

APAC Learning Online (ALO) User Guide for External Contractors

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Audience

This guide is for APAC Learning Online (ALO) users who are External Contractors and not employed by APAC.

Before you begin

Link to Access ALO: <https://alo.litmos.com.au>

System requirements

The table below shows the minimum system requirements for using ALO:

Device	System requirements
Desktop/Laptop	<ul style="list-style-type: none">• an internet connection• any one of the following web browsers:<ul style="list-style-type: none">✓ Internet Explorer 8+✓ Firefox 2+✓ Google Chrome✓ Safari on Mac 1.2+• JavaScript and cookies enabled• minimum screen resolution 1024x768 (not a mandatory requirement)
Mobile device	<ul style="list-style-type: none">• an internet connection• web browser:<ul style="list-style-type: none">✓ Safari browser on Apple device✓ Google Chrome browser on Android device

Create an ALO Account

The contractors who are not employed by APAC and do not have a MelAir/LST account, will need a system username and password to log into ALO. Follow the steps below to create an account in ALO.

HINT: If you already have an ALO account but forgot your password, refer to [Reset your Password](#).

HINT: If you already have ALO account and can login, continue to [ASIC Induction](#) or [Contractor Safety Induction Program](#)

Steps to create ALO account

1. Go to ALO account creation page:
<https://alo.litmos.com.au/self-signup/>
2. Create an Account page displays.

Create an Account

Welcome to the Australia Pacific Airport Corporations learning hub. To commence work on our sites you are required to register an account with the code **MELAIR** to complete any compulsory training.

If you have an existing account please login [here](#) .

First Name:

Last Name:

Email:

We will send account login information to this address

Confirm Email:

Code:

[Register](#)

3. On the Create an Account page, enter the required information:

Create an Account

Welcome to the Australia Pacific Airport Corporations learning hub. To commence work on our sites you are required to register an account with the code **MELAIR** to complete any compulsory training.

If you have an existing account please login [here](#) .

First Name:
 ← Type your First Name

Last Name:
 ← Type your Last Name

Email:
 ← Type your Email Id
We will send account login information to this address

Confirm Email:
 ← Type your Email Id again

Code:
 ← Type MELAIR in Code

4. Click **Register** button.
5. The system will prompt successful registration.

You have been successfully registered

Please check your email for additional information

You will receive an email with Login Details.

6. Open your email account and follow the Login Link provided in the email to setup password and complete account registration.

ASIC Induction

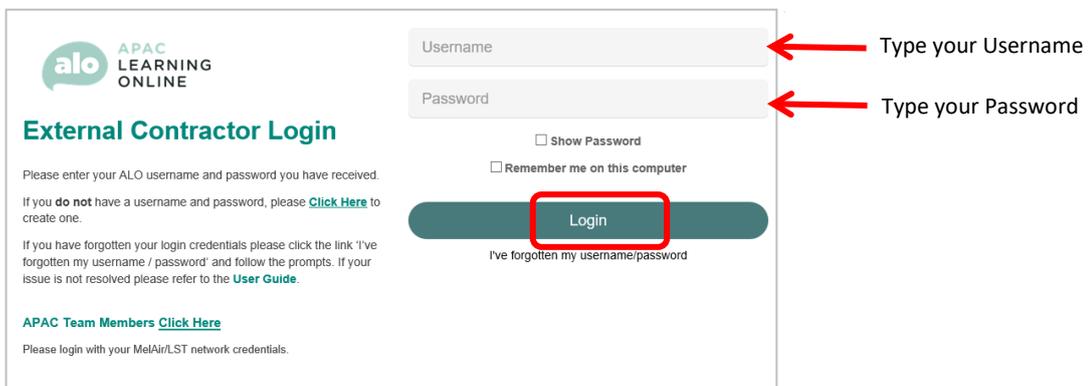
Use the steps below to complete online ASIC induction in APAC Learning Online (ALO).

HINT: If you do not have an existing ALO account, create an ALO account before you login. Refer - [Create an ALO account](#).

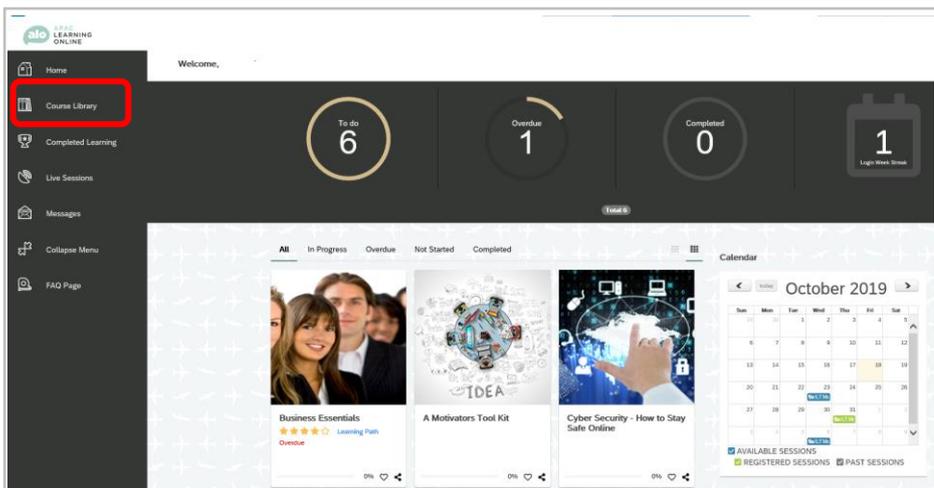
HINT: If you already have an ALO account but forgot your password, refer to [Reset your Password](#).

Steps to complete ASIC Induction

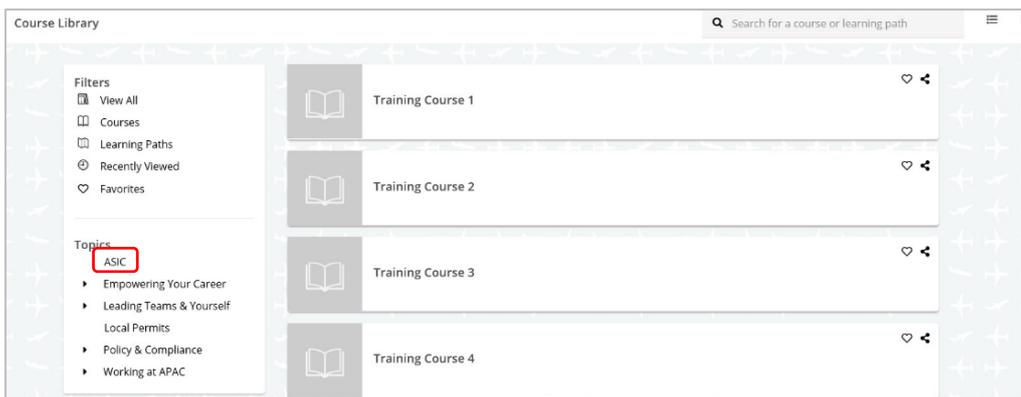
1. Go to ALO login page: <https://alo.litmos.com.au>
2. On the login page, enter the following information:
 - Username
 - Password



3. Click **Login** button. Learner's dashboard page displays.
4. On the Learner dashboard, click on **Course Library** from the left navigation panel.



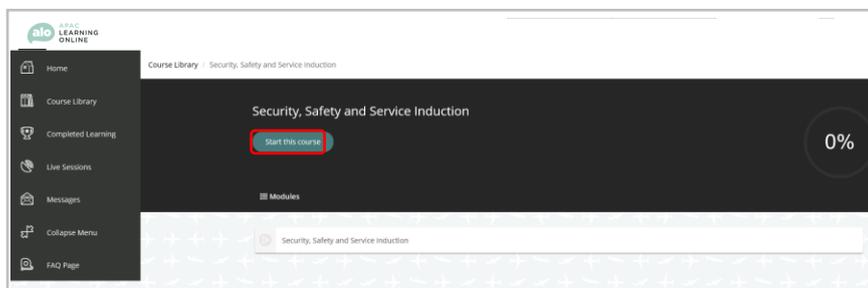
5. On the Course Library page, a list of topics displayed on the left navigation panel, click on **ASIC**.



- When you click ASIC, **Security, Safety and Service Induction** module displays on the right panel. Click on **Security Safety and Service Induction** module.



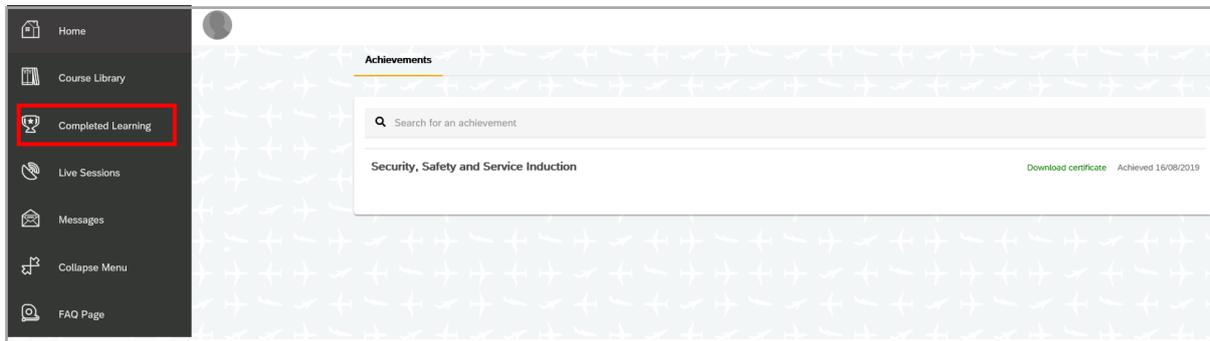
- Click on **Start this Course** to launch Security, Safety and Service Induction.



- Complete all the sections of the course and **Exit** the course.



The status of your course completion will be saved in ALO and can be viewed anytime in **Completed Learning**. You will also receive an email suggesting that you have completed the Module: Security, Safety and Service Induction on APAC Learning Online.



Permits Contractor Safety Induction program

You must complete Permits Contractor Safety Induction program in APAC Learning Online (ALO) if you need access to any of the following restricted areas:

- Roof
- Ceiling space
- Service tunnels and plant room
- Terminal Services Building (TSB)

Use the steps below to complete online Permit Contractor Safety Induction Program. It consists of three modules:

- Module A: Roof/Ceiling
- Module B: Tunnel/TSB
- Module C: Plant Room

HINT: If you do not have an existing ALO account, create an ALO account before you login. Refer - [Create an ALO account](#).

HINT: If you already have an ALO account but forgot your password, refer to [Reset your Password](#).

Steps to complete Permits Contractor Safety Induction module

1. Go to ALO Login page: <https://alo.litmos.com.au>
2. On the login page, enter the following information:
 - Username
 - Password

alo APAC LEARNING ONLINE

External Contractor Login

Please enter your ALO username and password you have received.
If you **do not** have a username and password, please [Click Here](#) to create one.
If you have forgotten your login credentials please click the link 'I've forgotten my username / password' and follow the prompts. If your issue is not resolved please refer to the [User Guide](#).

[APAC Team Members Click Here](#)
Please login with your MelAir/LST network credentials.

Username

Password

Show Password

Remember me on this computer

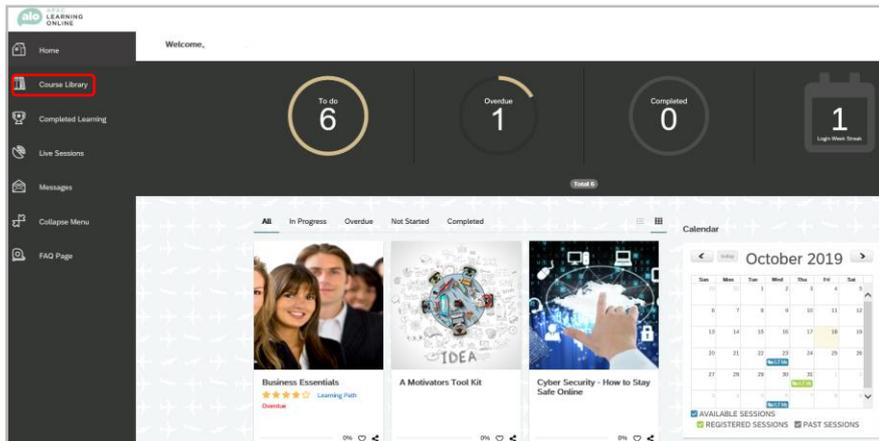
Login

[I've forgotten my username/password](#)

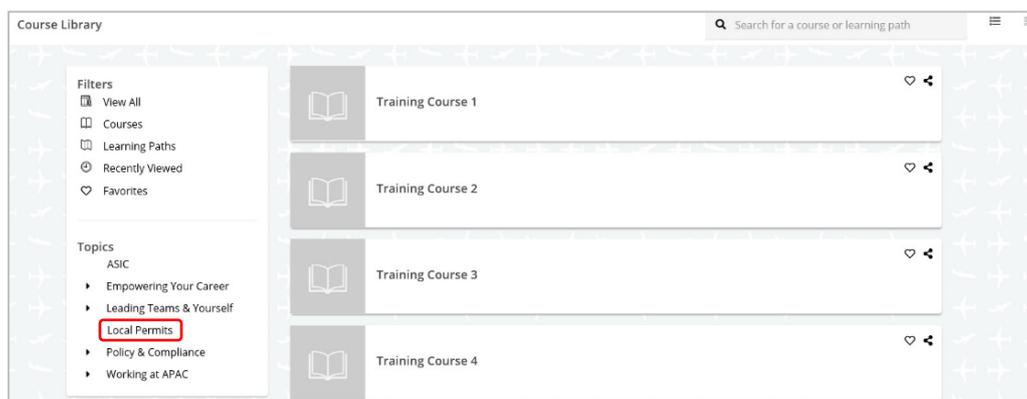
Type your Username

Type your Password

3. Click **Login** button. Learner's dashboard page displays.
4. On the Learner dashboard, click on **Course Library** from the left navigation panel.



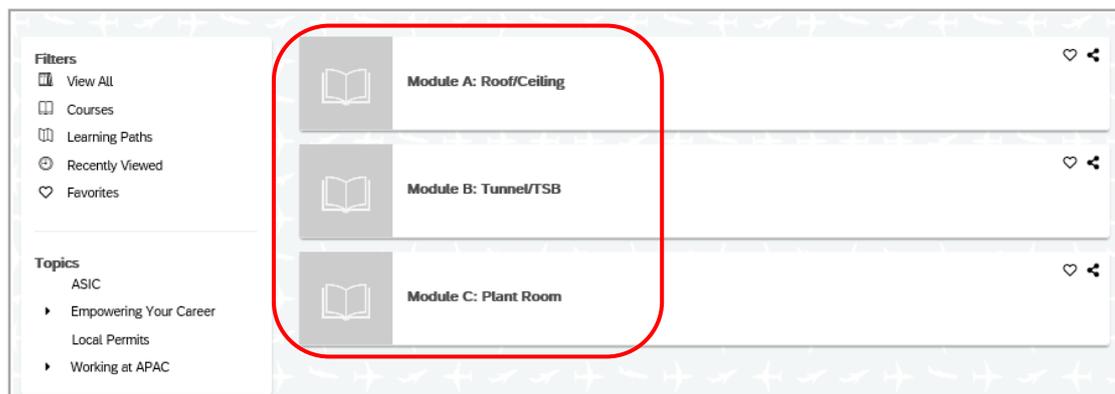
5. From the list of topics displayed, click on **Local Permits**.



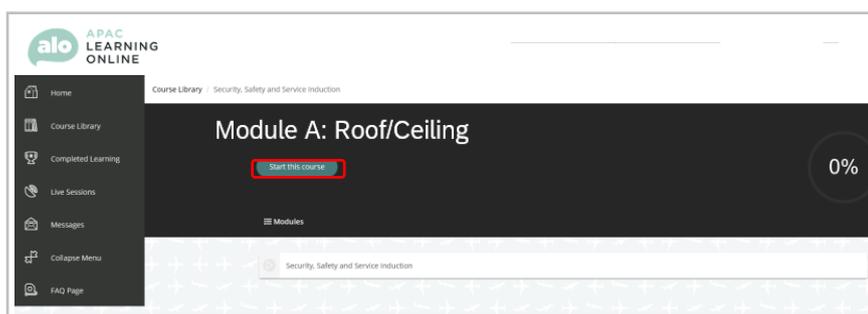
6. When you click **Local Permits**, following modules display on the right panel:

- Module A: Roof/Ceiling
- Module B: Tunnel/TSB
- Module C: Plant Room

Click on the required module.



7. Click on **Start this Course** to launch the selected module.



8. Upon completion of all the sections of the course, **Exit the course**.

The status of your course completion will be saved in ALO and can be viewed in **Completed Learning** as Achievements.

Note: Repeat steps 5 – 8 to complete other required modules of the Permits Contractor Safety Induction Program.

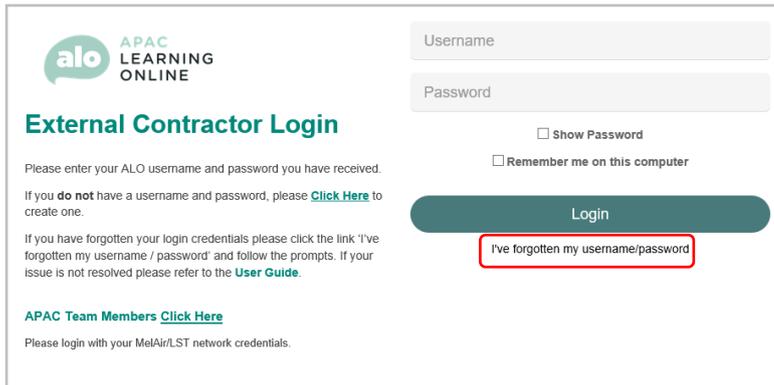
Reset your Password

If you have already have an ALO account and forgotten your password, follow the steps below to reset your password.

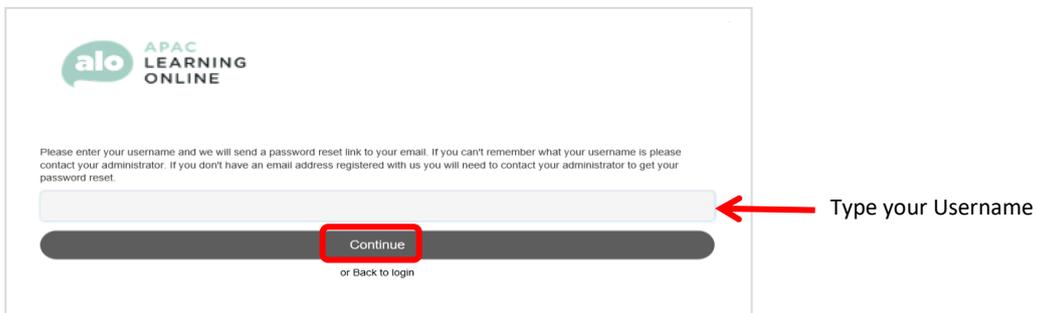
HINT: If you do not have an existing ALO account, [Create an ALO account](#).

Steps to reset your password

1. Go to ALO Login Page - <https://alo.litmos.com.au>



2. Click **I've forgotten my username/password**.
3. Enter your **Username**.



4. Click **Continue**. You will receive an email containing password reset link.
5. Click on the link to set new password and login to the system.

Support

For further information or assistance with the ASIC application, please contact your APAC hiring manager or refer to the [ASIC](#) website.

For further information or assistance with the Restricted Area Permit Application, please refer to the [Restricted Area Access Permit](#) website.

If you experience any technical issues:

- regarding your ASIC only, send an email to Access@melair.com.au
- regarding APAC Learning Online (ALO) system, contact 1300 133 151 (option 2) or send an email to support@litmos.com.au