>					
	Course	All ▼					
	Certification	All ▼					
	Course Completion Date	<input type="text"/> to <input type="text"/>					
	Hire Date	<input type="text"/> to <input type="text"/>					
		GENERATE REPORT					

REPORTS – Student Records

Student Records:

- Search by Division (company name), Icon/Course Assignment, Employee (Last Name), or Course
- Search with or without specific completion dates
- Results may be downloaded into an Excel file

Student Records

SEARCH BY

Status	Active	▼
Division	Select Division	
Icon / Course Assignment	Select Icon / Course Assignment	
Employee (Last Name)		
Employee ID		
Course	All ▼	
Certification	All ▼	
Course Completion Date	mo/dd/year	to mo/dd/year
Hire Date	mo/dd/year	to mo/dd/year

GENERATE REPORT

REPORTS – Summary Report

Summary Report:

- Search by Division (company name) or Icon/Course Assignment
- Results may be downloaded into an Excel file

Summary Student Records Report


CRITERIA


Summarize By Division Icon / Course Assignment

GENERATE REPORT

CERTIFICATES

Upon successful completion of the course(s) and exam(s), Certificate(s) will be available to save or print on your home screen or under 'My Reports'

NO.	COURSE NAME	TIMEFRAME	START DATE	END DATE	STATUS	PRINT CERTIFICATE	SCORE
0014	Air Traffic Control Icon CURRENT	2 Hours 30 Minutes			START		
0015	AOA Familiarization English / Spanish CURRENT	1 Hour	01/29/2020	01/29/2020	COMPLETE		100

STATUS	NO.	COURSE NAME	TIMEFRAME	START DATE	END DATE	TIME	SCORE %	CERT
New	0014	Air Traffic Control Icon CURRENT	2 Hours 30 Minutes			00:00:00		
Passed	0015	AOA Familiarization English / Spanish CURRENT	1 Hour	01/29/2020	01/29/2020	00:47:13	100	

CERTIFICATES

Course Management | Division Management | Icon / Course Assignment | Authorized Signer Authorization | Reports | User Profile Management | System Management | Utilities

Student Records

SEARCH BY

Status: Active

Division: Select Division

Icon / Course Assignment: Select Icon / Course Assignment

Employee (Last Name):

Employee ID:

Course: All

Certification: All

Course Completion Date: to

Hire Date: to

GENERATE REPORT

My Profile | My Reports | Authorized Signer Authorization | Reports | User Profile Management

Student Records

SEARCH BY

Status: Active

Division: Select Division

Icon / Course Assignment: Select Icon / Course Assignment

Employee (Last Name):

Employee ID:

Course: All

Certification: All

Course Completion Date: to

Hire Date: to

GENERATE REPORT

STUDENT RECORDS RE 1 RECORDS

Print Report **C** Download to Excel File

LAST	FIRST	EMP ID	DIVISION	ICON / COURSE ASSIGNMENT	COMPLETED COURSES	OPEN COURSES	FAILED COURSES	LAST COURSE COMPLETED
Test Account	Ops	Ops_ASSTest	1997-1: LAX - AIRPORT OPERATIONS: ARCC	Authorized Signers ...	0	2	0	

If the Certificate(s) are not available on the home screen, do the following:

- Under 'Reports' click on 'Student Reports'
- Type Last Name of Student
- Click on the 'Last Name'
- Click on the '+' sign under desired Course Name
- The list will expand and the Certificate will be now available.
- If employee fails to successfully complete the final test, he/she can retake the test under the menu.

Print Report

	COMMENTS	STATUS	NO.	COURSE NAME	TIMEFRAME	START DATE
		New	0014	Air Traffic Control Icon CURRENT	2 Hours 30 Minutes	
+		New	0015	AOA Familiarization English / Spanish CURRENT	1 Hour	

My Profile | My Reports | Authorized Signer Authorization | Reports | User Profile Management

Reports

OPS TEST ACCOUNT 01/30/2020

Print Report

	COMMENTS	STATUS	NO.	COURSE NAME	TIMEFRAME	START DATE	END DATE	TIME	SCORE %	CERT
		New	0014	Air Traffic Control Icon CURRENT	2 Hours 30 Minutes			00:00:00		
-		New	0015	AOA Familiarization English / Spanish CURRENT	1 Hour			00:00:00		
	Recurrent Training Assigned 01/30/2020	Passed	0015	AOA Familiarization English / Spanish CURRENT	1 Hour	01/29/2020	01/29/2020	00:47:13	100	

**Any questions or concerns, please contact
LAWA Airport Operations Training Unit at:**

AirOpsTraining@lawa.org

The logo for LAX, featuring the letters 'LAX' in a bold, sans-serif font. The 'L' is light blue, and the 'A' and 'X' are white. The logo is centered within a black rectangular box.

LAX

CBT Authorized Signer User Instructions – All LAX

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