

# How to create your Training Account User Guide

If you don't yet have an IATA Customer Portal account, you will need to create one before creating your Training Account.

## 1. Create your IATA Customer Portal account

From the IATA Training website click on 'My Training Account' to create your IATA Customer Portal account.

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Enter your email address and click to sign up. We recommend that you use your professional / personal email address. NB: Please do not use a generic shared email address.

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	Log in Sign up for free
	Join us! Enter your email address to join the IATA Customer Portal.
	Email email@domain.com
	Sign up
	Already have an account?
	Log in



Step 1 - Please complete your personal details.

Step 2 (optional) - Select your work segment. The segment will be used to recommend courses specific to your interests.

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### **Email verification**

Once submitted, a pop-up will be displayed and an email will be sent to you.





Navigate to your email account and locate the email from IATA. Click on the link to verify your email address and create your IATA Customer Portal account password.



#### **Password creation**

Choose your password to complete your IATA Customer Portal account creation. You can continue to complete your profile or do it later directly from your IATA Customer Portal profile.

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Your password	
Create yourself a password to access the IATA Customer Portal.	
The password should contain:	
Minimum 10 characters At least 1 upper-case and 1 lower-case letter At least one number At least 1 symbol (@#\$%^t)_+^&)	✓ ×
	Welcome on board
Password	
	Peter Stone
Confirm password	Your account has been created successfully. You can now
	discover the standard features within the Portal. Some other
	features require further details, please complete your Profile for
See password	tull access.
Save	Skip for Now Complete Your Profile
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## 2. Create your Training Account

Next, you will need to create your Training Account. Click on the IATA Training icon in 'Favorite Services'.

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Find services, cases, su	pport and more			Advanced Search
Favorite Services	7 0	See All	→ For You	M S. Arlusson A
	Payment ink	A Book Store Book Store	Rewarding C	areer In Aviation In 2024
Training	- O Pr	Request Access		
Training Platform (LMS)	Payment Link		Poly U O I D T	

#### **Personal details**

Enter your date of birth and confirm if you have taken an IATA course before.

* Date of Birth		
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		was hafana) a
Have you taken an	IATA Training co	rse before?
◯ No ◯ Yes	I'm not sure	
By clicking Next you	ı confirm you hav	e read and agree to our Privacy Policy
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If you clicked 'Yes', please enter the email address you used at that time, to transfer your previous training record into your new profile. Once you have verified your old email address, your Training Account will be created.



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🔵 No 💿 Yes	I'm not sure	3				
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The email addres	s you have prov	/ided is already	associate	d with an exi	sting user.	
Please check that	t the email addr	ess you provide	ed is corre	ct and click	next if you v	vish
address, we will m	ierge your train	ing accounts. F	rom then o	s to the abov on, please co	ve email ontinue to lo	ogin
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				Next		
С	ancel					





If you select 'No' or 'I'm not sure' you will be directed to create your Training Account and will be able to access your Training Dashboard.



Click on 'Access IATA Training' to be directed to your IATA Training Dashboard.

If you have any questions or need any support, please contact us by opening a case on our Customer Portal.