



CANADIAN
AIRPORTS
ONLINE
COLLEGE

Learner User Guide



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LOGGING IN TO YOUR

Account

You will receive an email notification from enrolments@olc.aero outlining your account login details.

Follow the link in the email, and enter your user name and password.

Note: If you do not receive an email, check your spam folder.



Log in to Canadian Airports Online College

Username

CanadianAirports.OnlineCollege

Password

.....

[Forgot your password?](#)

Log in

LOGGING IN TO YOUR Account

You will be prompted to change your default password when you first login.



Change your password

Current Password

••••••

Choose new password

••••••

Confirm new password

••••••

Change password

NAVIGATING THE

Dashboard

4. Click on this button to start or resume your training.

NOTE: You will be taken back to the screen you last viewed.

CA
OC

CANADIAN AIRPORTS
ONLINE COLLEGE
www.caoc.aero

Dashboard

Search

CA

Total Number of Courses

3
Enrolled Courses

0
Completed Courses

1
Learning Paths

Certificate in Airport Business Operations
Not Started · Enrolled on 13 Oct 2023

7 Modules

0%

4 ▶ Start

Certificate in Airside Operations
Not Started · Enrolled on 13 Oct 2023

7 Modules

0%

▶ Start

Certificate in Terminal and Landside Operations
Not Started · Enrolled on 13 Oct 2023

EDITING YOUR
Profile

- 1. Click on your initials in the top right corner.
- 2. A dialogue box will open. Click on your name.

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Dashboard

Search

CA

3
Enrolled Courses

0
Completed Courses

1
Learning Paths

Certificate in Airport Business Operations

Not Started · Enrolled on 13 Oct 2023

7 Modules

0%

Start

Certificate in Airside Operations

Not Started · Enrolled on 13 Oct 2023

7 Modules

0%

Start

Certificate in Terminal and Landside Operations

Not Started · Enrolled on 13 Oct 2023

CA

Canadian Airports Online
College
CanadianAirports.OnlineCollege

Logout

EDITING YOUR
Profile

3. Click on Edit to make changes to your first and last name.

NOTE: If you require changes to your email or username, please contact enrolments@olc.aero.

4. You can also change the portal language, timezone, and update your password.

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Dashboard

Search

CA

My Profile

Learner

Canadian Airports Online College

Edit

Settings

Profile Details

Select your language

English

Update your password

13 Oct 2023

Set your timezone

(GMT-04:00) Eastern Time (US & Canada)

EDITING YOUR
Profile

5. Click on Profile Details to edit your Position, and Department.

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Dashboard

Search

CA

My Profile

Learner

Canadian Airports Online College

Edit

5

Settings

Profile Details

Customer

ACI World

Department *

Other x

Position *


Other x

Save

The Assessment tile will become available once all other sections are completed.

M1 Airside Infrastructure, Facilities and Personnel

Save and exit



Online Learning Centre
olc.aero

Airside Infrastructure, Facilities and Personnel

Home

[Home](#) [Resources](#) [Exit](#)

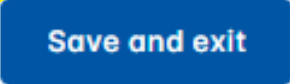
| | | | | |
|-----------------|---------------------------------|---------------------------|----------------------------|---|
| 01 Welcome | 02 Overview | 03 Airside Regulations | 04 The Manoeuvring Area | 05 Airside Lighting, Signage & Instrument Landing Systems |
| 06 The Apron | 07 Airside Support Buildings | 08 Airside Perimeter | 09 Airside Personnel | |
| Assessment | | | | |


COMPLETING YOUR
Course

- 1. If you need to leave your computer for 5 minutes or more, click on Save and exit to ensure your progress is saved.
- 2. Click on Home at any time to be brought back to this course page.

M1 Airside Infrastructure, Facilities and Personnel

1





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Airside Infrastructure, Facilities and Personnel

2

Home

Resources

Exit

01
Welcome

02
Overview

03
Airside Regulations

04
The Manoeuvring Area

05
Airside Lighting, Signage & Instrument Landing Systems

06
The Apron

07
Airside Support Buildings

08
Airside Perimeter

09
Airside Personnel

Assessment

DOWNLOADING YOUR Certificates

1. Download your individual Certificates at any time, by navigating to the ‘Completed Courses’ tab, and clicking on the Certificate button.

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Dashboard

Search

CA

Training History

Total Number of Courses

0
Enrolled
Courses

3
Completed
Courses

1
Learning Paths

Certificate in Airport Business Operations

Passed • Score 100% • Completed on 13 Oct 2023

★ Rate Course

1Certificate

Relaunch

Certificate in Terminal and Landside Operations

Passed • Score 100% • Completed on 13 Oct 2023

★ Rate Course

Certificate

Relaunch

Certificate in Airside Operations

Passed • Score 100% • Completed on 13 Oct 2023

DOWNLOADING YOUR Certificates

2. Download your Learning Path Certificates at any time, by navigating to the ‘Learning Paths’ tab, and clicking on the Certificate button.

NOTE: Examples of Learning Paths include the Diploma in Airport Operations, Certificate I in Airside Safety, and more.

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Dashboard

Search

CA

Training History

Total Number of Courses

0
Enrolled
Courses

3
Completed
Courses

1
Learning Paths

Airport Operations Diploma Program v4

Completed ⓘ · Score 100% · Completed on 13 Oct 2023

2

Download Certificate

Relaunch



We hope you enjoy your training!