LOGIN DETAILS

You will receive an email with the subject line ‘Login details for www.online.aviationaustralia.aero’ with your login information (username and password). A sample of this email is below.

Check your Junk / Trash / Spam mailbox as this may have been filtered by your email account.

Hi Student
Listed Below is your User Name, & Password.
Click on the link to access Aviation Australia Online, then type in your User Name (Login) & Password to enter the site.
Once you’ve logged-in you may change your password by clicking on the SETTINGs tab on the Top Menu Bar.
URL: http://www.online.aviationaustralia.aero/login

User Name: Username
Password: Password

Regards
Online Training Team
Aviation Australia
+61 7 3860 0900
aaoonline@aviationaustralia.net.au

http://www.online.aviationaustralia.aero/

HOW TO LOGIN

→ Go to the Aviation Australia website (www.aviationaustralia.aero).
→ Click on ‘DOTS Login’ along the bottom of the page:

→ Enter your login details, as provided in the email from Aviation Australia (see ‘Login Details’ above).
HOME PAGE

The HOME page contains links to important areas of your online training.

**NOTE – Some options may not be available to you, depending on your access level.**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td>My Details</td>
</tr>
<tr>
<td>📖</td>
<td>Library Articles</td>
</tr>
<tr>
<td>🔍</td>
<td>Ask Questions</td>
</tr>
<tr>
<td>🗓️</td>
<td>Enrol in a Course</td>
</tr>
</tbody>
</table>

- **To purchase online training, click on the ‘ENROL NOW’ button.**
- **For further information go to the ‘Enrol in a Course’ section.**

- **Manage your personal details and change your password in ‘My Details’:**
  - Update your name and email address
  - *Please note – contact details (such as phone and address) are not utilized in our online training database – if you need to update these details please advise us in email*
  - This can also be accessed from ‘Settings’ along the top menu.

- **Click on ‘Ask Questions’ to submit a general question to us**
  - *Please note – if you need to ask a question directly related to your online study course, please see ‘Current Courses > Trainer’ below as this process goes to your online Trainer.*

- **Click on ‘Library Articles’ to view articles and useful information about training and the Aviation industry**

You are enrolled in the courses listed below. To access a course, click on the Course Title.

Within this section contains all your current online enrolments. Click on the course title to access the online course materials.

From your HOME page, your enrolments are displayed:
**SETTINGS**

Manage your personal details and change your password in ‘Settings’. This is the same as clicking on ‘My Details’ on the home page.

- **My Details:**
  - Update your name and email address
  - Please note – contact details (such as phone and address) are not utilized in our online training database – if you need to update these details please advise us in email

- **Change My Password:**
  - Click on ‘Change my Password’ to update your password

**TRAINING**

To see further details on your enrolments, go to ‘Training’ > ‘My Courses’:

- **My Courses > Current Courses**
  - This will list all current courses you are enrolled into, similar to below. Clicking on the course title will take you to the course materials for study. This will show the day enrolled (which your access period will commence from).

- **My Courses > Enrol in a Course**
  - See the section below for further information.

- **My Courses > Completed Courses**
  - This will list all courses you have completed.
ENROL IN A COURSE

Enrol in a course by clicking on ‘ENROL NOW’ from the home page, or via ‘Training’ > ‘My Courses’:

- Click on the ‘ENROL NOW’ button

- Select the type of course you want to enroll into – E-Learning/Short Course or Study Guide:

  E-Learning / Short Courses
  E-Learning Courses and Short Courses

  Study Guides - CASA
  Student Training Materials / Study Guide for CASA Part 66 Examinations

  Study Guides - EASA
  Student Training Materials / Study Guide for EASA Part 66 Examinations

  Study Guides - GCAA
  Student Training Materials / Study Guide for GCAA Examinations

- Study Guides - select the Category (Mechanical / Avionics):

  Study Guides - CASA
  Student Training Materials / Study Guide for CASA Part 66 Examinations

  CASA - B1 Mechanical
  Student Training Materials / Study Guide for CASA Part 66 Examinations - Category B1 [Mechanical]

  CASA - B2 Avionics

- All available courses / study guides will be listed. Click on the course to see the cost and access timeframe:

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Start</th>
<th>End</th>
<th>Location</th>
<th>Trainer</th>
<th>Enrolments</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Online</td>
<td></td>
<td></td>
<td></td>
<td>Master Admin</td>
<td>Booked</td>
</tr>
</tbody>
</table>

  Course Cost: AUD$109.69 for 60 Days access to the courseware (inclusive of GST)

  Duration (Days): 60
  Delivery Method: Online Course

- Click on ‘Enrol’ to commence the enrolment process

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Start</th>
<th>End</th>
<th>Location</th>
<th>Trainer</th>
<th>Enrolments</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA Online</td>
<td></td>
<td></td>
<td></td>
<td>Master Admin</td>
<td>Booked</td>
</tr>
</tbody>
</table>

  Course Cost: AUD$109.69 for 60 Days access to the courseware (inclusive of GST)

  Duration (Days): 60
  Delivery Method: Online Course

- Follow the steps through the process; including payment (payment is via eWAY – a secure credit card payment method). Upon successful payment, you will have access to your course under ‘Training’ > ‘My Courses’ > ‘Current Courses’.
The TOOLS menu has further useful information:

- **News**
  - Contains any news items published by Aviation Australia

- **Ask Questions**
  - Ask a general question regarding online study. If you want to ask a particular question about an online subject/module – see ‘Current Courses’ > ‘Trainer’.

- **Search Libraries**
  - A number of additional information is available in the library – such as essay writing guides and career information.

The HELP menu has further useful information to assist you with using DOTS: