

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:** *email address*
 - **Password:** *agc2018*
 - 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?

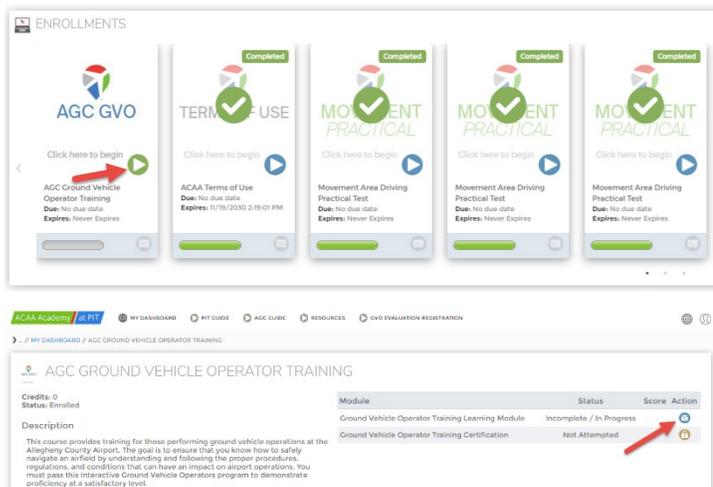
Email: support@airportlearning.com

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**.

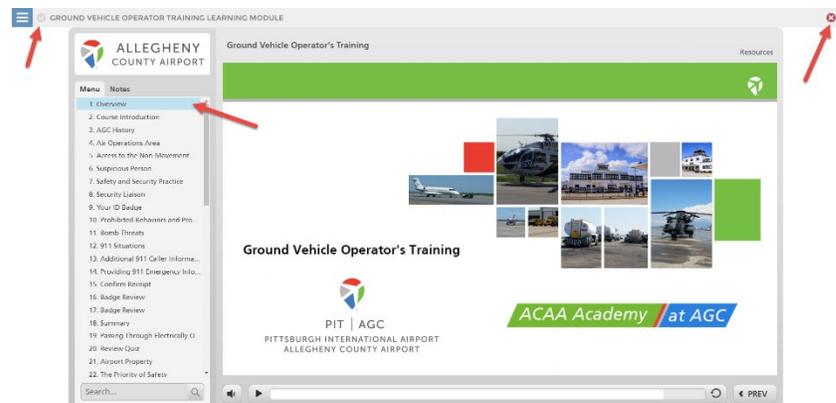
1. Locate the **ENROLLMENTS** widget and select a course.
2. Click the **GREEN PLAY** button to begin.
3. Then select a lesson to view and click the **BLUE ACTION** button.



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 AGC GVO CERTIFICATE

CERTIFICATES						
Certificate	Credits	Award Date ▼	Expires	Save as PDF	Print	View
AGC Ground Vehicle Operator Training	0	2/13/2020	3/12/2020			

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

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.