



User Manual

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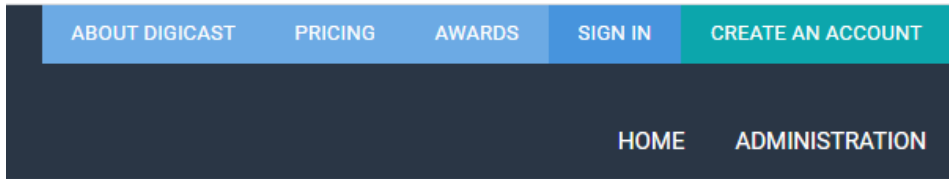
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SECTION 1: Trainee Instructions

1.1 How to Create an Account

1. From the home page, select Create an account and complete each field.



2. Select the Airport/Subscriber ID
3. Airport Administrator will instruct the employee which Home Department to enter.
4. Select Company name.
5. Enter First and Last Name (Middle name is optional.)
6. Enter email address as this will be used for the Username moving forward.
7. Create a password that contains at least 6 digits. Confirm password.
8. Select Register.

Company Information

Airport/Subscriber ID *	▼
Home Department *	▼
Company *	▼

Personal Information

First Name *
Middle Name
Last Name *

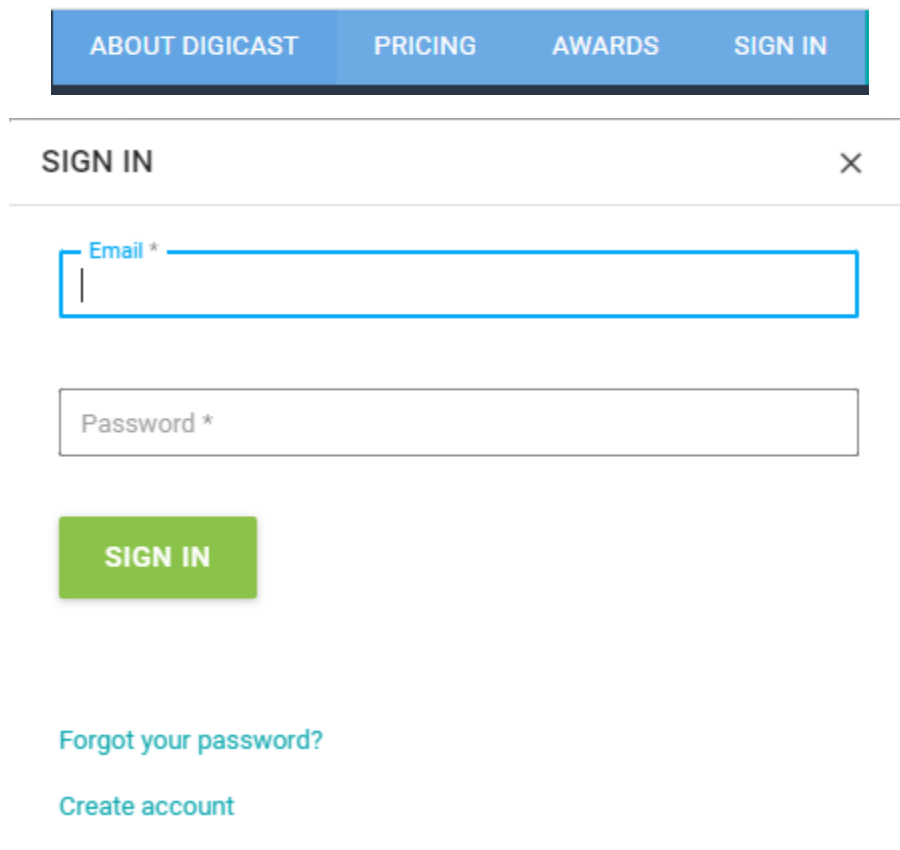
Credentials Information

Email *
Confirm Email *
Password *
Confirm Password *

9. Airport Administrator will receive email notification that your account was created. The administrator will activate the employee's account to gain access to the system.
10. Once the account is activated, the email confirmation will be sent to the employee as approval to sign into the site.

1.2 Instructions to Sign In

1. Select the Sign In button located on the top right menu of the Home page.

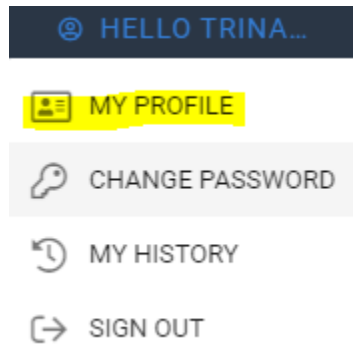


The screenshot shows the top navigation bar with four links: ABOUT DIGICAST, PRICING, AWARDS, and SIGN IN. Below the navigation bar is a 'SIGN IN' modal form. The form has a title 'SIGN IN' and a close button 'X'. It contains two input fields: 'Email *' and 'Password *'. Below the input fields is a green 'SIGN IN' button. At the bottom of the form are two links: 'Forgot your password?' and 'Create account'.

2. Enter the Email Address and password used to create the account. Click on the Sign In button.

1.3 How to Update Your Profile

1. To update your profile, click on your name located in the top right corner and a dropdown menu will appear.

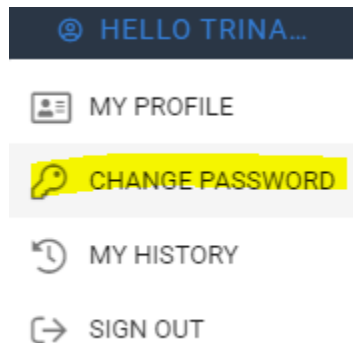


2. Select **MY PROFILE**.
3. You can update your name in the corresponding fields.

4. Select the Save button to save your changes.

1.4 How to Update Your Password

1. To update your password, go to the upper right corner click on your name and the dropdown menu will appear. Select **CHANGE PASSWORD**.



2. Enter the old password in the first field. Enter the new password in the second field and retype your password in the third field to confirm your password.
3. Click the Save button to confirm your changes.

 Change Password - Edit

Old Password *

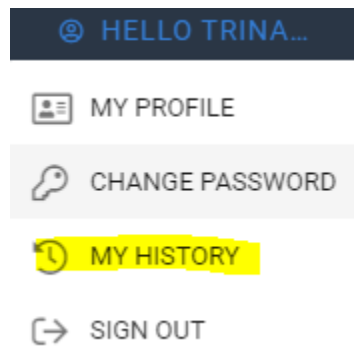
New Password *

Confirm Password *

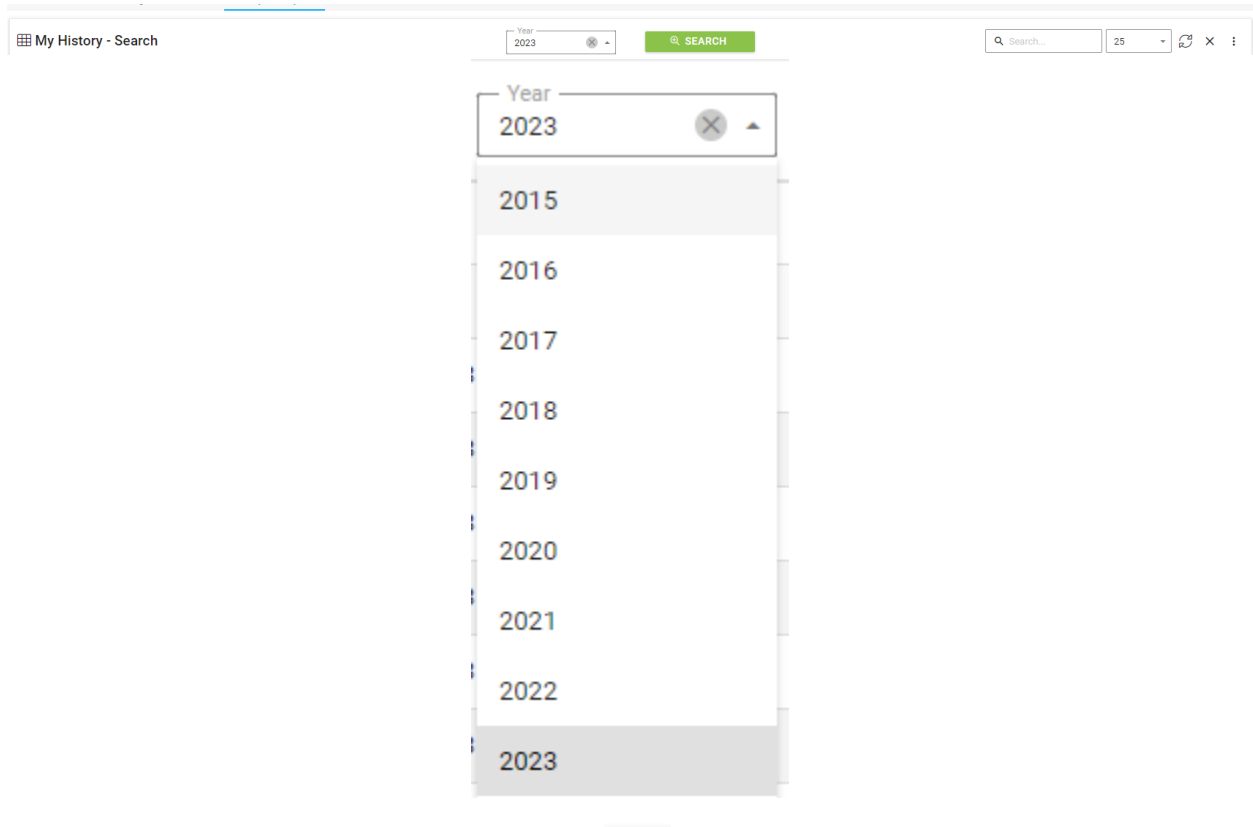
 SAVE

1.5 How to Locate Training Records in My History

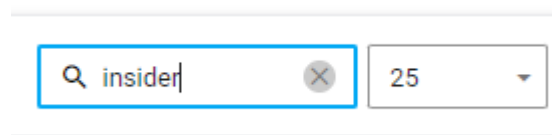
1. Go to your name located in the right corner and select the dropdown arrow.
2. Select **MY HISTORY**



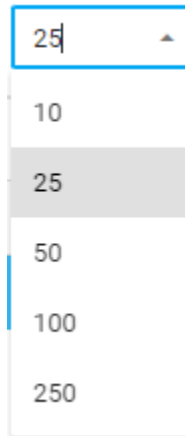
3. You can Search your training history by Year. Select the year using the dropdown arrow. Select the green Search button. All the training results for the year selected will display.



4. To refresh any page, please select this icon located in the upper right corner near the search and items to display fields.
5. To search for a specific video and test result, use the Search bar in the right corner next



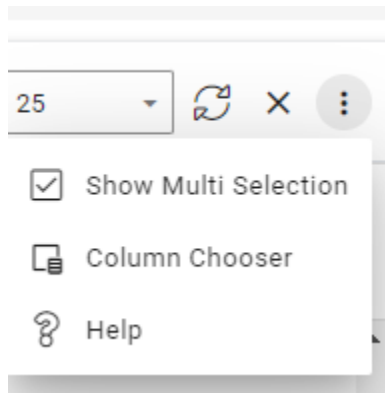
- to the number of items.
6. Next to the Search bar is the number of items you can select to display at once on the page.



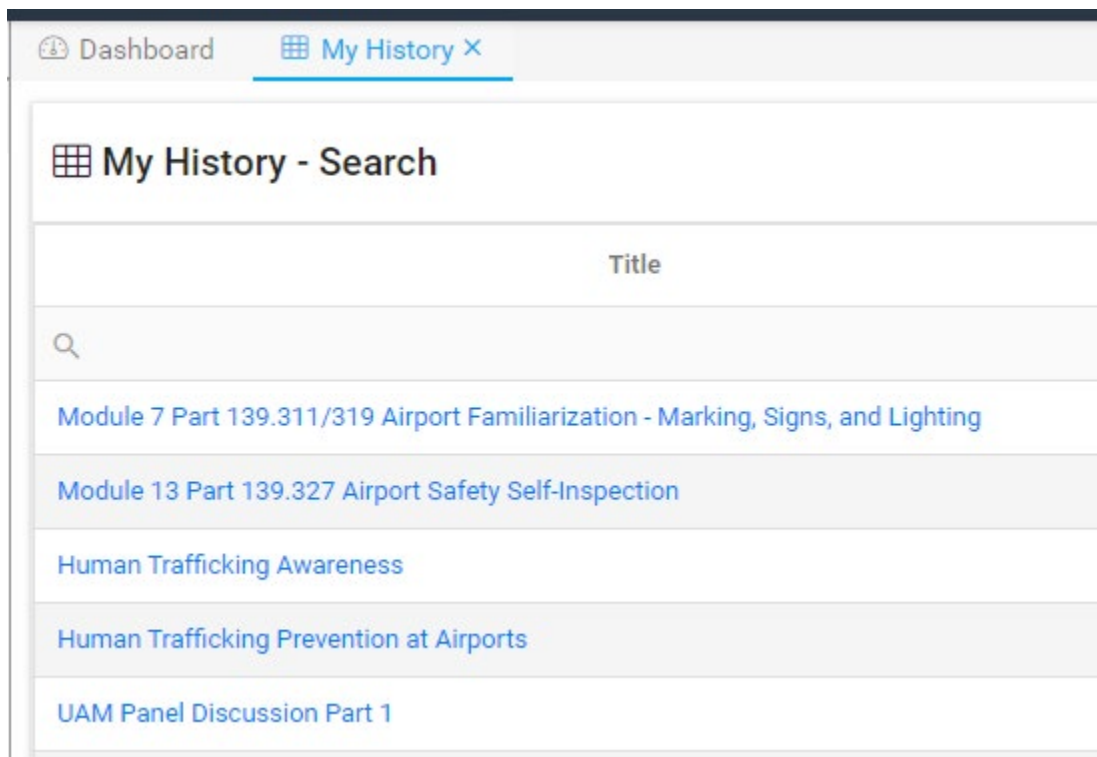
7. You have two options to close the page you are on. Select the X near the Refresh icon located on the right top corner. Or select at the top of the page to close out.



8. The three dots have options to customize the page.




- a. **Show Multi Selection** – If this is selected, it will hide the check boxes for the training, and you will be unable to select more than one training at a time.

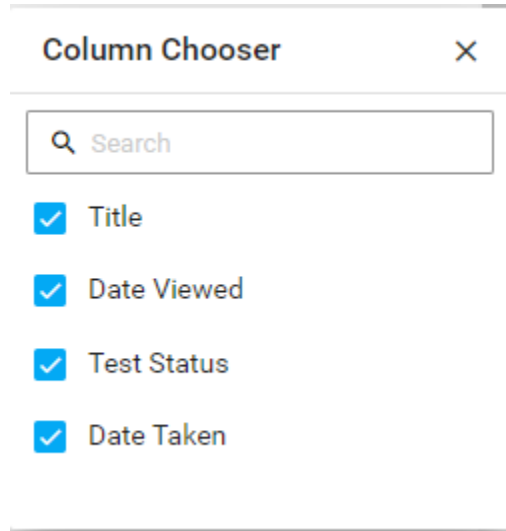


- b. **Hide Multi Selection** - The checkboxes will be displayed to select multiple trainings at one time by clicking the checkbox next to the title of the training.

My History - Search

<input checked="" type="checkbox"/>	Title
	
<input checked="" type="checkbox"/>	Leadership vs Management Part 2
<input checked="" type="checkbox"/>	Leadership vs Management Part 3
<input checked="" type="checkbox"/>	The Importance of Relationships Part 1
<input checked="" type="checkbox"/>	The Importance of Relationships Part 2
<input checked="" type="checkbox"/>	High Altitude Servant Leadership in High Stakes Teams Part 1
<input checked="" type="checkbox"/>	High Altitude Servant Leadership in High Stakes Teams Part 2
<input checked="" type="checkbox"/>	Mental Health in the Fire Service Part 1
<input checked="" type="checkbox"/>	Mental Health in the Fire Service Part 2
<input checked="" type="checkbox"/>	PFAS Removal and Contamination Best Practices
<input checked="" type="checkbox"/>	PFAS and AFFF, What is Being Done About this Hot Potato? Part 1
<input checked="" type="checkbox"/>	Greener Aviation May Mean the End of ARFF Requirements
<input checked="" type="checkbox"/>	Bridging the Communication Gap Between Pilots and ARFF Commanders Part 1
<input checked="" type="checkbox"/>	FAR Part 139.317 Aircraft Rescue and Firefighting: Equipment and Agents
<input checked="" type="checkbox"/>	Airport Insider Threat Training Course

- c. **Column Chooser** – This feature allows you to select which columns you want displayed on the Dashboard.

A screenshot of a 'Column Chooser' dialog box. The dialog has a title bar with the text 'Column Chooser' and a close button (X). Below the title bar is a search bar with a magnifying glass icon and the placeholder text 'Search'. Under the search bar, there is a list of four items, each with a blue checkmark in a square box to its left: 'Title', 'Date Viewed', 'Test Status', and 'Date Taken'.

- d. **Help** – Please email DigicastSupport@aaae.org if you have any questions about the site.

1.6 How to Access the Assignments

1. After login, select the Assignments link located under your name on the right top corner.

HOME MY AIRPORT VIDEOS **ASSIGNMENTS** REPORTS ▼

2. You have two ways to access your training per group. You can select the name of the training group and your assignments will display.

Training Group Name	# of Videos	Last Watched	Date Passed	Date Expires	Status	Compliance Status
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
> TG00101	2				●	Out of Compliance
> Test	6	04-26-2017	04-29-2017		●	Out of Compliance
> SIDA 2020	6	04-26-2017	04-29-2017		●	Out of Compliance
> Operations	5	04-26-2017	04-29-2017		●	Out of Compliance
> Environment	4	04-26-2017	04-29-2017		●	Out of Compliance
> Authorized Signatory	3				●	Out of Compliance
> ASIP Training	1	06-12-2020	06-12-2020	06-12-2021	●	Out of Compliance
> 2022 SIDA	6				●	Out of Compliance
> 2022 Part 139 Required Training	11	12-17-2017	01-25-2017		●	Out of Compliance

My Assigned Training Videos



AAAE's Active Shooter Training

In this Active Shooter training, we are going to review the uniqueness of airports, maintaining situational awareness, reacting to a threat, escape tactics, what to do if you a...

Duration: 14 min



Active Shooter Training, Response and Considerations

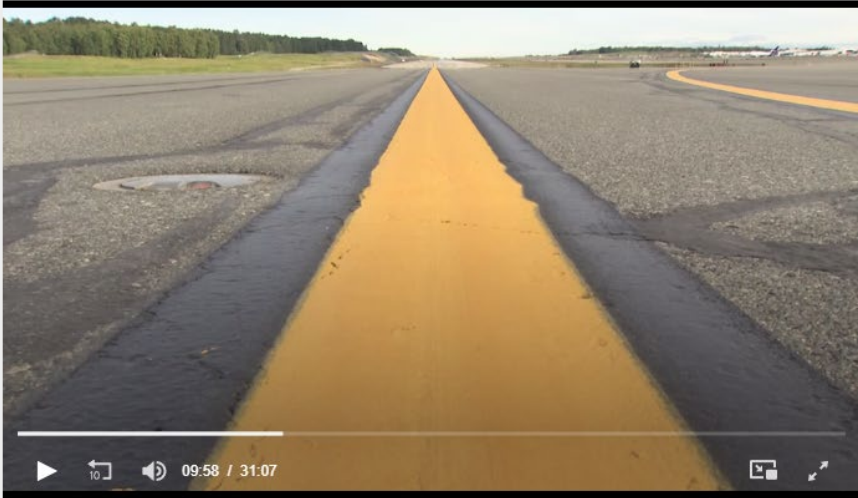
Jeff Price, C.M., Professor at the Metropolitan State University of Denver and Principal for Leading Edge Strategies, reviews evolving strategies to use in acti...

Duration: 19 min

3. Second way is to select the dropdown arrow and launch the course from the course list by selecting the Launch button.

2023 SIDA						
2023 SIDA	6					Out of Compliance
Title	Start Date	Expires	Status	Compliance Status	Launch	
Module 7 Part 139.311/319 Airport Familiarization - Marking, Signs, and Light...	01-30-2023		●	Out of Compliance	LAUNCH	
Human Resources Issues for Airport Management - Retaliation: Don't Do It! Pa...	01-30-2023		●	Out of Compliance	LAUNCH	
Human Resources Issues for Airport Management - Update on the ADA	01-30-2023		●	Out of Compliance	LAUNCH	
The Potential Risks of Ballistic Parachute Systems in Aircraft	01-30-2023		●	Out of Compliance	LAUNCH	

Module 7 Part 139.311/319 Airport Familiarization - Marking, Signs, and Lighting



Duration: 31 min

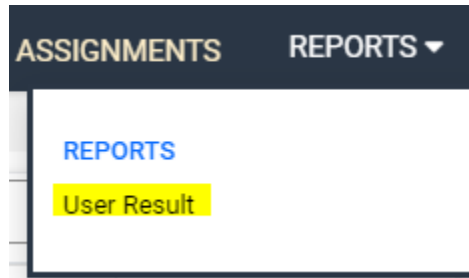
Status

Video Watched: In-Progress

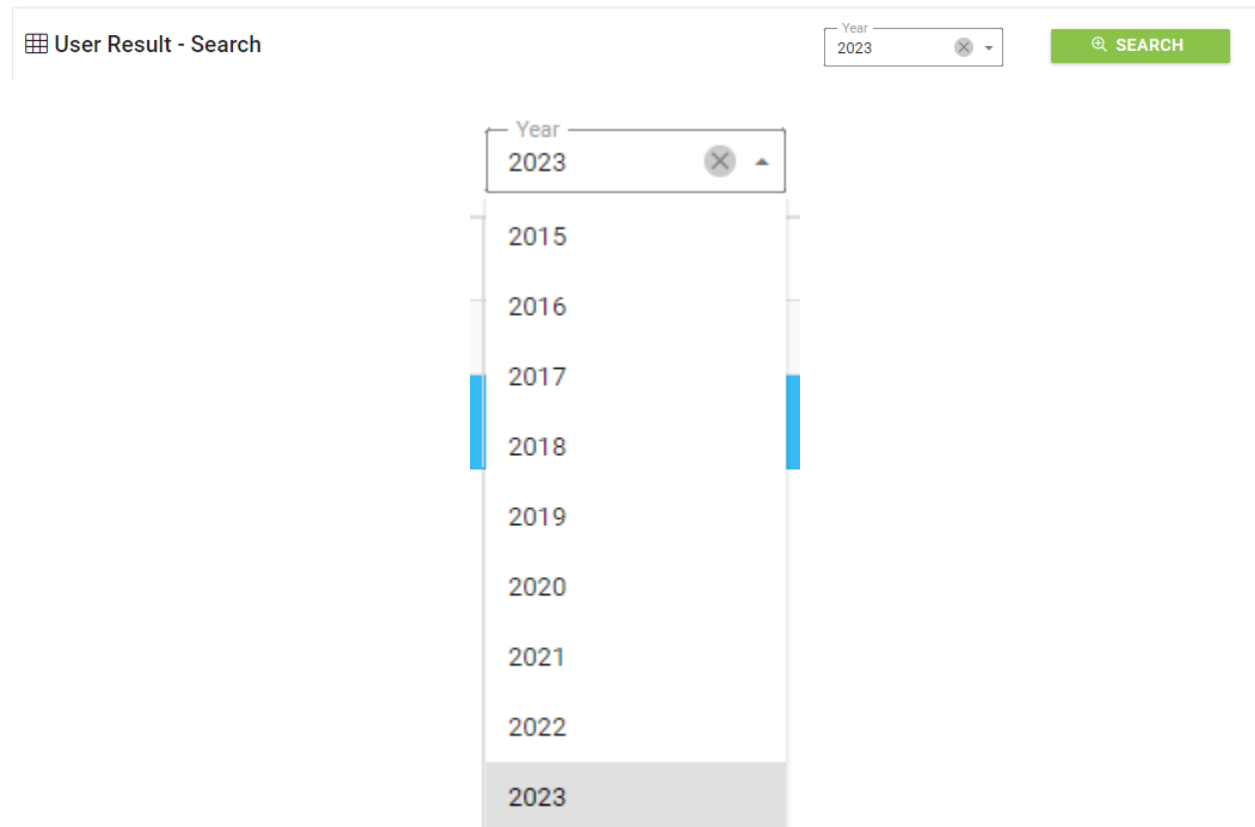
Test Status: Test Available

1.7 How to Download and Print User Results

1. To print your User Results, go to the Reports on the right upper side under your name and select the dropdown arrow.
2. Select User Result.



3. Choose the year you want to print by selecting the dropdown arrow.

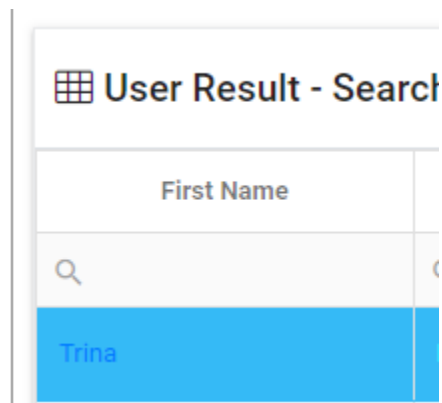


4. To Export all the Results for that year, select the Document icon next to the refresh button and your training results will export to Excel. You can print from that location.



5. Double click on the Excel file to open and Print or Save the document on your computer.

6. To view all the User Result Details, select your name.



All the User Result Details for that year will display.

1.8 How to Sign Out of Your Account

1. To sign out of your account, click on your name in the right-hand corner and select the dropdown menu will appear.
2. Select Sign Out.

