



AIRDAT PASSPORT

New user help guide

SYD

Getting started

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Support

Last updated: 10/11/22

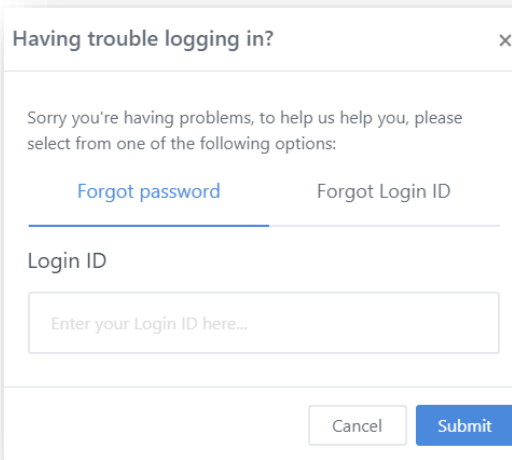
Getting started

LOG IN

<https://passport-syd.airdat.org/account/login?ReturnUrl=%2F>



The screenshot shows the Passport Sydney login page. At the top left is the PASSPORT logo with 'By AIRDAT' underneath. In the center is the SYD Sydney's Airport logo. Below it is the heading 'Login to Passport'. There are two input fields: 'Login ID' with a placeholder 'Enter your Login ID here' and 'Password' with a placeholder 'Enter your password here'. Below the password field is a link 'Forgot password or Login ID? Click here to reset'. At the bottom is a blue 'Log in' button and a 'Don't have an account? Register' link.



The dialog box is titled 'Having trouble logging in?' and contains the text: 'Sorry you're having problems, to help us help you, please select from one of the following options:'. There are two radio buttons: 'Forgot password' (selected) and 'Forgot Login ID'. Below the radio buttons is a 'Login ID' label and an input field with the placeholder 'Enter your Login ID here...'. At the bottom are 'Cancel' and 'Submit' buttons.

If you have forgotten your details to log in

Getting started

REGISTER

<https://passport-syd.airdat.org/account/login?ReturnUrl=%2F>

PASSPORT
Built by AIRDAT

SYD
Sydney's Airport

Login to Passport

Login ID

Password

Forgot password or Login ID? [Click here to reset](#)

Log in

Don't have an account? **Register**

To register and create a new account, fill out the form

Step 1 Airport Step 2 Company details Step 3 About you

SYD
Sydney's Airport

Do you have a valid Login ID for this airport?

This is the security card issued to you by the airport that allows access to areas (landside & airside) to work.

Yes **No**

Create a password

We require a minimum of 8 characters and recommend using both letters and numbers.

Next →

Click 'No' if you do not have a valid ASIC or Access Card

Step 1 Airport Step 2 Company details Step 3 About you

SYD
Sydney's Airport

Search for your company

Please ensure you register under the company you are directly employed by (not subcontracted by).

Choose a company

Click to add: COMPANY XYZ

No results match COMPANY XYZ

What is your business type?

If you cannot find your company when searching, add it by clicking 'Click to add:.....'

You must email airdat@syd.com.au with your company details and request the ability for employees to book courses

Getting started

DASHBOARD VIEW

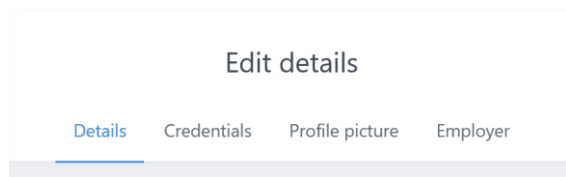
The screenshot shows the AIRDAT dashboard for a user named James Weir. The interface includes a navigation toolbar on the left, a user profile section, and several main content cards. Annotations with red arrows point to specific elements:

- Navigation toolbar:** A vertical sidebar on the left containing icons for Onboard, Dashboard, and Training.
- View / edit profile:** A button labeled "View profile >" located below the user's profile picture.
- To book a course (eLearning):** A card titled "Need some 'In person' or eLearning training?" with a "Train me" button.
- To view current bookings:** A card titled "Existing Enrolment" with a "View" button.
- Access a range of support articles or email AIRDAT directly:** A "Support" button in the top right corner.

The dashboard also displays a "Qualifications" section with a progress gauge showing 4 Valid, 1 Expiring, and 0 Expired qualifications, and a "Points" section showing "No points found."

Edit profile

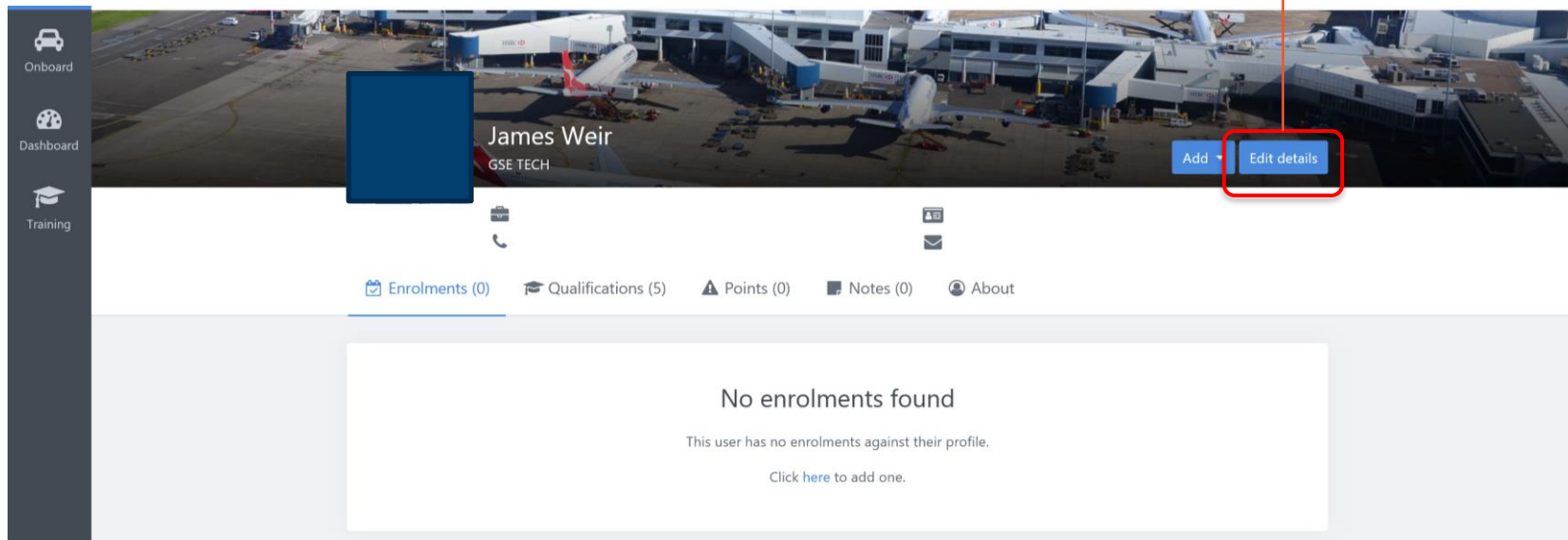
VIEW/EDIT PROFILE



Details – your email, phone, driver's license

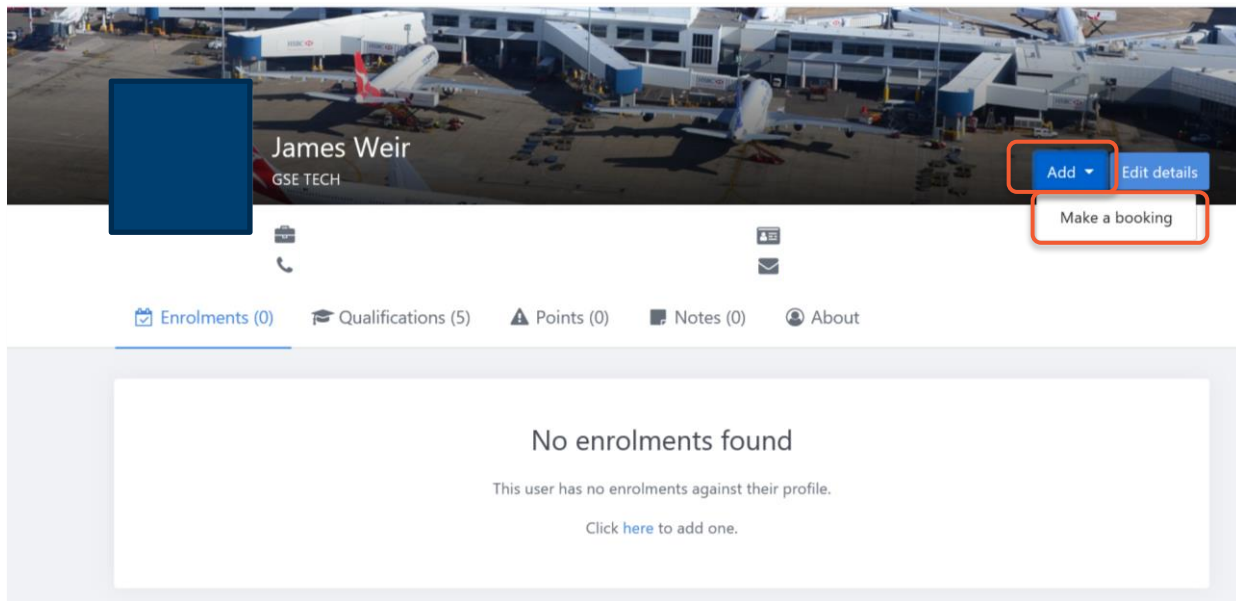
Credentials – your password

Employer – your job title, request company transfer



Bookings

MAKE A BOOKING



The screenshot shows a user profile for James Weir, GSE TECH. The profile header includes a blue square placeholder for a profile picture and a background image of an airport tarmac. Below the header, there are navigation icons for a calendar, a phone, a mail, and a document. The main content area displays the following statistics: Enrolments (0), Qualifications (5), Points (0), Notes (0), and About. A large white box with a light gray border contains the text: "No enrolments found. This user has no enrolments against their profile. Click [here](#) to add one." In the top right corner of the profile header, there are two buttons: "Add" and "Edit details". The "Add" button is highlighted with a red box, and its dropdown menu is open, showing the option "Make a booking" also highlighted with a red box.

- 1 Go to your profile page
- 2 Click 'Add'
- 3 Click 'Make a booking'

Bookings

MAKE A BOOKING

Please select a course
Search for a course by name or [view all](#)

1 [Filter \(0 applied\)](#)

Course name	Type	
SYD - Baggage Induction Third party contractors 1195 View description	eLearning	Choose course
SYD - Contractor Induction View description	eLearning	2 Course selected

[Previous](#) 3 [Continue](#)

1. Search and select the course you want to book into
2. Click “Choose Course”
3. Click “Continue”
4. Review your booking for important information
5. Click “Confirm Booking”
6. You will receive an email notification of your booking

The booking is now confirmed and will be shown under “Enrolments” on your profile

Print a certificate

Print a certificate

1

Enrolments (0) **Qualifications (5)** Penalties (0) Notes (0) About History

All Training Required for SSE

Search for a qualification... Filter (0 applied)

Name	Valid from	Expiry	Status	Action
Red ASIC TEST - Online Category: ASIC	13 Oct 2022	13 Oct 2024	Passed	Action
SYD - Hot Works Awareness Category: Safety	02 Feb 2022	02 Feb 2024	Passed	Action
SYD - SYD General Safety Induction 1015 Category: Safety	14 May 2021	14 May 2023	Passed	Action
SYD - Baggage Induction Third party contractors Category: Safety	12 May 2021	12 May 2023	Passed	Action

2

Generate permit
Archive

Once you have completed your course, go to your profile:

1. Click on “Qualifications”
2. Click “Action”, Click “Generate permit”
3. Click “Generate” to download your certificate

3

Return Generate permit

Generate

Edit permit details

Use this page to update the candidate's photo, add notes or set the expiry date (only applicable to assessments with variable expires).

Photo

Update photo

Notes

Update Notes

Preview

Here's a preview of the permit. Use the Front/Back buttons to see both sides to check before printing.

Front Back

SYD
Sydney's Airport
Certificate

Assessed by
Clothilde Smith
STREET AIRPORT

to the successful completion of
SYD - Baggage Induction Third party contractors
on
12/05/2021

Ref: AIR4799

Qualification is valid until 12/05/2023

FAQ

QUESTIONS & ANSWERS

Why am I not able to book courses through AIRDAT Passport?

Some courses have pre-requisites.

If your company has not worked at SYD before, contact airdat@SYD.com.au with your company details and request the ability for employees to book courses

Some companies may have restricted your access in AIRDAT Passport. Please check with your company administrator if you are not able to book courses through the system.

Will I be charged to undertake courses in AIRDAT Passport?

Courses previously available on the former learning platform will remain free of charge, these are:

- General Contractor Induction
- Drug & Alcohol Awareness Program
- Active Armed Offender
- Fire Warden Online Module
- Baggage Induction – Authorised Access
- Baggage induction – Third party contractors
- Baggage Induction – Ground handling workers
- Sydney Airport High Voltage Enclosures Induction
- High Voltage Safety Rules Knowledge Test

FAQ

QUESTIONS & ANSWERS

What training am I required to do?

General Contractor Induction

- Mandatory for any contractor undertaking any kind of works across the airport precinct, including third party contractors
- Complete every 2 years

Drug & Alcohol Awareness Program

- As per Civil Aviation Safety Regulation (CASR) Part 99, SYD engaged contractors and their sub-contractors who perform works on the aerodrome, inside aerobridges, or perform security services more than twice in 90 days are required to undertake a drug and alcohol test and complete this course prior to commencing work
- Complete every 2 years
- The General Contractor Induction is a pre-requisite

Baggage Induction - Authorised Access

- Mandatory for workers who maintain and repair the baggage system.
- Complete every 2 years
- The General Contractor Induction is a pre-requisite

Baggage Induction – Third party contractors

- Mandatory for contractors who perform work around the baggage system, but not necessarily perform maintenance or repair work on the baggage system
- Complete every 2 years

FAQ

QUESTIONS & ANSWERS

What training am I required to do?

Baggage Induction - Ground handling workers

- Available for all personnel who will be working in and around the baggage system
- Complete every 2 years

High Voltage Enclosures Induction

- Mandatory for any worker performing works in an enclosure which has live high voltage electrical apparatus
- Complete every year
- The General Contractor Induction is a pre-requisite

High Voltage Safety Rules Knowledge Test

- Mandatory for any contractor performing works in an enclosure which has live high voltage electrical apparatus
- Complete every year
- The High Voltage Enclosures Induction is a pre-requisite

Active Armed Offender Awareness Training

- Available to all our airport partners and is intended to increase understanding of the threat that active armed offender incidents pose in crowded places

Fire Warden Refresher Training

- Available to nominated Fire Wardens and designed to equip selected workers with the skills and knowledge to act as a fire warden in an emergency

FAQ

QUESTIONS & ANSWERS

What about the Induction Card? Is this be available in AIRDAT Passport?

The Induction Card (for SYD engaged contractors) is being phased out.

If your training records are not available on AIRDAT Passport, you are still required to carry the Induction Card as confirmation you have completed mandatory training.

If your training records are up to date and available on AIRDAT Passport:

- you are no longer required to carry the Induction Card on your person while on site
- you are also encouraged to download the AIRDAT VISA App as way to demonstrate that you or your company is up to date with mandatory training requirements

The app also provides SYD Representatives the ability to verify your training compliance on-site.


Access the guide to [login on the VISA App](#) and the guide to [view training records](#) on the app.

Support

WHO CAN I CONTACT

For **training requirement queries**, contact safety@syd.com.au

For **business process queries**, including issues with registrations or log ins and general support with eLearning course, please contact airdat@syd.com.au or on 02 9667 9079

For **technical issues** including general website support and document upload support,, please contact AIRDAT directly via the  [Support](#) button, located at the top right of the website.

Useful resources and how to guides are available on:

- SYD website – [safety page](#)
- AIRDAT website – [resources page](#)