

AHLEX



Airport ID Card
E-learnings Manual

Who or what is a badge manager?

The **badge manager** is the designated person within the company responsible for requesting **Airport ID Cards** from Brussels Airport's **Airport Service Centre**. Only this person receives a login from AHLEX when requesting access (logins) to the e-learnings.

I am a new customer, what should I do?

The badge manager accesses the **Airport Service Centre website**, where they see that they need to send Ahlex an email with the completed form attached.

New customer form	
Information Company	
Name*	
Adress*	
ZIP + City	
Country*	
VAT	
Contact*	
Contact Email*	
Information Badge manager	
Name*	
First Name*	
Birthdate*	
Birthplace*	
Mother Language*	
E-mail work*	
Company*	

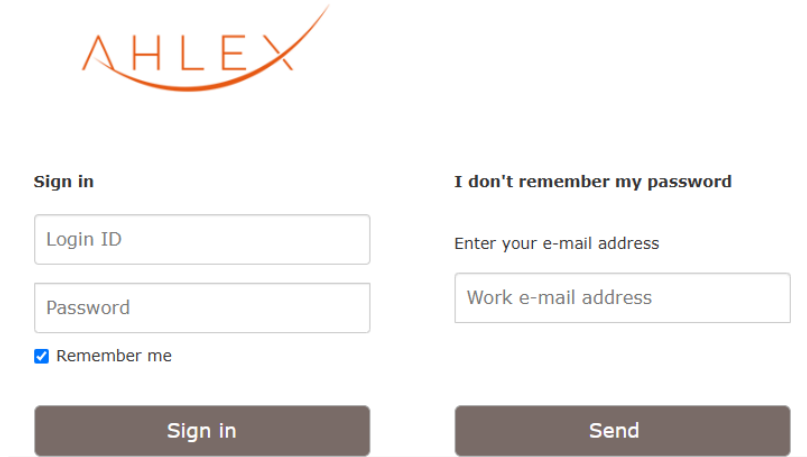
*= Mandatory

Once we have received all the necessary details, **we will create the user as a badge manager**. They will receive an e-mail with their **login details**.

Afterwards, they will also receive a second e-mail containing a **short manual** on how to proceed.

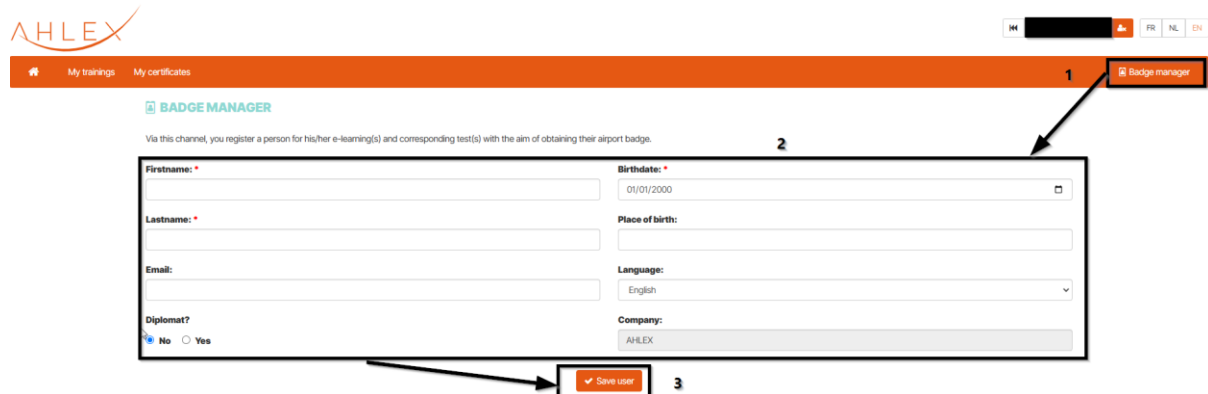
What does the badge manager see:

First, the badge manager must **log in** to the platform.



The login form is divided into two columns. The left column is titled 'Sign in' and contains a 'Login ID' field, a 'Password' field, and a checked 'Remember me' checkbox. Below these is a 'Sign in' button. The right column is titled 'I don't remember my password' and contains an 'Enter your e-mail address' label above a 'Work e-mail address' field. Below this is a 'Send' button.

Then they will see the '**Badge manager**' button on the right-hand side of the homepage. When the badge manager selects this button, they can **register a user**.



The screenshot shows the AHLEX homepage with a navigation bar. A 'Badge manager' button is highlighted with a red box and labeled '1'. Below it, the 'BADGE MANAGER' section is titled 'Via this channel, you register a person for his/her e-learning(s) and corresponding test(s) with the aim of obtaining their airport badge.' This section is labeled '2'. The registration form includes fields for 'Firstname', 'Lastname', 'Email', 'Diplomat?' (with 'No' selected), 'Birthdate' (01/01/2000), 'Place of birth', 'Language' (English), and 'Company' (AHLEX). A 'Save user' button with a checkmark is highlighted with a red box and labeled '3'.

If successful, the following message will be displayed:

The user has been added and assigned to the default training courses

If the user already has login credentials, a pop-up will appear stating they already exist and thus making it impossible to create new login credentials. This is to **prevent duplicate** logins.

This user already exists



The e-mail address provided by the badge manager will then receive an e-mail with the user's login details.



Dear AirportID TEST

We have successfully received your application to participate in the training courses to obtain your Airport ID card.

Please start the following [e-learnings](#):

1. Security Awareness
2. Health & Safety (working safely)

Login details:

Login: AirportIDT04121997

Password: 04/12/1997

Note: Once you have successfully completed the e-learning(s) and tests and your company's authorised badge applicant confirms that a positive security recommendation has been issued, you can make an appointment to collect your Airport ID card [here](#).

Don't forget to bring your identity card with you when you pick it up!

Good luck!

Kind regards

The AHLEX-team

Badge@ahlex.eu

+32 2 753 50 58

What does the user see?

They first log in to the **login** page using the link in their e-mail.

Nederlands Français English

AHLEX

Sign in

Login ID

Password

Remember me

Sign in

I don't remember my password

Enter your e-mail address

Work e-mail address

Send

They will now have access to our LMS (learning platform). Once logged in, the user is automatically directed to the e-learnings.

They must then click on the **“Badge e-learning – extern”** course.

PLANNED

MANDATORY E-LEARNING

[Badge e-learning - extern](#)

To start the e-learning, the user must click on the first module. The e-learning will then start automatically.

Badge e-learning - externen

Modules

Welkom bij de badge e-learning!

Begin hieronder aan de e-learning modules.

 Security Awareness 10	Gestart <input type="checkbox"/>
 BAC - Persoonlijke veiligheid & reïtativering	Niet gestart
Indien je de e-learning hebt afgerond, kan je nu het examen afleggen.	
 Security & Safety awareness Examen	Niet gestart
Volg hier ook de e-learning veilig werken.	
 Veilig werken	Niet gestart
Indien je de e-learning hebt afgerond, kan je nu het examen afleggen.	
 Veilig werken Examen	Niet gestart

The user must complete **both modules** before taking the **exam**.

Once the first e-learning is completed, it will be marked as completed.

The user must then proceed with the **2nd e-learning**.

After completing the training courses, a (failed) result appears next to the exam.