

InfoSYD Portal is Sydney Airports website for Airlines, Partners and Workers to get the latest information and access to applications about working at the airport from a single secured location. Below are the steps for accessing the portal:

<https://www.sydneyairport.com.au/infosyd/auth/login>

1. Click here
<https://www.sydneyairport.com.au/infosyd/auth/login>

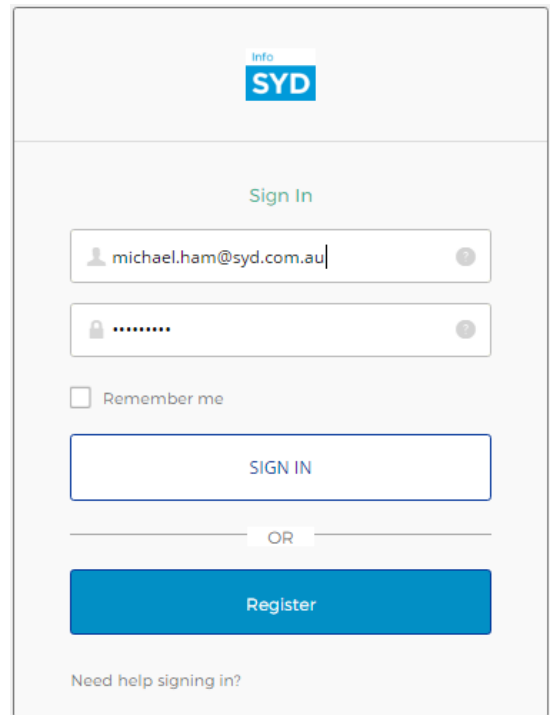
to go to the logon page.

As a new user click **Register**.

(Any future logins, you will just enter username

Password and then

Sign In)



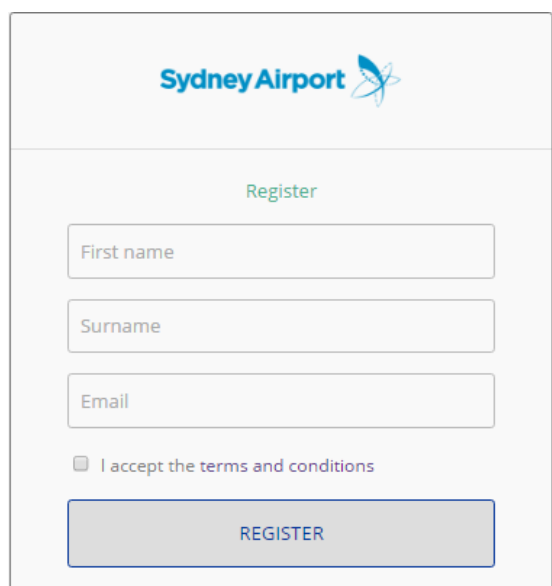
The screenshot shows the 'InfoSYD' login interface. At the top is the 'InfoSYD' logo. Below it is the heading 'Sign In'. There are two input fields: the first for the username (containing 'michael.ham@syd.com.au') and the second for the password (masked with dots). Below the password field is a checkbox labeled 'Remember me'. There are two buttons: a white 'SIGN IN' button and a blue 'Register' button. At the bottom, there is a link that says 'Need help signing in?'.

2. This will take you to the registration screen where you can enter your name and email.
3. Use the same email as you have previously used to register with Airport Planning Approvals tool.

Note: You must use a registered work email with an approved domain i.e.

joe.bloggs@syd.com.au. We do not accept personal email accounts (@gmail, @hotmail, @bigpond etc. unless by arrangement).

4. Please accept the terms and conditions and click **Register**.



The screenshot shows the 'Sydney Airport' registration interface. At the top is the 'Sydney Airport' logo. Below it is the heading 'Register'. There are three input fields: 'First name', 'Surname', and 'Email'. Below the email field is a checkbox labeled 'I accept the terms and conditions'. At the bottom is a blue 'REGISTER' button.

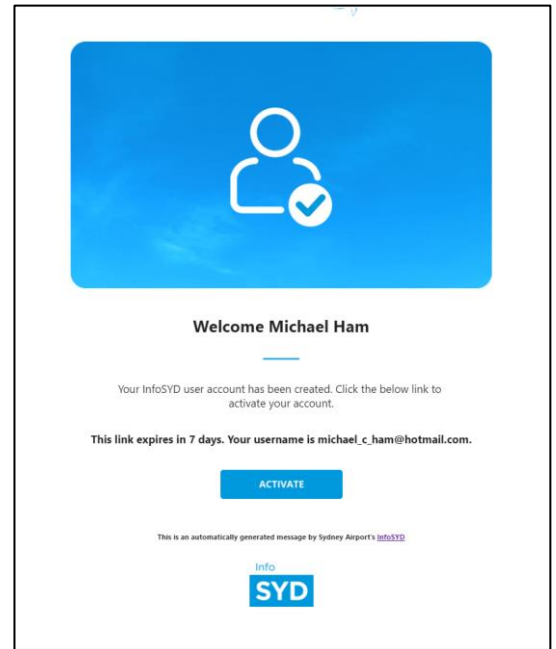
5. You will receive confirmation that your registration is successful.

You have successfully registered

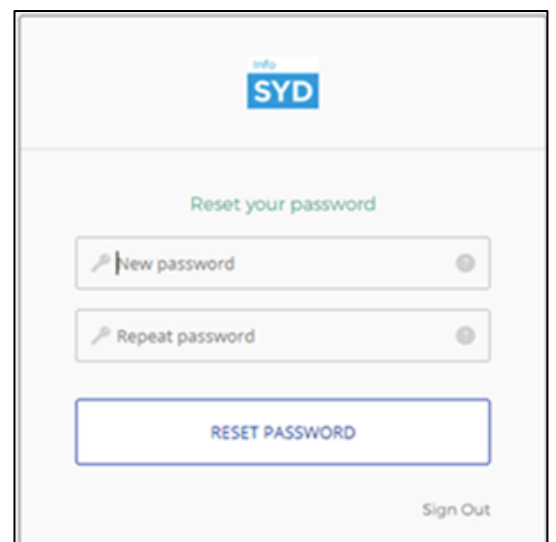
Please check your email to continue the registration process

6. You will shortly receive an email from the Airport InfoSYD portal asking you to set your password.
7. Press “**Activate**” and you will be taken to the “Reset your password” screen.

Note - If you fail to activate within 24 hours, you will have to re-register. The ACTIVATE button takes the User to the



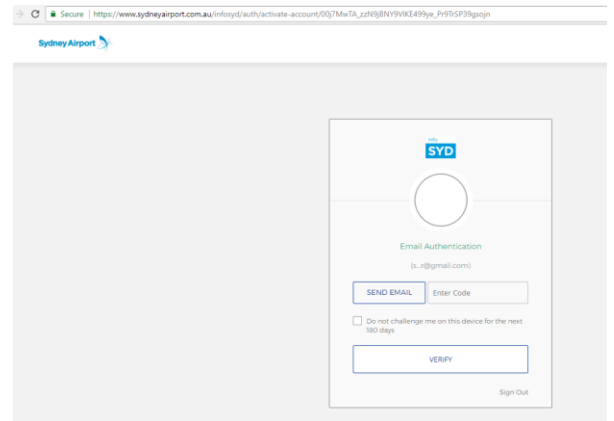
8. Enter a password.
9. It must be complex meaning it must contain at least 1 CAPITAL LETTER, 1 NUMBER, and a SYMBOL (e.g. @, #, %, *). The password must be at least 8 characters long.



The image shows a "Reset your password" form. At the top, there is the InfoSYD logo. Below the logo, the text "Reset your password" is displayed in green. There are two input fields: "New password" and "Repeat password". Each field has a small icon of a key and a circular icon to its right. Below the input fields is a blue button labeled "RESET PASSWORD". At the bottom right, there is a link labeled "Sign Out".

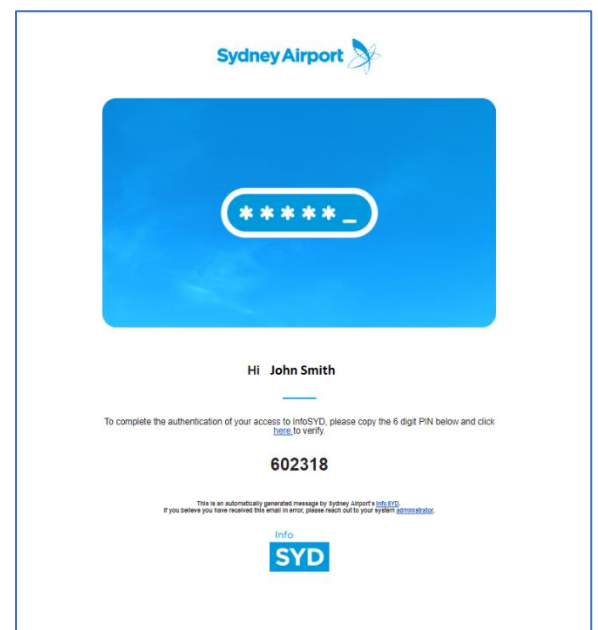
10. You will be asked to validate your email address

11. Click **Send Email**



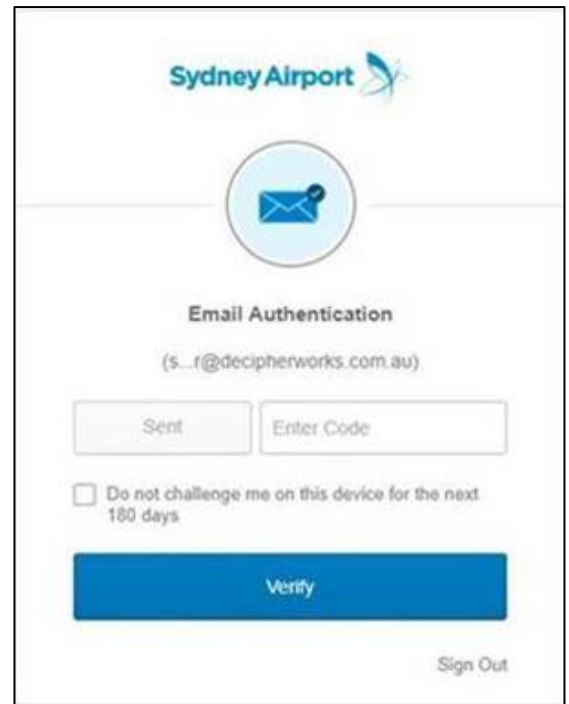
12. You will then receive an email with a 6-digit PIN – you will find this in your email account that you registered with above

13. Copy the PIN



15. Paste that PIN into the box “Enter Code”

16. Press **Verify**



The screenshot shows the Sydney Airport Email Authentication interface. At the top is the Sydney Airport logo. Below it is a circular icon containing an envelope with a keyhole. The text "Email Authentication" is centered, followed by the email address "(s...r@decipherworks.com.au)". There are two input fields: "Sent" and "Enter Code". Below these is a checkbox labeled "Do not challenge me on this device for the next 180 days". A large blue button labeled "Verify" is at the bottom, and a "Sign Out" link is in the bottom right corner.

17. Enter the **PIN** and you will be taken to the portal which means you are now authenticated to use Sydney Airport’s InfoSYD

18. There is a tile called “Airport Planning Approvals”

19. If there is no tile, please email the issue to infosyd.support@syd.com.au

