

ATL Interactive Employee Training System User Manual



Table of Contents

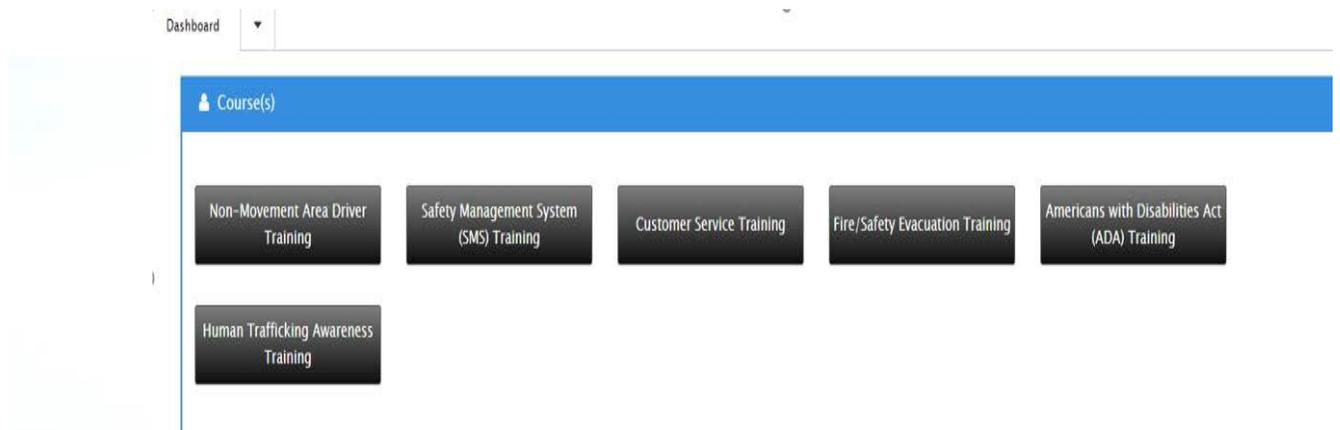
Logging In.....	1
User Interface.....	3
Frequently Asked Questions (FAQ).....	5
Support.....	8

LOGGING IN

1. Supported Web Browser(s)
 - Google Chrome - (Suggested)
 - Microsoft Edge
 - Mozilla Firefox
 - *IET-LS is not compatible with Microsoft Explorer*
2. Compatible Devices
 - Desktop/Laptop with Wi-Fi or internet connection
 - Android or Apple tablet/smartphone with Google Chrome browser.
3. Use the following link to access the training:
 - <https://atl.iet-ls.com>
4. Once you are on the site, enter your legal first and last name as it appeared on your badge application or your badge.
5. Enter the last **6 digits** of your Social Security Number
6. Click “Login”
7. If you need assistance with issues logging in, please select the blue “Contact Support” button in the top right corner of the page to view the Airport Credentialing Office contact information (See screenshot on next page).

USER INTERFACE

Once you are logged in, you will be taken to the list of available training. You are required to complete all trainings. If you do not require a “D” designation on your badge, you do not need to complete the Non-Movement Area Driver Training.



Once you have completed a training video, a green checkmark  will appear by the courses for 90 days as an indication you have recently completed. The green checkmark will reset and disappear after 90 days have passed since completing the respective training. Required courses must be completed every two years.

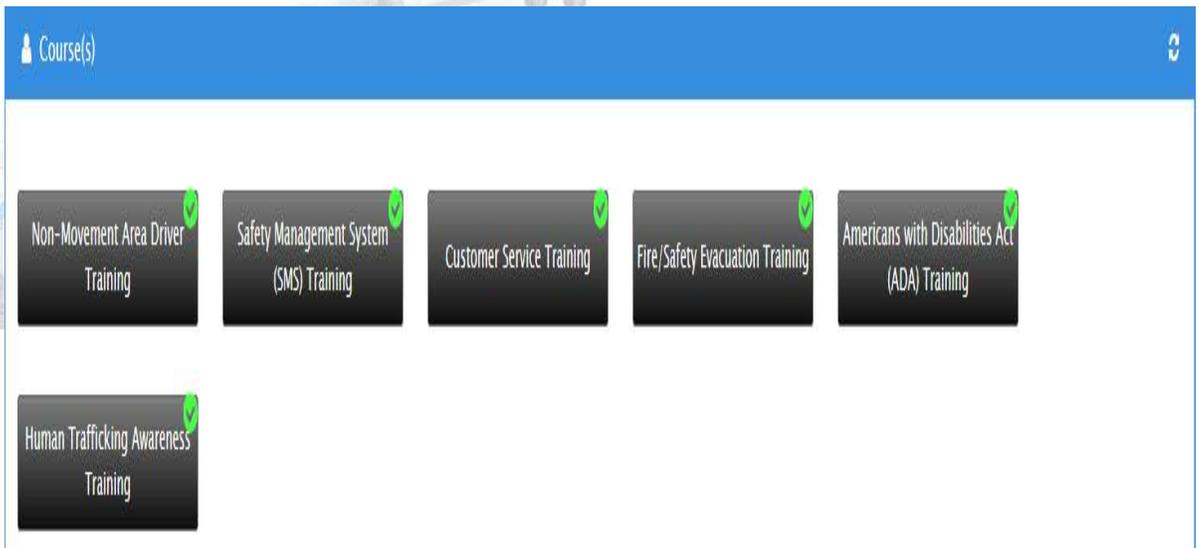
Icon	Meaning
	Indication that the course was completed in the last 90 days.
	Indication that the course has been started, but not completed.

Courses that have been started, but not yet completed will

be indicated with an orange star, as seen in the example below. Any course that has not been started or viewed will have nothing by it.



Once all courses are completed within the last 90 days, you will have green checkmarks by all of the courses. Now you are ready to move to the next step of the badging process.



Frequently Asked Questions (FAQ)

1. I have entered all of my information, but it says “*User name or password incorrect,*” what should I do?
 - Please ensure that you have entered your name as it appears legally on your identification or based on what is on your badge. Also make sure that you have entered the last **SIX** digits of your Social Security Number.
 - If you are unable to login, notify the Badging Office at (404) 530-6667 or email the office at SecurityID@atl.com
2. My course shows a green checkmark, do I need to take the training again?
 - Refresher training is required every 2 years.
 - The green checkmark indicates the training has been completed in the past 90 days. This should be sufficient for getting a new badge or renewing your badge within normal timeframes before the green checkmark resets and disappears.
 - Please keep track when you complete your training courses and expect that refresher training may be required at your next badge renewal depending on your renewal rate, see chart below for approximate periods.

Badge renewal rate	Approximate number of renewals before refresher training needed
Six (6) month badge	Four renewals

One (1) year badge	Two renewals
Two (2) year badge	One renewal

- If you are not sure about your training, you can have your Authorized Signatory to email the Badging Office at SecurityID@atl.com to find out if your training is up-to-date.

3. Can I complete the online courses in the Security Office training room in the Badging area?

- No, the online training is available for you to complete on your own via a laptop, desktop computer, or a mobile device. We do not provide computers to complete these trainings in our office.

4. Will a pop-up blocker prevent me from viewing the videos?

- Yes, it will. Please ensure that you allow (turn on) pop-ups in your browser window. See instructions below:
 1. In Google Chrome at the top right, click the 3 dots icon, then go to **Settings**.
 2. On the left-hand side toward the bottom, click **Advanced**.
 3. Under "**Privacy and Security**," click **Site Settings**.
 4. Click on "**Pop-ups and Redirects**."
 5. At the top, turn the setting from Blocked (recommended) to **Allowed**.

5. Why is more training being required?

- In keeping with the ATL Brand and being The World's Most Busiest and Most Efficient Airport, we want to ensure that those employees who have an ATL-issued badge have the best training available to ensure that we continue to meet and exceed the needs of our customers with uniformity and consistency.

6. Would I be able to take the SIDA/Sterile Area Training online?

- No! The SIDA and Sterile Area Training is considered Sensitive Security Information (SSI) and must be taken onsite in the DOA Security IET Room. All other courses can be taken online.

7. Once I have completed the online training, what are my next steps?

- Once you have successfully completed all of the online training courses, you are to advise your Authorized Signatory and have them make an appointment for you to come in to take the SIDA/Sterile Area Training (new badges) and be processed for your badge. An appointment is required for this service.

SUPPORT

Upon completion of the online training, reach out to your Authorized Signatory to be scheduled for your onsite training (SIDA/Non-SIDA), and/or badging appointment.

Once you have received your appointment, bring your completed Badge application, signed by your Authorized Signatory, a physical copy of your Fingerprint clearance letter, and two valid forms of ID to the Badging office, located upstairs in the North Terminal.

You will be required to complete SIDA/Non-SIDA training if you have not taken it. Once this is completed, you will then be processed for your ATL badge. The badging service does require an appointment, so please be sure your Authorized Signatory has secured you an appointment.

If you experience any issues with the IET-LS Online System, please contact the Airport Badging Office at (404) 530-6667 or email SecurityID@Atl.com