

IATA Training Self-study Course Enrolment Guide



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1. Introduction

To register for an IATA self-study course on our Training Platform (LMS), you will need a personal Training Account. We have now made it easier to access our IATA Training Platform directly from our mobile-friendly <u>Customer Portal</u>.

In this guide, we will explain how to subscribe to the IATA Training Service through the <u>IATA Customer</u> <u>Portal</u> for the first time, how to access your Training Account, how to purchase a course, how to book an exam, how to make a payment, how to manage your exam booking, and how to access your course and exam.

Important Notes:

- To access the IATA Customer Portal and IATA Training Platform, we recommend using the Google Chrome browser (Internet Explorer is not supported).
- Make sure that you allow pop-ups and cookies in your browser.

2. How to create an IATA Training Student Account

- a. If you don't have an IATA Customer Account, go to the IATA Customer Portal: https://portal.iata.org
- b. Click on "Create new user" and follow the steps to create your account.

Customer Portal	loomo to the IAT	A Customer Portal
vve		A Gustomer Portai
	Login	Sign up for free
	Log in	-
	Please enter your email addre Portal password to log in.	ess and IATA Customer
	Email	
	Password	Forgot password?
		0
and the second	Log i	in and a second s
and a start of	Ney	rtal? w user

Important Note

- If you want to bill your company, please ensure that your login email is your company email.
- If you need any assistance in creating your IATA Customer Account, please contact IATA's Customer Service at +1 (514) 390 6777
- c. Once your IATA Customer Account is successfully created, please log into the IATA Customer Portal, and click on IATA Training Platform to complete your IATA Training profile.

Favorite Services			See All →
PaymentLink PaymentLink	ID Card Platform	IATA Store	+ Request Access

d. Submit the required information for the IATA Training Service

曲
Have you taken an IATA Training course before? 🕕
● No ○ Yes ○ I'm not sure
By clicking Next you confirm you have read and agree to our Privacy Policy
Cancel Next

e. Verify your email address by clicking on the link in the IATA Training Email Validation email sent to you from IATA Noreply

IATA Training Email Validation Index ×
IATA Noreply <noreply@iata.org> to me</noreply@iata.org>
Training
Dear 📕
Thank you for choosing IATA Training. In order to validate your the second seco
For security reasons, this link is valid for 8 hours. After this time you would need to resubmit your request to access your training account.
Thank you again for your interest in IATA Training!
Your IATA Training team
📸 Our mission is to represent, lead and serve the airline industry

f. Once your profile is updated, your IATA Training Student Account will be created and accessible from the IATA Customer Portal.



g. If you already have an IATA Customer Account, log into IATA Customer Portal: <u>https://portal.iata.org</u> and follow the above step c-f to create your IATA Training Student Account

3. How to enrol in a self-study course and book an exam

Important Note:

- Carefully read the Terms and Conditions: <u>https://www.iata.org/en/training/aboutus/terms-conditions/</u> before enrolling in a course.
- You will need to use the Google Chrome browser and have pop-ups enabled. You can download and install Google Chrome at: <u>https://www.google.com/chrome</u>.
- You can place your order and bill it to your company. If you want to bill your order to a company, please go to section 4.4.

3.1. Search for a self-study course

a. Access the IATA Training service through the <u>IATA Customer Portal</u> and click "See Training Catalog" on the IATA Training service page.



Alternatively, you can click on "My active courses" to access your IATA Training Student Account and use the "Product Search" function to visit the Courses & Diplomas site: <u>www.iata.org/search-courses</u>





Welcome to your IATA Training Student Account

In your student account you can find your current courses and access your exams. You can also book yourself for a supervised (OERS) exam or withdraw from your current booking. If you used this account for your course with IATA Training in the past, you can find your past records by clicking on **History**.

Please read important information about your exams.

If you have studied individually with an e-book or printed study material, or you have studied with an Authorized Training Center (ATC) and your course has a supervised exam, please select IATA OERS Exam - Online Exam with Remote Supervisions below.

If you participated in a virtual classroom (a live Zoom session) with an IATA Instructor, and were assigned to write your exam by your instructor or Training Coordinator, please select IATA LIVE Exams – Virtual Classroom Exams below.

IATA OERS Exams - Online Exams With Remote Supervision	
IATA LIVE Exams - Virtual Classroom Exams	
Paused Exams and Courses	Awards History
Airline Revenue Management (partner-taught or self-study) - eTextbook - English	Open course »

b. On the Courses & Diplomas page, enter keyword(s) or refine your search to find the course you would like to purchase, selecting 'e-Learning' or 'Partner-taught or Self-study' under the delivery method for our self-study courses, and click on "SEARCH NOW".



- c. Carefully read all the information on the course page and make sure that you select the right course in the right format for you.
- d. Click on BUY E-BOOK or BUY PRINTED to continue.

Registration	
Dev. Nations USD 255 (e-book) / USD 255 (printed)	BUY E-BOOK
Regular USD 280 (e-book) / USD 280 (printed)	
English	

Note: Some self-study courses are only available in one format (e-Book or Printed). For e-Learning courses, the BUY NOW option will be displayed:

3.2. Place an order

a. Enter a promo code (if applicable), complete the Billing and Shipping Information, and select the payment method (Credit Card or Bank Transfer) to continue.

Purchase

Product	Quantity	Promo Code	Price
Air Cargo Advanced Marketing (partner-taught or self-study) - Ebook - English	1		\$280.00

* The above pricing may not reflect discounts. Click continue to see 🔜 amount with discounts

Billing and Shipping Information

Please complete all required fields in Sentence Case (ex: John Smith) using only Roman characters (A-Z, 1-9).

Hong Kong and Macao residents should select 'Hong Kong SAR, China' and 'Macao SAR, China' in the country dropdown menu

If you would like to bill your organization, please ensure that your login email's domain reflects that of your current organization and select your organization's details. Once done, come back to this page and refresh it so the Bill To drop-down is updated.

* Address 1	800 Square Victoria
Address 2	
* City	Montreal
* Province/State	Quebec 🗸
* Country	Canada 🗸
Zip/Postal code	H4Z 1M1a
Payment type	

Click continue to see the final amount of your purchase. You will be asked to confirm and complete your purchase on the next page.

Continue

Important Note

- The price indicated on this page does not include the applicable shipping fees and taxes. The total price will be calculated after the billing and shipping information is provided.
- If you want to bill your company, follow the section 3.3 to select or create your company profile first.

b. Make a payment

• **Credit Card Payment**: enter the credit card information, consent to the IATA Policies and Terms & Conditions, then click on "Pay".

			Quantity	Promo Code	Price
Air Cargo Advanced Mar English	rketing (partner-taught or self-study)	- Ebook -	1		\$280.00
% GST, Canada					\$14.00
.975% QST, Quebec					\$27.93
				*Total »	\$321.93
	Billing	Details			
	775AT 🤜 📖	Dotano			
	We accept Visa, MasterCard, and American Express.				
* Card number					
* Name on card					
* Card security code	What's th	is?			
* Card expiry date	v v	_			
	Credit Ca	rd Addro	~~~		
* Address 1		iu Addie	55		
Address 2					
• City					
Province/State	Other V				
* Country	~				
Zip/Postal code					
How did you hear about us?		•	Staff ID		
	[]		Gian ib		
Additional Information (For Internal IATA Use Or	/ (y)				
* I consent to the processing of my personal					
information in accordance					
with IATA's Privacy Policy					
and I understand and agree					
to the Training T&Cs.					
Back					

 Bank Transfer Payment: transfer the funds to the IATA account provided on this page, enter the required bank transfer details, attached the SWIFT copy or the proof of payment issued by your bank, consent to IATA Policies and Terms & Conditions, and click on Pay.

Purchase

Bank detail

Product	Quantity	Promo Code	Price
Air Cargo Advanced Marketing (partner-taught or self-study) - Ebook - English	1		\$2 80.00
5% GST, Canada			\$14.00
9.975% QST, Quebec			\$27.93
		*Total »	\$321.93

Billing Details

Royal Bank of Canada,
1 Place Ville Marie
Montreal, Quebec
Canada H3C 3B5
IATA Account Number: 400-749-8
Bank Number: 003
Branch Number: 00001
Swift Code: ROYCCAT2
US Correspondent Bank: JP Morgan Chase
ABA NO: 021000021

If available, please reference your order number in the comments field of your bank transfer in order to ensure smooth payment application

Name of sender's bank	Date of transfer	
Name of person or company executing transfer from sender's bank	* Bank transfer file	Choose file
How did you hear about us?	×	* Staff ID
Additional Information		
(For Internal IATA Use C	nly)	
* I consent to the processing of my personal information in accordance with <u>IATA's Privacy Policy</u> and I understand and agree to the <u>Training T&Cs</u> .		
Back		
Pay		

3.3. Bill to a company

a. In your IATA Training Student Account, click on My Profile and select "Belong to a company"



b. Select your company and click on the "Select company" button at the end of the list.

Select a Company

Choose the company or branch for which you work.

0	NEXO FORWARDING ITURBARREN 21 ZIZUR MAYOR 31180 Spain	0	Ground Services International 1215 Fairbanks Dr. Carmel, AL 40033 United States	0	NOW Company for Training KING ABDULLAH RD, RIYADH, SAUDI ARABIA Email : PC@NOW.SA Riyadh 377055 Riyadh,11335 Saudi Arabia	0	sweetrips enterprise Opp. baruah Clinical laboratory A.T. Road, Tarajan Jorhat 785001 India Eaglerose Trading San Lorenzo Sta.Rosa Laguna Sta.Rosa 4028 Philippines
0	Ocean Miles Travel and Tours Lot 2 Block 2 San Antonio Avenue San Antonio Valley 1 Parañaque City 1715 Philippines	0	Pro aviation systems Itd 140-00502 Nairobi 254 Kenya	0	Leonardo Malaysia Sdn Bhd Lot 1 & 2, Helicopter Centre Sultan Abdul Aziz Shah (SAAS) Airport Subang, Selangor	0	SITA ch de joinville 32 geneva 1216 Switzerland Global Service Solution FZCO
Select company					47200 Malaysia		F103 02 Dubai Silicon Oasis, HQ Dubai 341205 United Arab Emirates

c. If the system does not suggest any companies, or none of the suggested companies match your company's profile, click on "Work at a different company" at the bottom of the page to create your company's profile.

Work at a different company?						
Please provide your company's contact information:						
In order to allow IATA to take into account your tax exemption and zero rate the invoice, it is imperative that you send your exemption proof in scanned version to taxes-Ims@iata.org BEFORE you confirm your order on-line.						
An official letter issued by the tax administration or a declaration issued by your own company on an official letterhead are acceptable.						
Important: IATA will not be able to credit the tax amount charged, should you fail to provide your exemption proof before ordering.						
If your Company is based in a EU Country, it is mandatory to enter your VAT number (excluding the initial 2-letter country code, no spaces) for validation against the EU database. In case your VAT number is entered correctly but it does not get validated, please check with your fiscal administration if your VAT Number has been properly added to the EU database (<u>http://ec.europa.eu/taxation_customs/vies/vatRequest.htm</u>)).						
Important: Failing to input the VAT/GST/tax number of your organization often results in IATA lacking evidence to waive VAT/GST.						
** Company Name						
* Phone						
* Address 1						
Address 2						
City						
Province/State Other V						
* Country						
ZipiPostal code						
* VAT Number						
Create new company						

d. Your company's profile will appear on the "My Profile" page in your student account waiting for approval.

		Product Search	My Bookings	My Profile	Logout
My Profi	е				
* Visit iata to edit yo	ur profile.				
User ID:					Review Purchases
Name: Personal email:					My Awards
Company email:					
Address:					
Animals Travel	Safe (awaiting approva	n			
User ID:		''			
Phone:					
Address:					
Price Level	Regular Price	_			
Tax Exemptions	No				
	lifies for 0% tax by virtue of an epilonia placing an order. You will receive				
members (ANS prov	s available at special member p rider), ACI members, IGHC men re also available for members h	nbers, IATA ATCs, GSSA m	embers, Accredited	ravel agency/car	rgo

e. Once the company profile is approved, you can place your order and bill to your company by following the instructions in section 3.2.

Important Note:

- It may take up to one week for IATA Training to approve a new company profile.
- Do Not enrol in a course before your company profile is approved.
- If you need any assistance in creating or editing your company profile, please contact us through the IATA Customer Portal.

3.4. Book an exam

If you enrol in a course that has an <u>OERS exam</u> (Online Exams with Remote Supervision), you need to book your exam while purchasing your course. Please select your preferred exam date and time from the available slots, then submit your booking.

Course Code: TCGP-12

What you're b	buying		
Product	Туре	Valid until	Number of Attempts
Air Cargo Advanced Marketing (partner-taught or self-study) - Ebook, PUBP4015-03 - English	Course		
Air Cargo Advanced Marketing	Exam	November 20, 2024	2

* The above pricing may not reflect discounts. Click Book to see the final amount.

Online Exams with Remote Supervisions (OERS) are the official examination format for all IATA Self-study / Partner-taught courses.

If you register to take an online exam, please be sure to Test Your System before completing your booking and read the <u>Complete</u> Instructions.

Please refer to the Exam Calendar to view all registration and cancellation deadlines for Online Exams.

Booking for Air Cargo Advanced Marketing Exam

0	Nove	embo	20	23	*]		De	ecen	nber	202	3			J	anu	ary 2	2024	ļ.	•
S	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				2	3							1	2		- 3	2	3	4	5	
	ō ō	7	- 6	0		.11		- 4	5	ō	7	8	0	7		9	10	.11	12	- 15
-3	213	-14	-15	10	-17	-18	10	31	12	- 53	.14	.15	18	- 14	15	-10		18	19	2
	9 20	21	22	23	24	.25	17		19	20	21	22	23	25	22	<u>23</u>	<u>24</u>	25	<u>28</u>	2
22	6 27	.28	.20				24	25	28		- 28	29		28	29	30	<u>31</u>			
							31													

Important Note:

- You can only book one exam per exam session (We offer six exam sessions a year).
- E-Learning courses and courses with unsupervised exams do not require an exam booking.
- Please refer to the <u>OERS Information</u> page, <u>OERS User Guide</u>, and <u>Unsupervised Online Exam User</u> <u>Guide</u> for more information on the exams.

4. How to access your course and exam

a. Log in to the IATA Customer Portal: <u>https://portal.iata.org</u> with your IATA Customer Account credentials.

Customer Portal	Monte	
We	lcome to the IA	A Customer Portal
	Log in	Sign up for free
	Log in	
	Please enter your email add Portal password to log in.	Iress and IATA Customer
	Email	
	Password	Forgot password?
		۲
	Log	g in
	and the second	Customer Portal? new user

b. Select IATA Training from your Favorite Services.



Note: "My active courses" and "My completed training & certificates" sections are currently under development. Once the development is complete, your active courses will be listed in the "My active courses" section and you will be able to download the certificates for your supervised (OERS) exams in the section of "My completed training & certificates".

c. Click on "**My active courses**" to access your courses, exams, awards (for unsupervised exams only) in your IATA Training Student Account.





d. Check the recommended courses for you.



e. If you enrol in a course through an IATA Authorized Training Center (ATC) or a company and are assigned an enrolment key, you should first book your course and exam using the enrolment key. You can then access your course and exam after your ATC or company has made the payment for your course.

My active courses Recommended for you My completed training & certificates Book with an enrolment key	training Advanced Safety Anagement Systems (SMS) in Civil Aviation (classroom) Ari Navigation Services, Civil Aviation Authority 3 04/12/2023, Miami	training Aircraft Airworthiness and Air Carrier Certification (classroom) Airline, Civil Aviation Authority Oc/5/2024, Beijing	training Aircraft Recovery (classroom) Airport 27/11/2023, Geneva				
	Use our interactive Skills Map to find your next course! Explore your Passenger/Cargo training Journey My completed training & certificates No courses						
	on the link below to start the registration	- ided by IATA for pre-paid courses and exams. i	you have an Enrolment Key, please click Enter your enrolment key >				

Available My Bookings	Awards History
OPTIONAL) Online Exam with Remote Supervision Preparation Quiz i	Write exam »
Unlimited uses	Anytime
OPTIONAL) Tutorial i	Write exam »
Unlimited uses	Anytime

The Tutorial is not an exam. Its sole purpose is to familiarize yourself with the online exam environment.

The Test Your Equipment is applicable only for the online exams with remote supervision (OERS).

Test Your Equipment

Is your equipment ready for online proctoring?

Test It Out

Book with an Enrolment Key

Submit

5. Registration and Exam Booking Confirmation

You will receive an e-mail confirmation for your course enrollment once your order is successfully submitted.

Dear	
Thank you for yo	our purchase of Air Cargo Advanced Marketing.
The following inf characters only)	formation will appear on any certificates issued to you by IATA Training (in Roman
 Family 	ame(s): Manager Name: Manager f Birth (MMDD): 0101
Purchased By	
Order Number	
Date	November 21, 2023 20:12 EST
Site	International Air Transport Association
Subtotal	\$280.00
Sales Tax	\$41.93
Amount	\$321.93
Payment Type	Bank Transfer
Charges	Air Cargo Advanced Marketing (partner-taught or self-study) - Ebook - English x 1
Booking	
Number	
121000 - 121000	
Billing Address	800 Square Victoria
	Montreal, QC H4Z 1M1a Canada

For those who take OERS exams, you will also receive an e-mail confirmation about your exam booking details once your order payment is confirmed by IATA Finance. Please follow the instructions in the e-mail to prepare for your exam.



This email is to confirm your Online Exam with Remote Supervision (OERS) registration, and outlines the steps you must complete before the day of your exam.

The following information will appear on any certificates issued to you by IATA Training (in Roman characters only):

- First Names:
- Family Name:
- Date of Birth (MMDD):

If any of this information is incorrect, please <u>contact our customer service team</u> as soon as possible **before** your next course or exam. Once issued, changes to your certificate may incur an amendment fee.

- It is mandatory for all students to complete and review the steps outlined in the <u>OERS User Guide</u>, and our OERS demonstration video (<u>YouTube</u>, <u>YouKu</u>). Please bookmark these URLs, so that you can always access the latest versions of the guides.
- Academic integrity is one of our top priorities. All students are expected to familiarize
 themselves and abide by our <u>Academic Integrity Policy</u> (AIP). Any behaviour that goes
 against IATA's AIP or ethical values could lead to the issuance of an Academic
 Dishonesty Notice (AD Notice), as well as the invalidation of any previously issued
 results and revocation of training kits & exams, without refund.
- You may only change the date and time of your booking before the registration deadline of the session you are booked into (March 01, 2024 23:59 ET).
- The list of allowable materials can be found in Appendix C of the <u>OERS User Guide</u>. This list may be updated at any time, based on the changes made to the exam content.

Your booking details are as follows:

Exam Name:	Airline Revenue Management
Exam Session:	March 2024
Booking ID:	
User ID:	
IATA Portal Account:	
Appointment Time:	03/29/24 09:30 EDT
Withdrawal Deadline	: March 01, 2024 23:59 ET

6. How to change your OERS exam booking

You may modify or change the date and/or time of your exam prior to the <u>Exam Registration /</u> <u>Cancellation / Change</u> deadline.

Note: If you are a student at an IATA Authorized Training Center (ATC), you must contact your ATC to change your exam booking.

- a. Go to "My Bookings" in your IATA Training Student Account
- b. Open the course for the exam booking that you want to change.

Welcome to your IATA Training Student Account

In your student account you can find your current courses and access your exams. You can also book yourself for a supervised (OERS) exam or withdraw from your current booking. If you used this account for your course with IATA Training in the past, you can find your past records by clicking on **History**.

Please read important information about your exams.

If you have studied individually with an e-book or printed study material, or you have studied with an Authorized Training Center (ATC) and your course has a supervised exam, please select IATA OERS Exam - Online Exam with Remote Supervisions below.

If you participated in a virtual classroom (a live Zoom session) with an IATA Instructor, and were assigned to write your exam by your instructor or Training Coordinator, please select IATA LIVE Exams – Virtual Classroom Exams below.

IATA OERS Exams - Online Exams With Remote Supervision	
IATA LIVE Exams - Virtual Classroom Exams	
Paused Exams and Courses	Awards History
(a) Airline Revenue Management (partner-taught or self-study) - eTextbook - English	Open course »
	Started: January 10, 2023 at 11:11:20
Airport Emergency Response Awareness (e-learning) - E-Learning - English	Open course »
	Started: September 10, 2021 at 19:07:23
Aviation Security Awareness	(Resume exam »)
Elapsed: 00:00:18	Started: June 14, 2023 at 07:47:19
Aviation Security Awareness (partner-taught or self-study) - eTextbook - English	Open course »
	Started: June 14, 2023 at 07:44:08

c. Click on the "Details" button for the exam.

eTextbook

	Back to Exams
Course Resources	
IMPORTANT NOTE: For students taking an Online Exam with Remote Supervision (OERS): To start your exam:	
1. If you see the "Details" button, please refresh your browser until you can see the "Launch Exam" button.	
2. Click on "Launch Exam" and you will be referred to ProctorU to begin your exam.	
Note: You will only be able to start your exam within 15 minutes of your scheduled exam time. For example, if your ex 13.00 UTC+3, you can start your exam between 13.00 and 13.15 UTC+3. If you miss this 15-minute window, you will marked "No-Show".	
For students taking an Unsupervised exam After completing all the course modules in your e-learning course, please access your exam by clicking on "Write Exa	im".
🛎 Airline Revenue Management	Details »
	Exam
Airline Revenue Management eTextbook_Ed4.pdf	Complete

d. Click on "Withdraw from this booking".

Appointments

Booking Number	0001756520
Exam Name	Airline Revenue Management
Exam Start Time	03/22/24 01:10 EDT
Exam End Time	03/22/24 04:10 EDT
Exam available in: 121d 2h 8m 42s	

e. After the exam booking is withdrawn, you can open the course on the launch page and rebook your exam at your preferred date and time. You will receive a new exam booking confirmation e-mail for your new booking.

Booking has been withdrawn. In your student account you can find your current courses and access your exams. You can also book yourself for a supervised (OERS) exam or withdraw from your current booking. If you used this account for your course with IATA Training in the past, you can find your past records by clicking on History. Please read important information about your exams. If you have studied individually with an e-book or printed study material, or you have studied with an Authorized Training Center (ATC) and your course has a supervised exam, please select IATA OERS Exam - Online Exam with Remote Supervisions below If you participated in a virtual classroom (a live Zoom session) with an IATA Instructor, and were assigned to write your exam by your instructor or Training Coordinator, please select IATA LIVE Exams - Virtual Classroom Exams below Awards History Paused Exams and Courses Airline Revenue Management (partner-taught or self-study) - eTextbook - English Open course » Started: Ja Back to Exams

Welcome to your IATA Training Student Account

Course Resources

IMPORTANT NOTE: For students taking an Online Exam with Remote Supervision (OERS): To start your exam:

- 1. If you see the "Details" button, please refresh your browser until you can see the "Launch Exam" button.
- 2. Click on "Launch Exam" and you will be referred to ProctorU to begin your exam.

Note: You will only be able to start your exam within 15 minutes of your scheduled exam time. For example, if your exam start time is 13.00 UTC+3, you can start your exam between 13.00 and 13.15 UTC+3. If you miss this 15-minute window, you will be automatically marked "No-Show".

For students taking an Unsupervised exam

After completing all the course modules in your e-learning course, please access your exam by clicking on "Write Exam".

2	Airline Revenue Management	Book »
		Exam

7. Need assistance?

Should you need any assistance with your course enrollment or exam booking, please <u>check our FAQs</u>, contact us through the <u>IATA Customer Portal</u>, or call us on **+1 (514) 390 6777.**

