

*DIGICAST*

# User Manual

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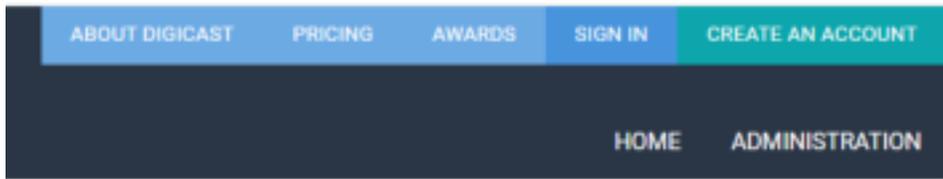
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## SECTION 1: Trainee Instructions

### 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. Enter 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 \*

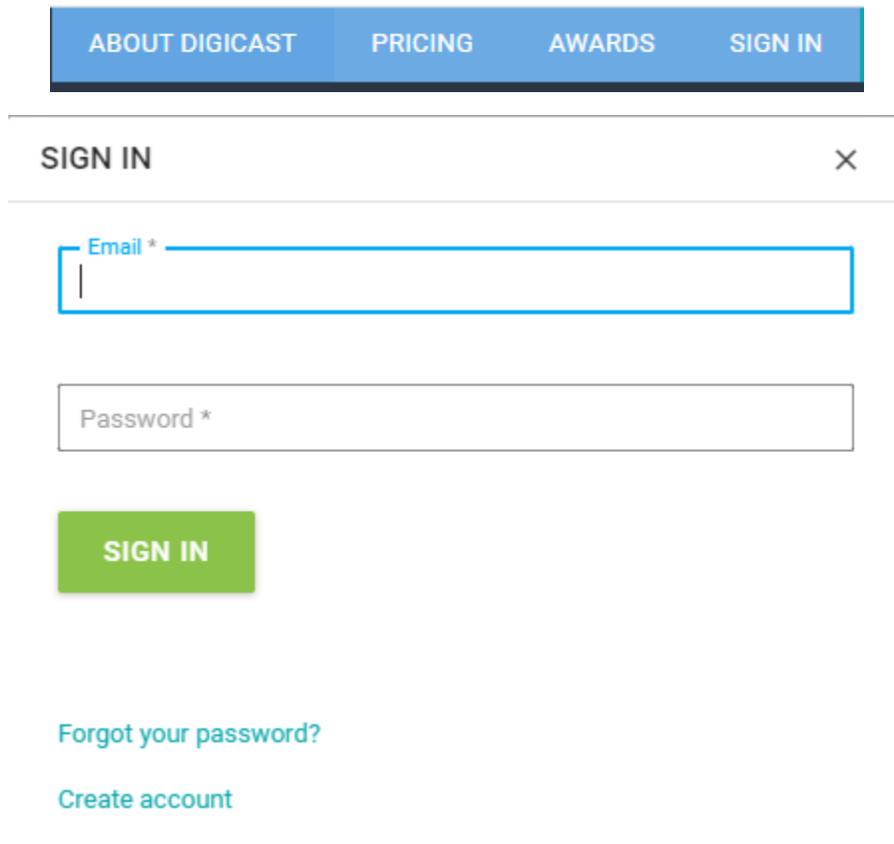
Password \*

Confirm Password \*

- 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.
- 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

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

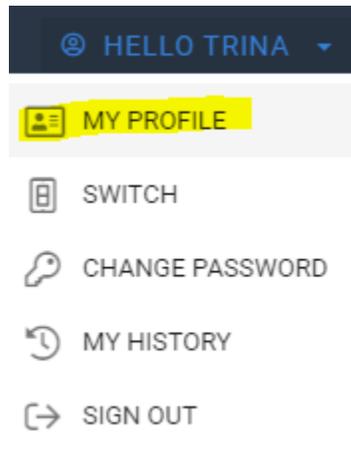


The screenshot shows a navigation menu at the top with four items: ABOUT DIGICAST, PRICING, AWARDS, and SIGN IN. Below the menu is a 'SIGN IN' modal window. The modal has a title bar with 'SIGN IN' and a close button (X). It contains two input fields: 'Email \*' and 'Password \*'. Below the fields is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

- 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 and company in the corresponding fields.

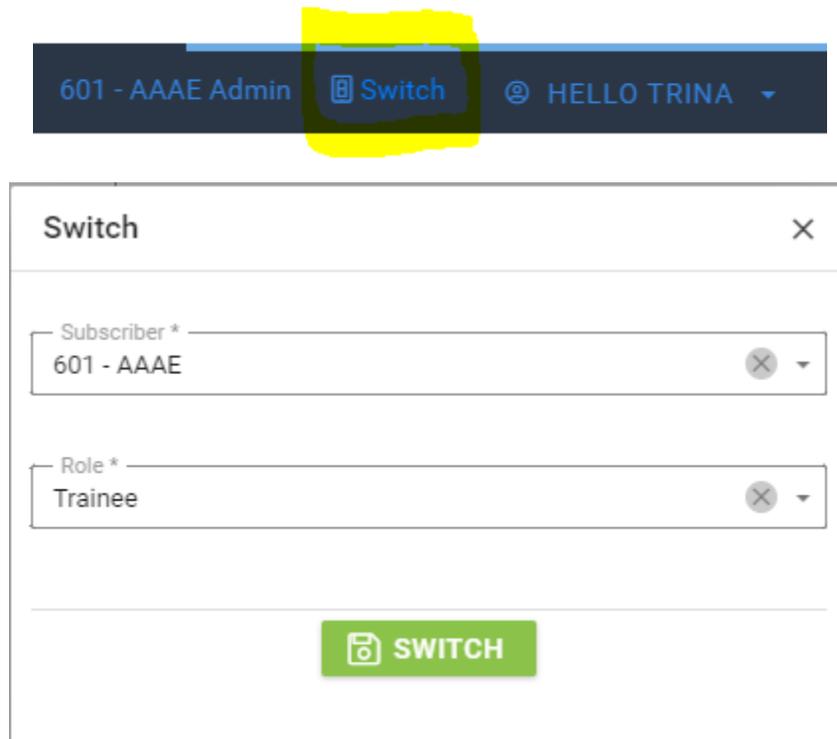
#### Change Company

4. Select the Save button to save your changes.

## 1.4 How to Switch Accounts Between Multiple Airports

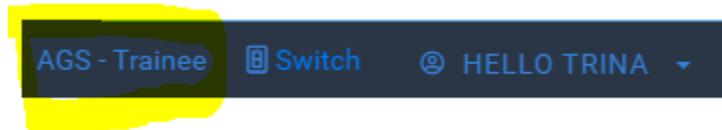
If you are an employee who works at multiple airports that use Digicast training, you can switch accounts between airports' subscriptions to complete your training per airport. You will need to email a request Digicast Support (DigicastSupport@aaae.org) to add you to the different airports you are employed at.

1. Select **Switch** located in the upper right corner next to your name.



The image shows a user interface element with a dark blue header bar. On the left, it says "601 - AAAE Admin". In the center, there is a blue button with a white icon and the text "Switch". On the right, it says "@ HELLO TRINA" with a dropdown arrow. Below this is a white dialog box titled "Switch" with a close button (X) in the top right corner. The dialog box contains two dropdown menus: "Subscriber \*" with the value "601 - AAAE" and "Role \*" with the value "Trainee". At the bottom of the dialog box is a green button with a white icon and the text "SWITCH".

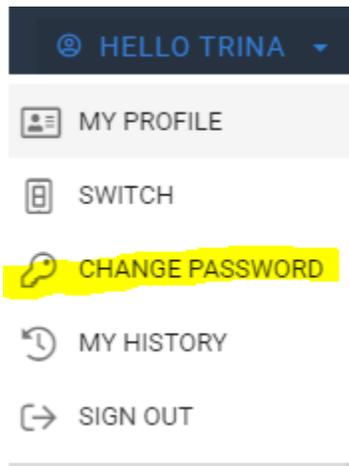
2. In the Subscriber field, select the dropdown arrow on the right and select the airport you want to change to. You can also select the  and type in the airport id of the airport you want to change to.
3. Select the Switch button to make the change. Your screen will refresh and return to the home page. You will see the airport acronym displayed in the upper right corner you are currently listed under.



4. Proceed to complete the assigned training for that airport.

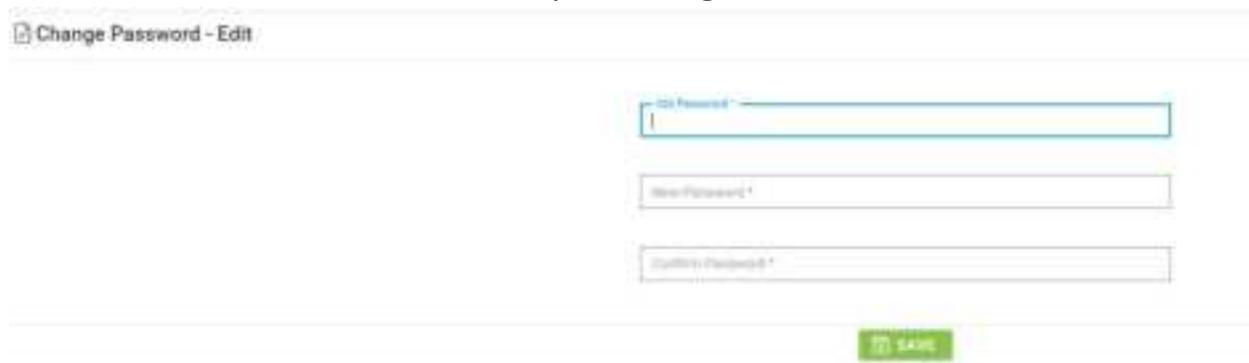
### 1.5 How to Update Your Password

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



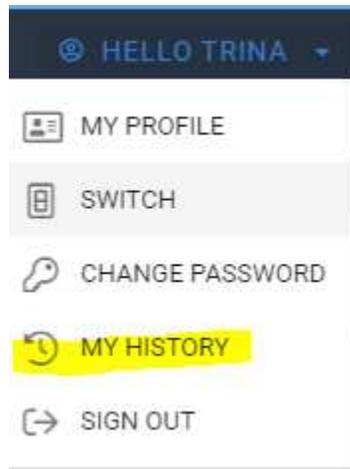
2. Enter the old password in the first field. Enter the new password in the second field and retype your password in the third field to confirm your password.

3. Click the Save button to confirm your changes.

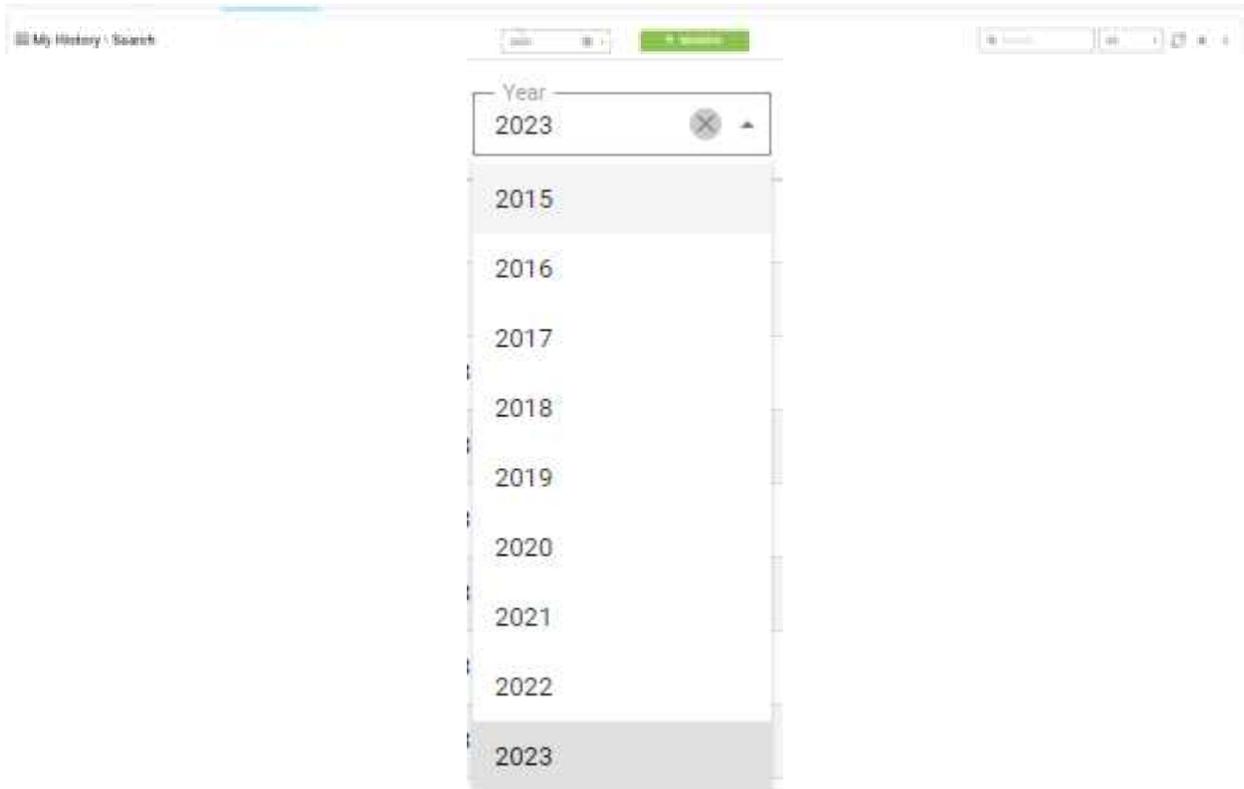


## 1.6 How to Locate Training Records in My History

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.

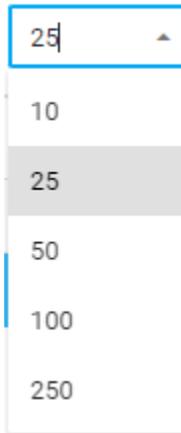


4. To refresh any page, please select this icon located in the upper right corner near the search and items to display fields.
5. To search for a specific video and test result, use the Search bar in the right corner next



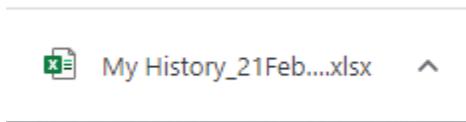
to the number of items.

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



 **PRINTER-FRIENDLY**

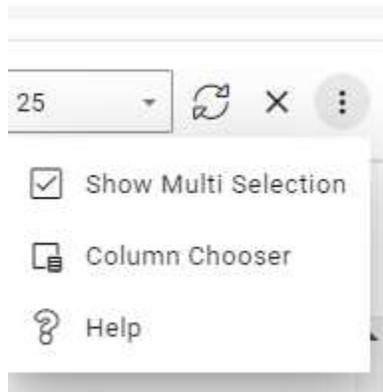
7. Select this icon  to Print training results or select this icon  to export your training results. The Excel spreadsheet will be downloaded at the bottom of the screen to access.



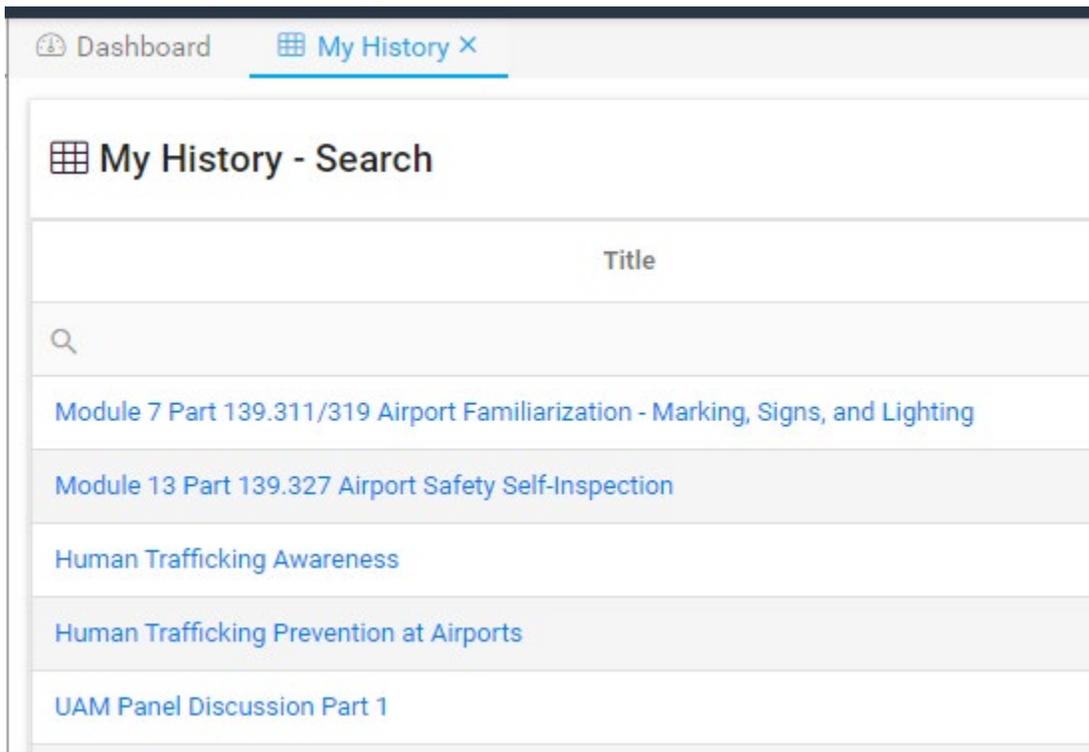
8. You have two options to close the page you are on. Select the X near the Refresh icon located on the right top corner. Or select at the top of the page to close out.



9. 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.

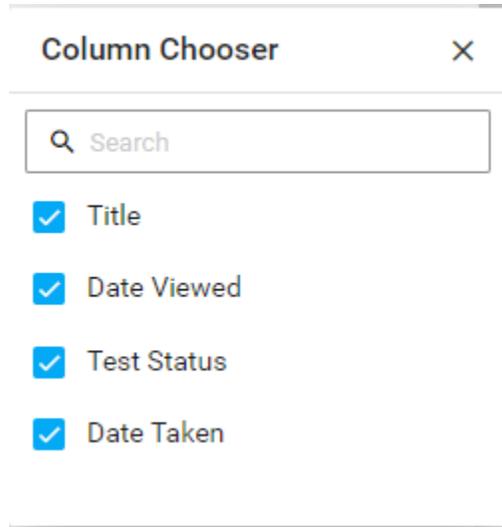


- b. **Hide Multi Selection** - The checkboxes will be displayed to select multiple trainings at one time by clicking the checkbox next to the title of the training.

### My History - Search

<input checked="" type="checkbox"/>	Title
	<input type="text" value=""/>
<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.



- d. **Help** – Please email [DigicastSupport@aaae.org](mailto:DigicastSupport@aaae.org) if you have any questions about the site.

### 1.7 How to Access the Assignments

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



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	Start Date	End Date	Status	Completion Status
AAA	10/24/2017	10/24/2017	Completed	100% Complete
AAA	10/24/2017	10/24/2017	Completed	100% Complete
AAA	10/24/2017	10/24/2017	Completed	100% Complete
AAA	10/24/2017	10/24/2017	Completed	100% Complete
AAA	10/24/2017	10/24/2017	Completed	100% Complete
AAA	10/24/2017	10/24/2017	Completed	100% Complete
AAA	10/24/2017	10/24/2017	Completed	100% Complete
AAA	10/24/2017	10/24/2017	Completed	100% Complete

### My Assigned Training Videos



#### AAA'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.



Title	Start Date	Expires	Status	Completion Rate	View
Module 7 Part 139.311/319 Airport Familiarization - Marking, Signs, and Lighti...	01-08-2021		●	0% of Completion	<a href="#">View</a>
Module 7 Part 139.311/319 Airport Familiarization - Marking, Signs, and Lighti...	01-08-2021		●	0% of Completion	<a href="#">View</a>
Module 7 Part 139.311/319 Airport Familiarization - Marking, Signs, and Lighti...	01-08-2021		●	0% of Completion	<a href="#">View</a>
The Protected Status of Safety-Related Systems or Devices	01-08-2021		●	0% of Completion	<a href="#">View</a>

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



Duration: 31 min

**Status**  
Video Watched: In-Progress

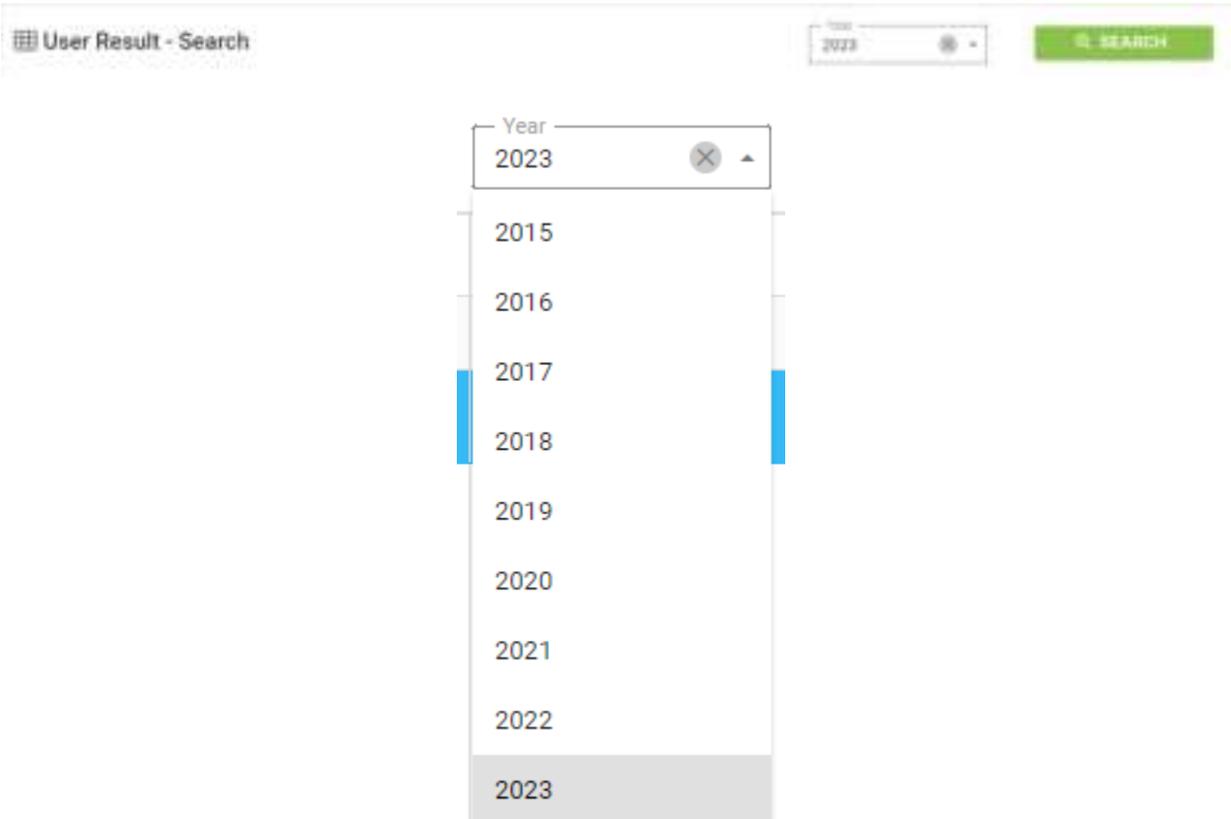
Test Status: Test Available

### 1.8 How to Download and Print User Results

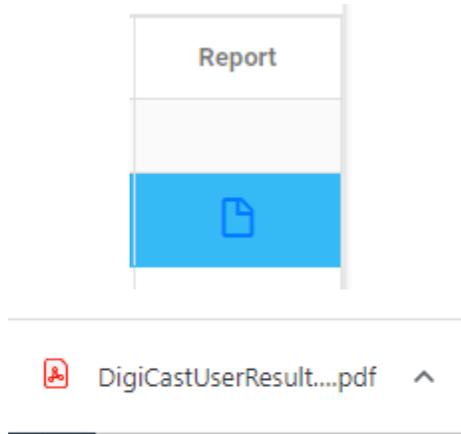
1. To print your User Results, go to the Reports on the right upper side under your name and select the dropdown arrow.
2. Select User Result.



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



- To Print all the Results for that year, select the Document icon in the Report column. A PDF of your training results will download and be available in the bottom left corner.



- Double click on the PDF file to open and Print or Save the document on your computer.

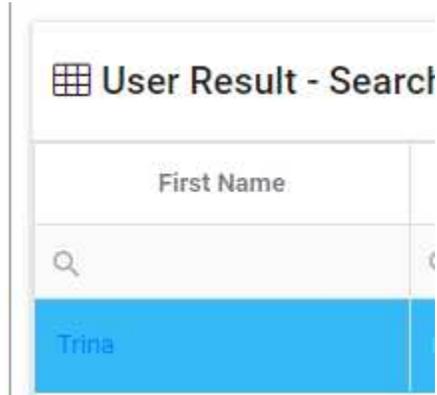
The screenshot displays an 'Employee Compliance Report' page. It features the logos for the American Association of Airport Executives and DIGICAST. The report includes the following details:

- Name:** Tina Hadden
- Airport:** 001
- Employee:** AAAE
- Email:** Tina.hadden@aaae.org
- Year:** 2023
- Department:** Administration

The report also shows a table of training activities with a total of 53 minutes trained.

Total Minutes Trained: 53					
Course Title	TOT minutes	Previous Year Passed	Test Date	Date Viewed	Test Status
Module 8 Part 139.313 Snow and Ice Control Plan	20			01-17-2023 14:20	
Module 7 Part 139.311/319 Airport Familiarization - Marking, Signs, and Lighting	33		01-11-2023	01-11-2023 0:10	Failed

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

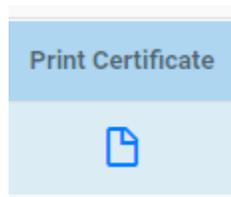


All the User Result Details for that year will display.

User Result Details - Search (Trina Haddad)			
TRF	Date Entered	Task Status	Task Result
...	...	...	...
...	...	...	...
...	...	...	...
...	...	...	...

## 1.9 How to Print Course Certificates

1. Go to Reports and select User Results.
2. Select the link that contains your name, and all your User Result Details will display.
3. Select dropdown arrow for the course certificate you want to print and go to the right column that says Print Certificate and select the icon.
4. The PDF will show at the bottom left of your computer. Select it to open and either Print or Save to your computer.



### 1.10 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.

