



## STEP 1: LOG IN

1. Log into the ACAA Academy Homepage: <https://pitairportlearning.com>
2. To login, click on the key icon at the upper right-hand corner of the screen, then enter your login information and click **LOG IN**.
  - **Username:** *first initial of first name + last name + last 4 of SSN*
  - **Password:** *pitairport*
  - All lowercase and you will be prompted to customize your password.
  - If you forget your initial login, contact your Security Liaison.

### NEED HELP RESETTING YOUR PASSWORD?

Email: [support@airportlearning.com](mailto:support@airportlearning.com)  
or call: 844-413-2212

## STEP 2: BEGIN TAKING A COURSE

Once you are logged into the ACAA Academy, you will be taken directly to your personal **MY DASHBOARD**.

1. Locate the **ENROLLMENTS** widget and select a course.
2. Click the **GREEN PLAY** button to begin.
3. Then select a lesson to view and click the **BLUE ACTION** button.

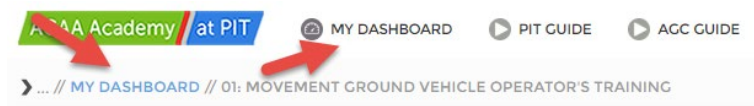
**NOTE:** You **MUST** view the **Terms of Use** before beginning any courses.

## STEP 3: COMPLETING THE COURSE & RETURNING TO THE DASHBOARD

1. The training course will begin to play automatically in the same window.
2. Ensure every slide title in the **left menu** has been viewed.
3. When you complete the training lesson, a green checkmark will appear next to the lesson title, then click on the **RED X** at the top right to close the lesson.
4. Then, complete the certification test and follow the same procedure.



- Once all your lessons are complete, and your course is complete, return to your dashboard by clicking on **MY DASHBOARD** in the breadcrumbs at the top of the page or the link in the Academy header.



## STEP 4: PRINT YOUR SIDA CERTIFICATE

Certificate	Credits	Award Date ▼	Expires	Save as PDF	Print	View
Movement Ground Vehicle Operator's Training	0	1/13/2020	2/10/2020			
Movement Area Driving Practical Test	0	12/20/2019	1/17/2020			
Security Identification Display Area (SIDA)	0	10/10/2019	11/7/2019			

- Your SIDA certificate must be printed upon completion.
- On **MY DASHBOARD**, locate the **CERTIFICATES** widget shown here.
- Click on the **PRINT** icon next to the SIDA course and follow the on-screen prompts to print your SIDA certificate.
- Congratulations, you are finished!!

**NOTE:** If you fail the SIDA Certification, **DO NOT** attempt to re-take. You will not receive credit for the 2<sup>nd</sup> attempt **EVEN IF YOU PASS**. See the ID Badge Office personnel for assistance.

## REMEMBER!

You must view each lesson in a course completely and then complete the certification test before you will be awarded a certificate of completion.



BADGE COLOR	CERTIFICATION COURSE REQUIREMENTS
STERILE	SIDA
GOLD	SIDA
RED	SIDA and Non-Movement
BLUE	SIDA and Non-Movement
GREEN	SIDA and Movement