



AirTeraSM
Version 1
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AirTeraSM
Amazon - IDMS

User Guide:
How to Complete Required Training (Applicants) & Review Training
(Users) User Guide

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Security.
Safety.
Compliance.



Objective

Learn about the applicant training experience. This guide shows how applicants access their dashboard to view and start required courses, with completion status reflected by the disappearance of action items. Administrators can monitor applicant progress and training status through the Applications Table and Training tab, which shows whether training is not started, in progress, or completed.

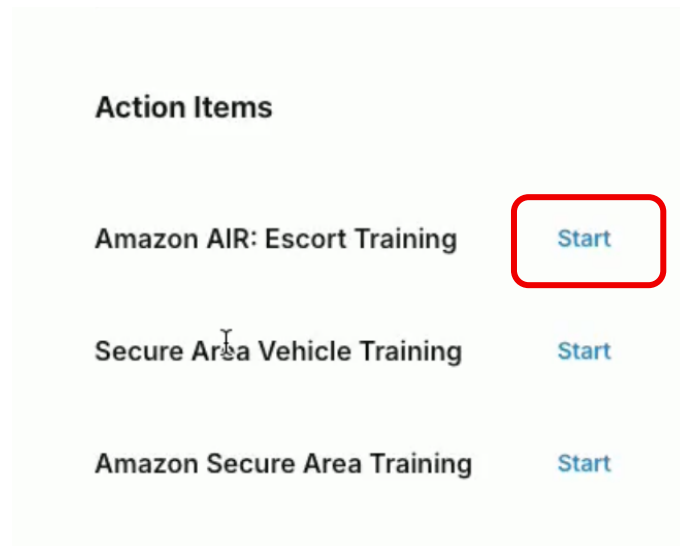
Process Overview

Log into AirTera IDMS Platform

1. [Navigate to app.services.airtera.com](https://app.services.airtera.com)

Complete Trainings - Applicant

2. Navigate to the 'Action Items' Section
3. Locate the pending training
 1. Only training not completed will reflect under 'Action Items'
4. Click 'Start'



5. Complete the course in the new window
 1. Click Start course
 2. All knowledge checks must be completed at 100% to continue
6. Select 'Exit Course'

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Review Trainings – User

7. Navigate to the 'Applications' Table
8. Search individual
9. Select their name
10. Select 'Training' tab
11. View status of not started, in progress, & completed

Application	Badge	Background	Training	Documents	C
Training					
Training Name ↑↓		Status ↑↓			
Amazon AIR: Escort Training		Not Started			
Amazon Secure Area Training		In Progress			
Secure Area Vehicle Training		In Progress			