

How to link your B2B and B2C training accounts

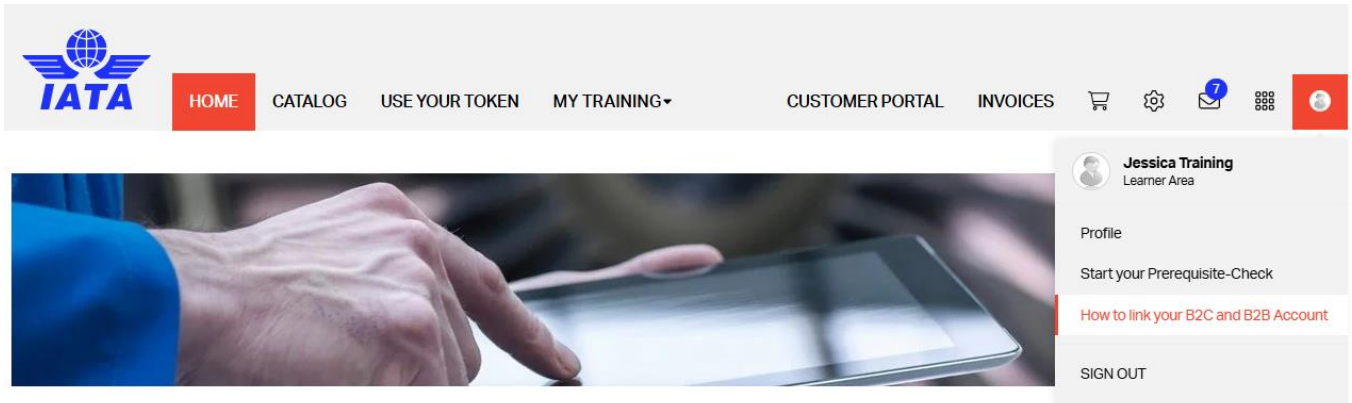
1. Login to your IATA Training account

- Log in to the [IATA Customer Portal](#) with your **B2B (professional) customer portal account** and click on the tile labeled "IATA Training" under your Favorite Services. If you are not able to see the IATA Training tile or IATA Store tile, they can either click "See All" to view or "Request Access"
Please note that the tile labeled "Training Platform (LMS)" will only be used for certain exams such as Dangerous Goods Regulations (DGR) exams. In all other cases, use the "IATA Training" tile.

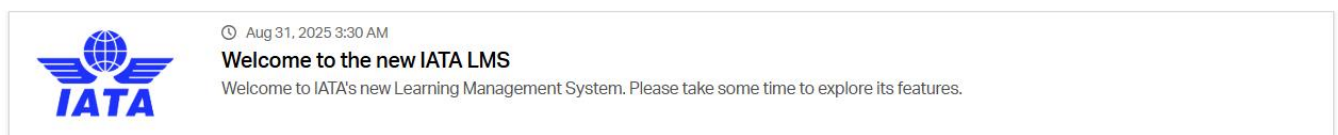


2. Linking your accounts

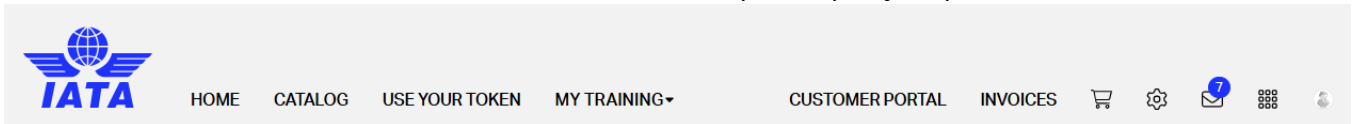
- From the homepage of the training platform for your B2B (professional) account, click the person icon in the top right corner of the screen
- Click on "How to link your B2C and B2B Account"



NEWS



- Click on the blue text labelled <<<Click here>>> under step 1 to open your profile



How to link your IATA accounts

You want to associate your IATA private and professional account?
You are just some steps away!

Whats next?

1. Go to your profile <<< Click here >>>
2. Enter e-mail address of your private account (not business account) in the field "Enter the e-mail of the account you want to link"
3. Save your profile

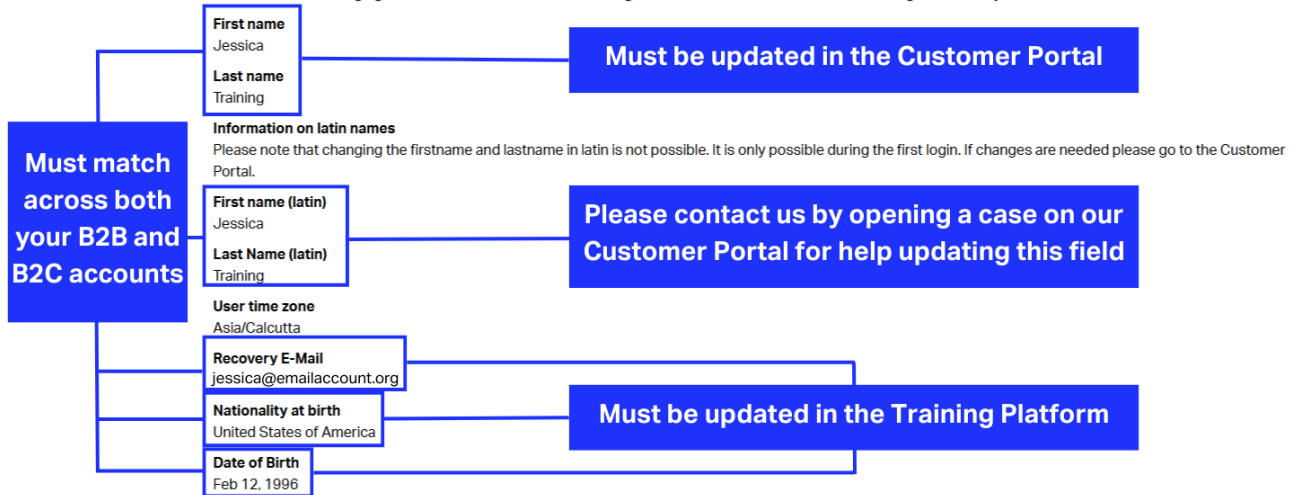
Within the next hour you will get an email if the linking was successful or not.

- Verify the following details match between your B2C (personal) and B2B (company) accounts
- If there are any discrepancies between your accounts, please follow the instructions in sections 3 and 4 of this guide

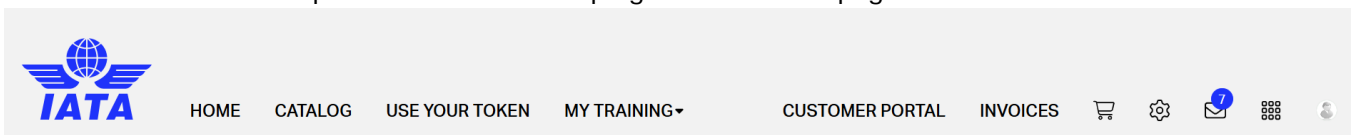
Person

Info about Changing User attributes

Please note that changing of uneditable attributes can be managed in the Customer Portal. In the main navigation above you will find the link the the Customer Portal!



- Click on the blue "Edit profile" button in the top right corner of the page



My profile

[Edit profile](#)

Person

Info about Changing User attributes

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- Enter the email of the account of your **B2C (personal) email address** in the box provided

Person

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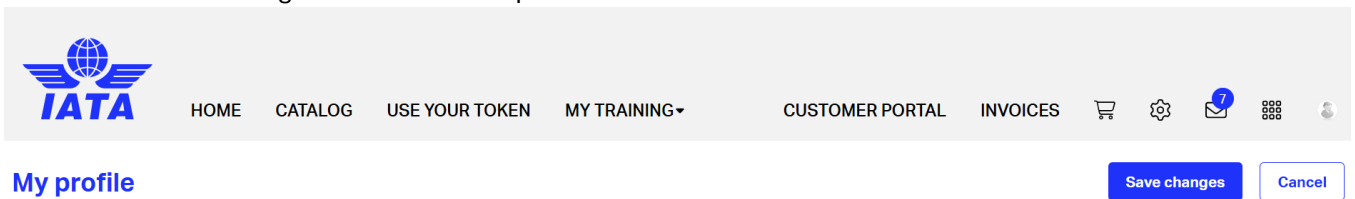
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Your linked accounts

Enter the e-mail of the account you want to link

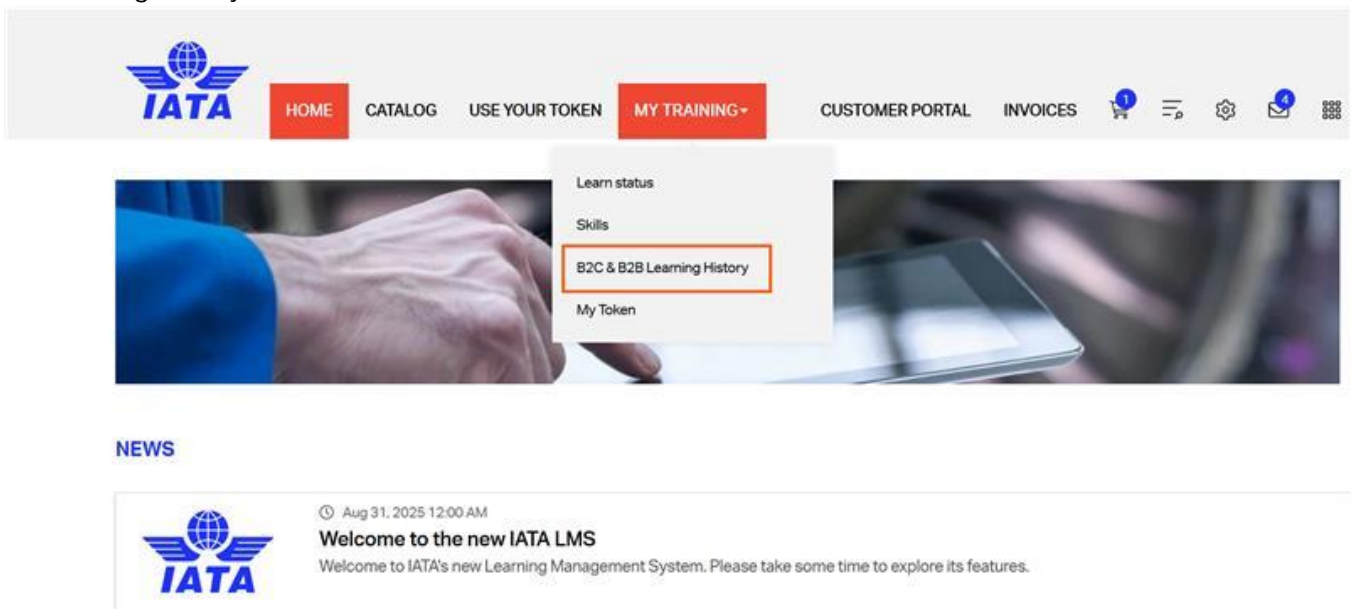
First name *

- Click the save changes button at the top of the screen



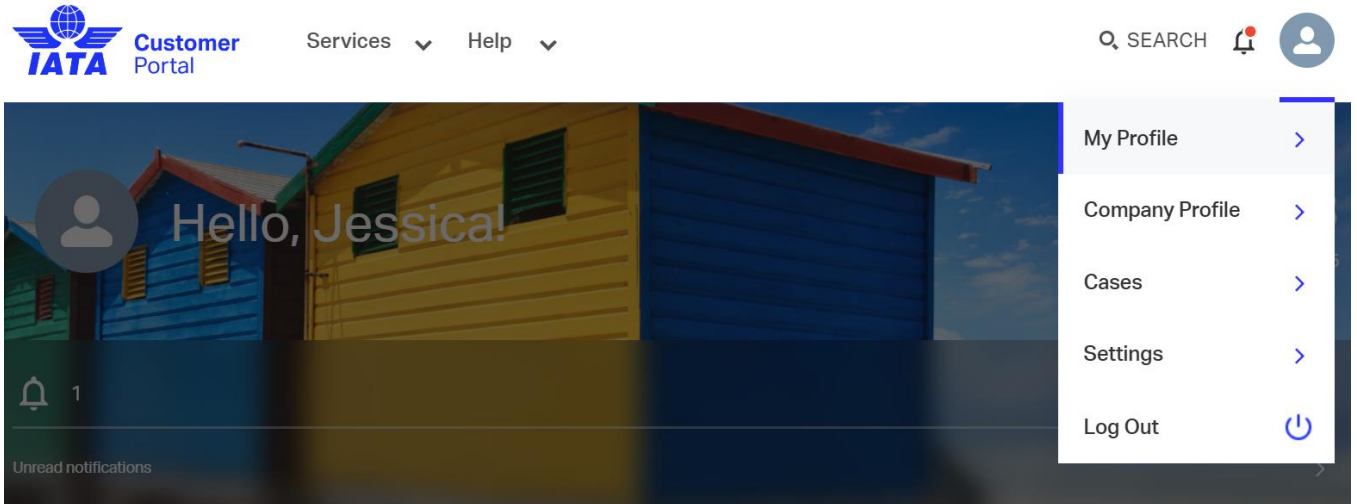
Person

- Within the next hour you will get an email if the linking was successful or not
- To verify, login to your **B2C (personal) training profile** following the steps listed in Section 1
- From the Training Platform, click on the tab for "My Training"
If you are unable to see "My Training", click on the "More" tab
- If your accounts have been successfully linked, you will be able to click on a section labelled "B2C & B2B Learning History"

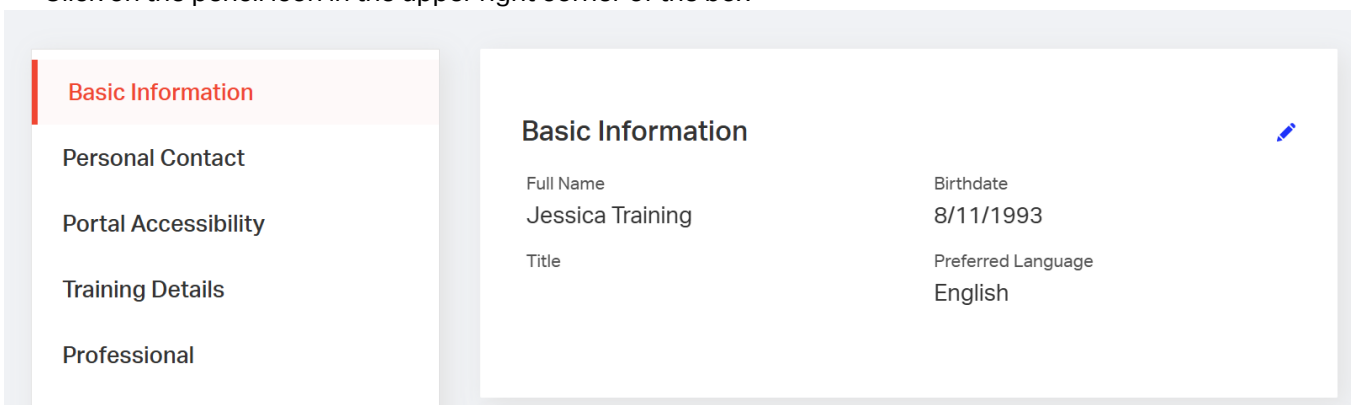


3. Updating your details in the Customer Portal

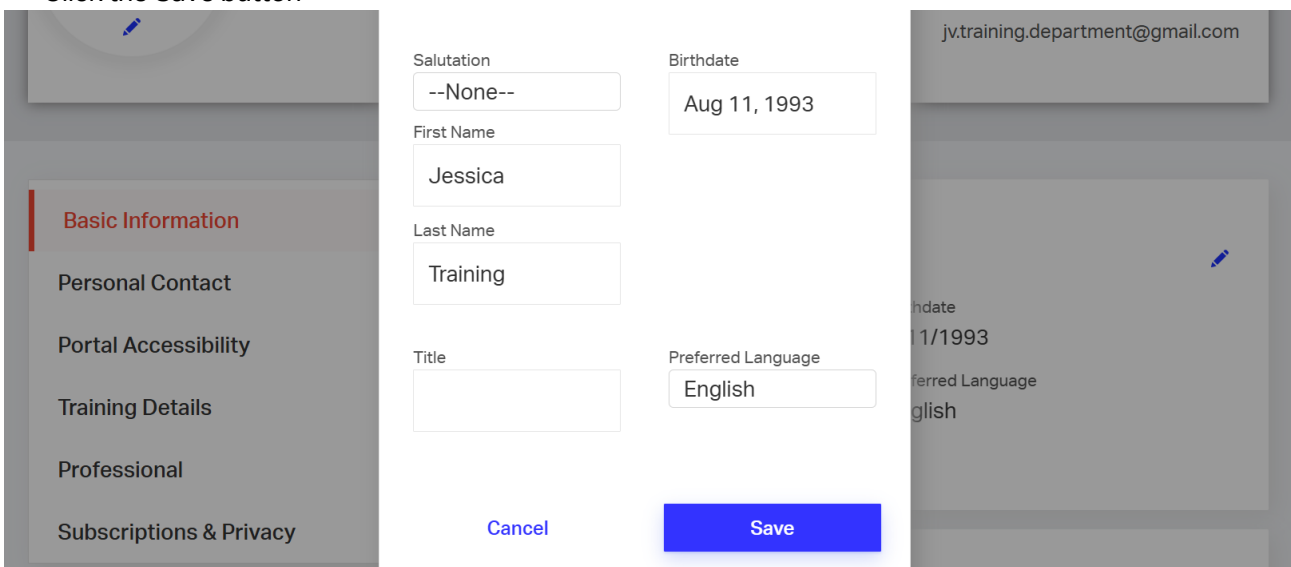
- From the Customer Portal, click on the person icon in the upper right corner of the screen
- Click "My Profile"



- Scroll down until you find the Basic Information section
- Click on the pencil icon in the upper right corner of the box

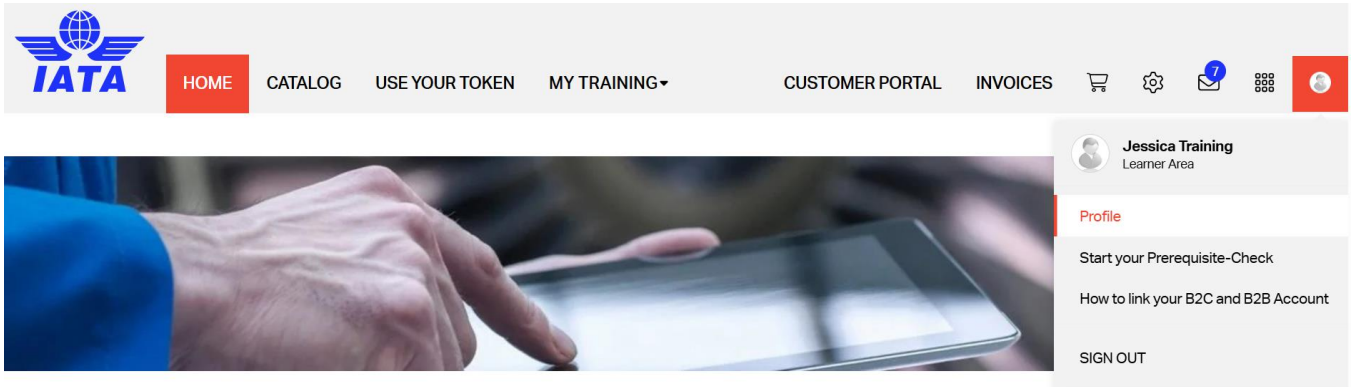


- Adjust the details on the page to match what appears on your passport
- Click the Save button

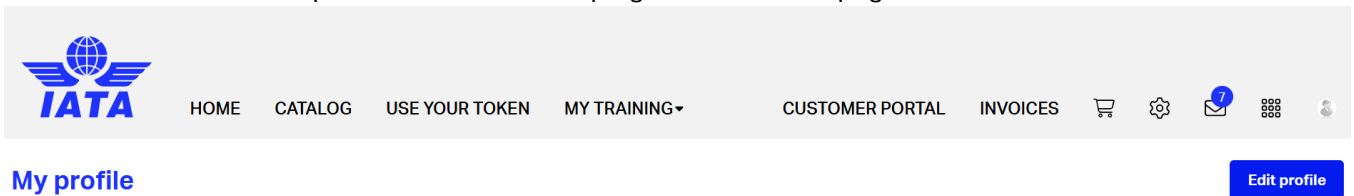


4. Updating details in your Training Profile

- From the homepage of the training platform, click the person icon in the top right corner of the screen
- Click on "Profile"



- Click on the blue "Edit profile" button in the top right corner of the page



Person

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- Edit the fields as needed to align with the account you are trying to link
Please note: the fields for First name (latin) and Last name (latin) can only be edited the first time you login to the Training Platform. If you require them to be updated, [please contact us](#) by opening a case on our Customer Portal

First name (latin) *

Last Name (latin) *

User time zone *

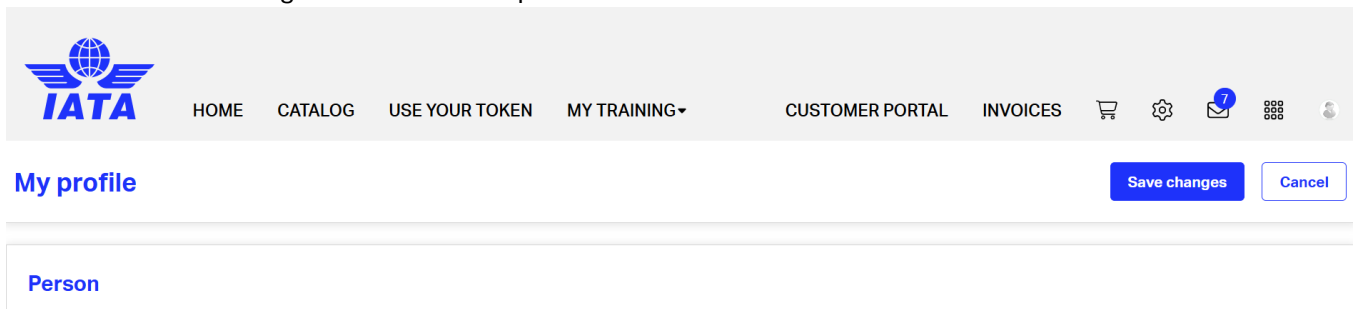
Recovery E-Mail *

Nationality at birth *

Date of Birth



- Click the save changes button at the top of the screen



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