



Online Exam – Student User Guide

1. Go to <http://training.iata.org/signup>
2. Enter your username and password to access your student profile.

Your profile was created when you first enrolled in IATA training. A username and password were communicated to you or to your IATA Authorized Training Center (ATC). It is important that you access this student profile for the online exam.

IMPORTANT:

If you create a new account, it won't be linked to your history and you won't be able to access your online exam.

- If you are studying with an IATA ATC and you've never accessed your student profile, please contact your ATC administration or your instructor to obtain your login information. If not done yet, once logged in, please enter and validate your email address.
- If you forgot your username and password, click on the "Forgot your username or password?" link below the "Login" button to retrieve your details. You will be requested to enter the email address associated to your account, and you will receive a new password by email.
- Also see our FAQ at <http://www.iata.org/training/pages/new-account-faq.aspx>

IATA Training
Please login or signup to continue

Please use **Google Chrome** browser to Login and Register for our courses and exams

A user account is required to register for all IATA courses and exams. Once you have created an account, you can sign in at any time to purchase, organize and track your training.
If you have already created a user account with IATA Training please [login](#) using your username and password.
If you have forgotten your login details you can request a reminder of your username and/or choose a new password by clicking on ["Forgot your username or password?"](#)

Please login or sign up to continue:

I already have an account

Username

Password

Login

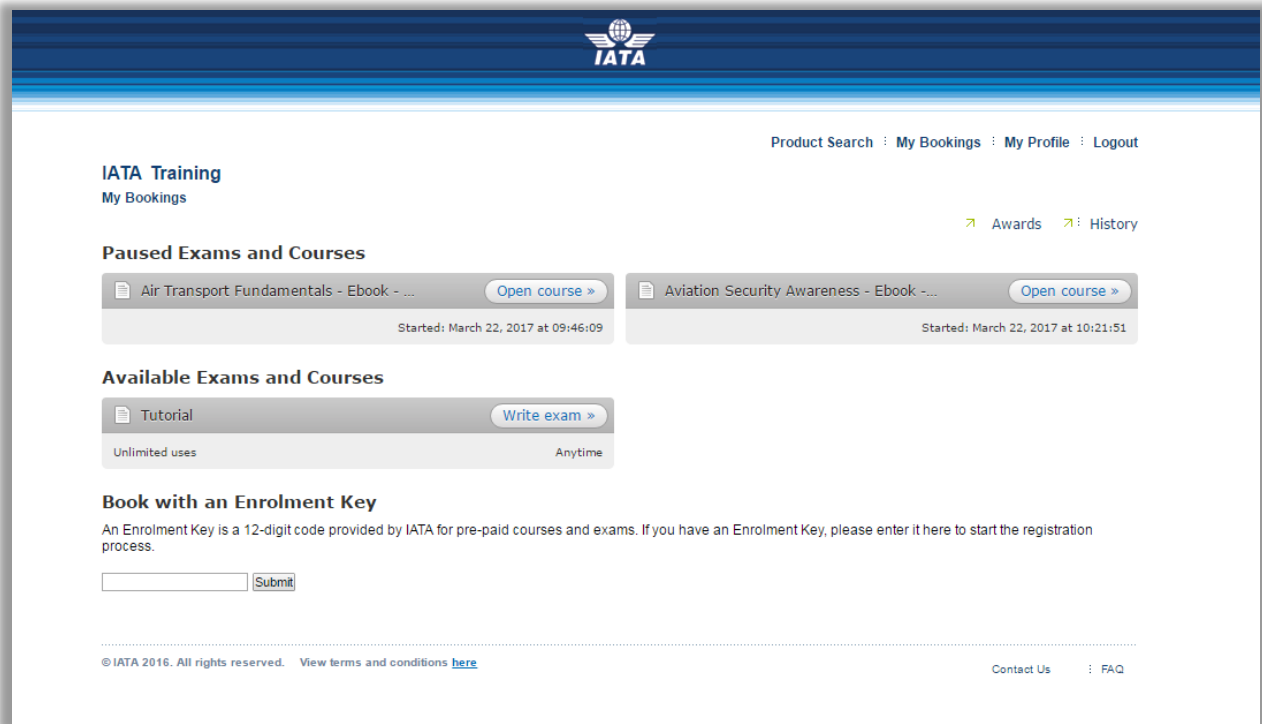
[Forgot your username or password?](#)

I'm a new user

Sign Up

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- Once logged in, you will see a summary of your courses and exams.



The screenshot shows the IATA Training website interface. At the top, the IATA logo is centered. Below it, navigation links include "Product Search", "My Bookings", "My Profile", and "Logout". The main heading is "IATA Training" with a sub-heading "My Bookings". On the right, there are links for "Awards" and "History".

Paused Exams and Courses

- Air Transport Fundamentals - Ebook - ... (Started: March 22, 2017 at 09:46:09) with an "Open course »" button.
- Aviation Security Awareness - Ebook - ... (Started: March 22, 2017 at 10:21:51) with an "Open course »" button.

Available Exams and Courses

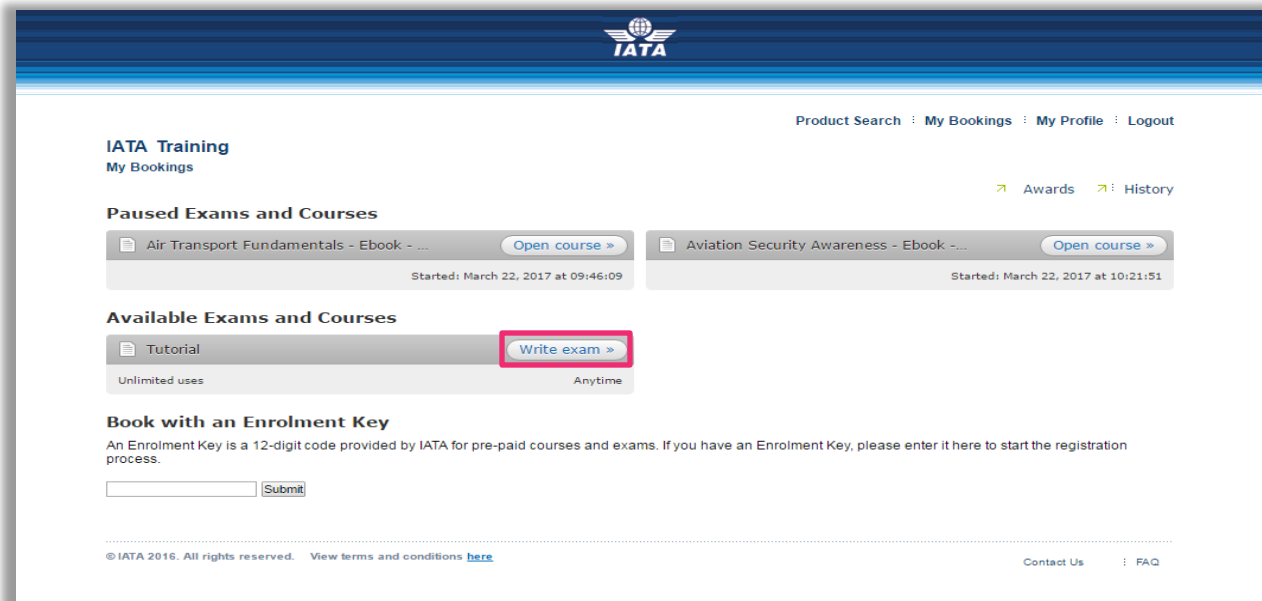
- Tutorial (Unlimited uses, Anytime) with a "Write exam »" button.

Book with an Enrolment Key

An Enrolment Key is a 12-digit code provided by IATA for pre-paid courses and exams. If you have an Enrolment Key, please enter it here to start the registration process.

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- To familiarize yourself with the online exam environment, you may access the **Tutorial** as often as you like. Simply click on the **Write exam** button next to the Tutorial title.



This screenshot is identical to the one above, but with a red rectangular box highlighting the "Write exam »" button next to the "Tutorial" entry in the "Available Exams and Courses" section.

- Once you're ready to start your online exam, locate the course for which you would like to take the exam and click on the **Open course** button.

The screenshot shows the IATA Training 'My Bookings' page. At the top, there is a navigation bar with 'Product Search', 'My Bookings', 'My Profile', and 'Logout'. Below this, the page title is 'IATA Training My Bookings'. There are links for 'Awards' and 'History'. The main section is titled 'Paused Exams and Courses' and contains two course cards. The first card is for 'Air Transport Fundamentals - Ebook - ...' with an 'Open course >' button. The second card is for 'Aviation Security Awareness - Ebook - ...' with an 'Open course >' button highlighted by a red box. Below this is the 'Available Exams and Courses' section with a 'Tutorial' card and a 'Write exam >' button. At the bottom, there is a 'Book with an Enrolment Key' section with a text input field and a 'Submit' button. The footer contains copyright information and links for 'Contact Us' and 'FAQ'.

- Now you can chose to start the exam by clicking on the **Write exam** button.

The screenshot shows the IATA Training 'Ebook' page. At the top, there is a navigation bar with 'Product Search', 'My Bookings', 'My Profile', and 'Logout'. Below this, the page title is 'IATA Training Ebook'. There is a 'Back to Exams' link. The main section is titled 'Course Resources' and contains two resource cards. The first card is for 'Aviation Security Awareness' with a 'Write exam >' button highlighted by a red box. The second card is for 'Aviation Security Awareness_eTextbo...' with a 'Start' button. The footer contains copyright information and links for 'Contact Us' and 'FAQ'.

7. You will then see the welcome screen of the online exam. Read thoroughly through the general examination rules and guidelines and **tick** the box that you agree to the rules and guidelines.

Exam: **Aviation Security Awareness**

GENERAL EXAMINATION RULES AND GUIDELINES

- This exam is comprised of **60 multiple** choice questions.
- The time allowed for this session is **150 minutes (2.5 hours)**. You will be advised fifteen minutes prior to the end of the examination.
- All questions carry **equal marks**. Each question has **only one correct response**.
- You may review all exam questions and change any of your responses, provided it is done within the time allocated for the session.
- If you choose to exit the session without completing your exam, you will be marked as **FAILED**.
- An IATA Certificate of Completion is awarded to participants obtaining a grade of 60% or higher.

Good luck!

I agree to the above statements

8. Once you have accepted the general examination rules and conditions a new button will appear. When you're ready, click on the **Start exam >>** button.

Exam: **Aviation Security Awareness**


GENERAL EXAMINATION RULES AND GUIDELINES

- This exam is comprised of **60 multiple** choice questions.
- The time allowed for this session is **150 minutes (2.5 hours)**. You will be advised fifteen minutes prior to the end of the examination.
- All questions carry **equal marks**. Each question has **only one correct response**.
- You may review all exam questions and change any of your responses, provided it is done within the time allocated for the session.
- If you choose to exit the session without completing your exam, you will be marked as **FAILED**.
- An IATA Certificate of Completion is awarded to participants obtaining a grade of 60% or higher.

Good lu

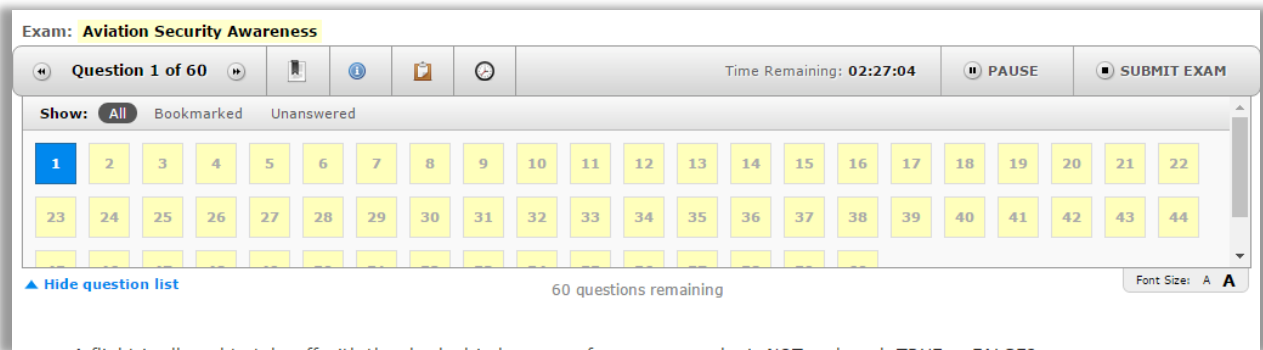
I agree to the above statements

You're about to begin the **Aviation Security Awareness**. Clicking the button below starts the exam.

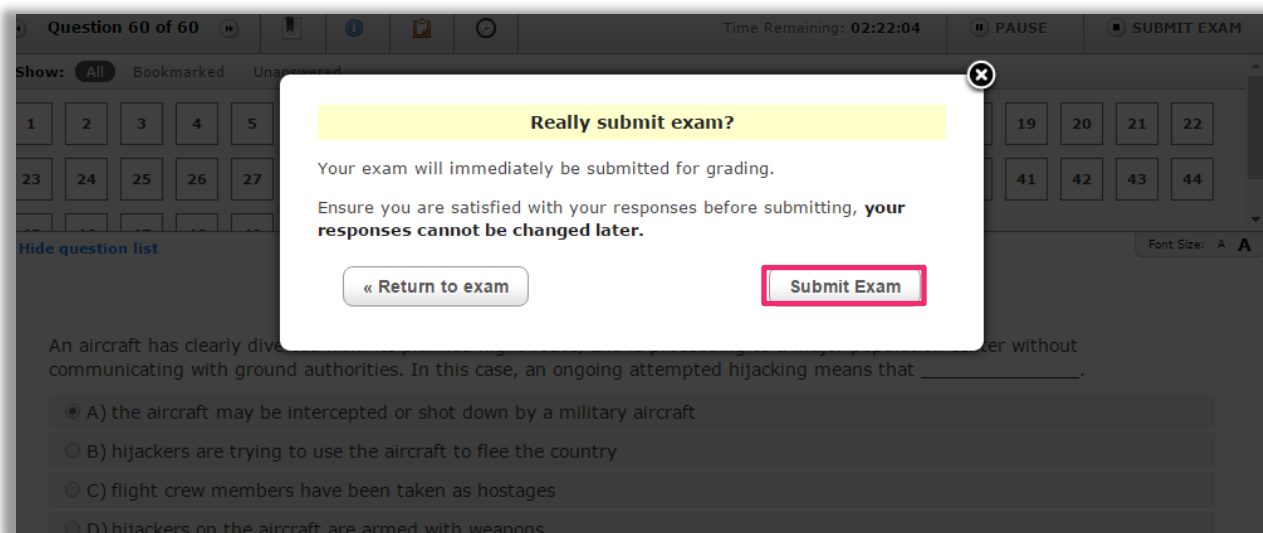
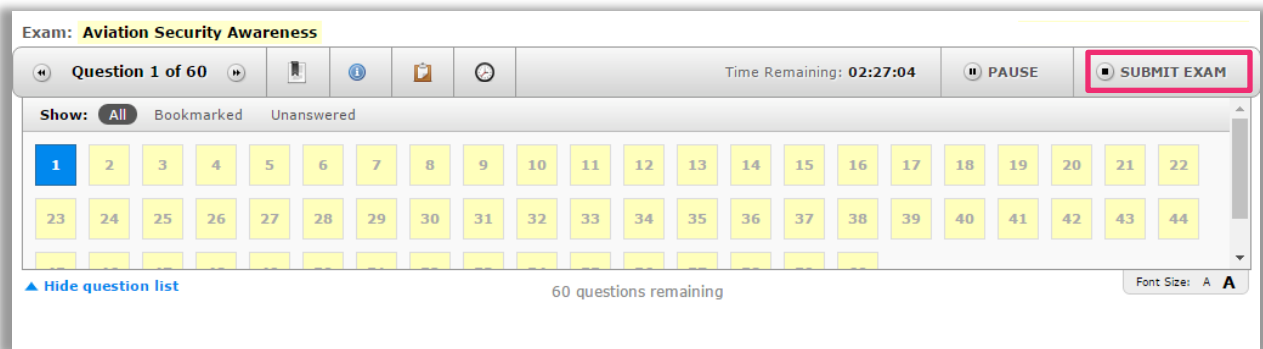
 **Exam Time limit: 2 hours and 30 minutes**
The timer begins as soon as you click the button below. Your exam will automatically be submitted when the timer expires.

Start exam >>

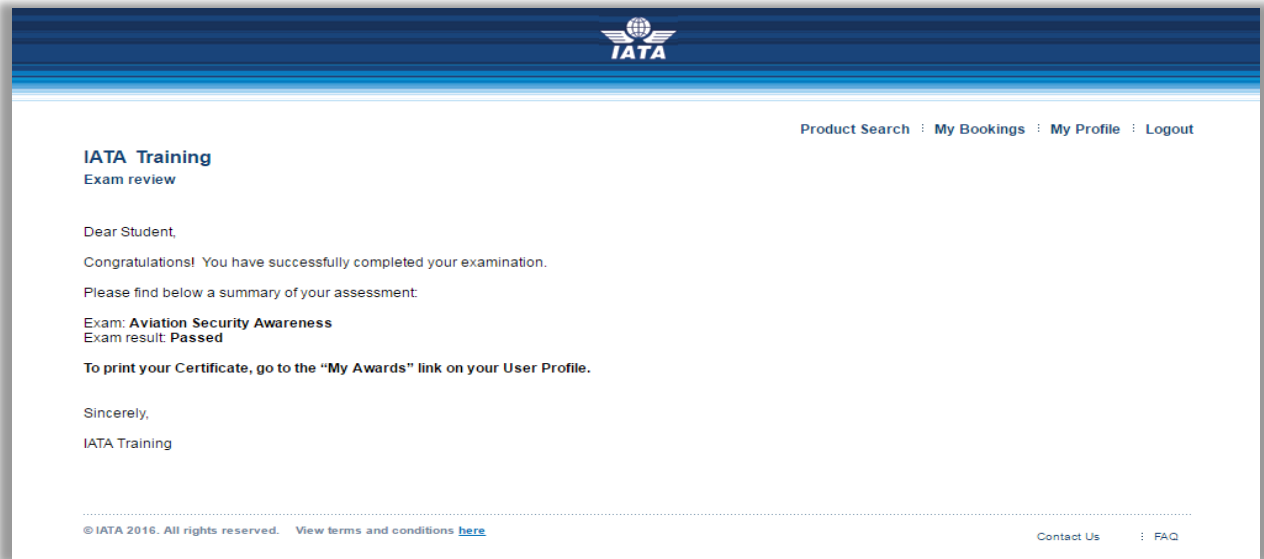
9. You are now in the online exam. Answer all questions.



10. Once you are done, click on the **submit exam** button.

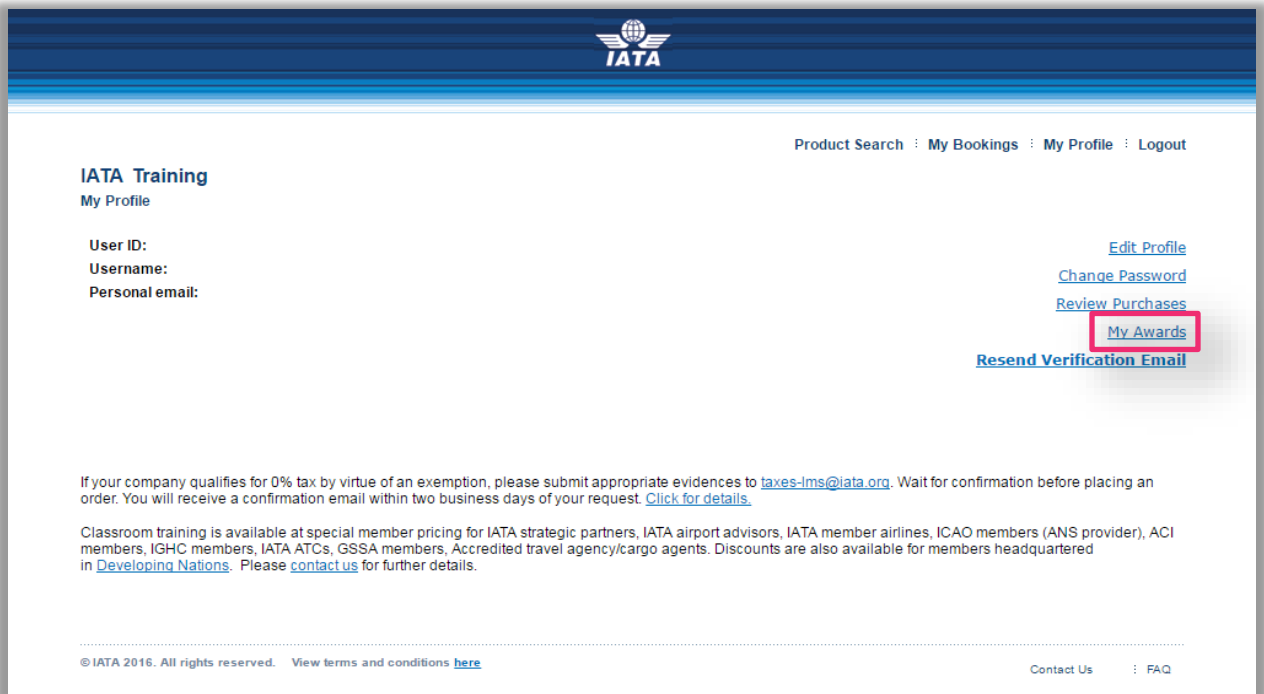


11. After you've submitted your exam, you will see your exam result.



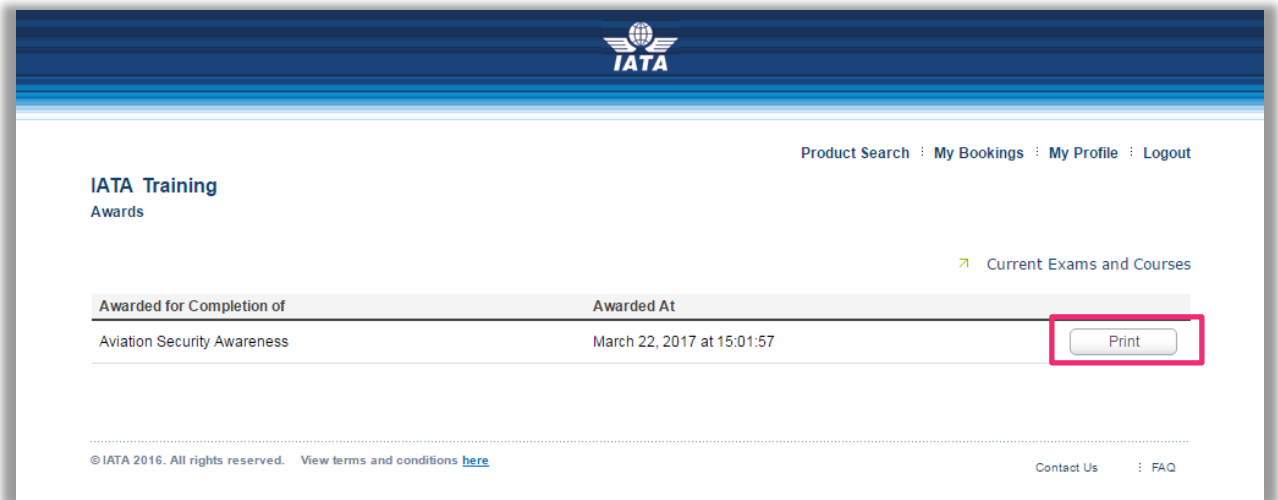
The screenshot shows the IATA Training Exam Review page. At the top, there is the IATA logo and a navigation menu with links for Product Search, My Bookings, My Profile, and Logout. The main heading is "IATA Training" with a sub-heading "Exam review". The content includes a greeting "Dear Student," followed by a congratulatory message: "Congratulations! You have successfully completed your examination." Below this is a summary of the assessment: "Exam: Aviation Security Awareness" and "Exam result: Passed". A key instruction states: "To print your Certificate, go to the 'My Awards' link on your User Profile." The page concludes with a sign-off "Sincerely, IATA Training" and a footer containing copyright information and links for Contact Us and FAQ.

12. If you have passed your exam you have the option to print your certificate from within your user profile. Click on **My Awards**.



The screenshot displays the IATA Training My Profile page. It features the IATA logo and the same navigation menu as the previous page. The heading is "IATA Training" with a sub-heading "My Profile". On the left, there are labels for "User ID:", "Username:", and "Personal email:". On the right, there is a list of links: "Edit Profile", "Change Password", "Review Purchases", "My Awards" (which is highlighted with a red box), and "Resend Verification Email". At the bottom, there is a notice about 0% tax exemptions and a link to "taxes-lms@iata.org". A footer at the very bottom contains copyright information and links for Contact Us and FAQ.

13. Click on **Print**.



The screenshot shows the IATA Training Awards page. At the top, there is the IATA logo and navigation links: Product Search, My Bookings, My Profile, and Logout. Below the header, the page title is "IATA Training Awards". A link for "Current Exams and Courses" is visible. A table lists the awards:

Awarded for Completion of	Awarded At	
Aviation Security Awareness	March 22, 2017 at 15:01:57	<input type="button" value="Print"/>

At the bottom of the page, there is a copyright notice: "© IATA 2016. All rights reserved. View terms and conditions [here](#)". There are also links for "Contact Us" and "FAQ".

14. The certificate will be issued as a PDF which you can then simply print on an available printer or save as a softcopy.

We hope you find these Guidelines useful.

In case you have any issues, please contact the support center at examstraining@iata.org.

Good luck in your studies!