To meet the requirements of Canadian Aviation Security Regulations 2012, Part 4, Division 9, Section 191:

(2) As part of its airport security program, the operator of an aerodrome must
(f) establish and implement a security awareness program that promotes a culture of
    security vigilance and awareness among the following persons:
      (i) persons who are employed at the aerodrome
      (ii) crew members who are based at the aerodrome, and
      (iii) persons, other than crew members, who require access to the aerodrome in the
            course of their employment.

Signing Authorities for each company will be considered “Facilitators” for their company and will be required to provide facilitation of the training program. Facilitators will be required to enter new employees into the training program and ensure each employee takes the Security Awareness Training in a timely fashion; both the ‘CASAP National’ and the ‘Security Awareness for YWG’ modules.

This guide describes the manner in which the Facilitator accesses the website and manages their users. If you experience any problems or have questions please feel free to contact either Walter Weber, Police & Security Services Coordinator at (204) 987-7838 or wweber@waa.ca or Dawn Kohinski, Director Security & Airside Safety at (204) 987-9789 or dkohinski@waa.ca.
To access the web-based program, proceed to http://waa.protraining.com

Click on the link: “Are You a Facilitator?”
We will send you your Username and Password to access the online testing centre.
Once logged in, click ‘Manage Users’. You will then see a list of your employees who are currently registered in the system.

To add a new user click on ‘Add User’. You can also add more than one user at a time if necessary by clicking on ‘Bulk Add Users’.
Enter Employee details (this example only shows the addition of a single user; the window is different for adding multiple users):

Note: It is only necessary to fill in the following mandatory fields; disregard all others.

**Username**: Use the employee’s RIN number (i.e. 46020001) which is located at the bottom of their RAIC. If the employee does not yet have a RAIC, or Temp Pass, you may assign any number **providing it does not start with the number 4** (should not be more than 5 or 6 numbers in length).

**Password**: Use the employee’s last name in CAPITAL LETTERS (maximum of 15 letters & spaces).

**First Name**: Must be entered

**Last Name**: Must be entered

**Company Name**: Since there are often many variations of a company name, we will provide you with the spelling to use in this field. It must be entered **exactly** as given.

**Note**: Leave ‘Send Welcome Email’ box empty

Click ‘Add’ to submit.
Click ‘Continue’.
Review this page and if all information is correct, click the ‘Back’ button. If not, make changes by clicking the ‘Edit’ button. It is not necessary to click on ‘Distribute Courses’ or ‘Send Welcome Email’ buttons.
Return to your list of employees by clicking on ‘Manage Users’.
To ‘Delete’ a user from your list, click on the box under ‘ID’. Multiple boxes can be checked at one time if necessary to delete more than one user at a time. It is important to keep your users list current by deleting those no longer with your company.

Once selected, click on ‘Delete User(s)’
Click ‘OK’ to permanently delete the selected user(s)

Clicking ‘OK’ again takes you back to the ‘Manage Users’ window which lists all your employees.
Once you have completed entering or deleting users you can click on ‘Log Out’ or if you would like to view reports of who has completed their training, click ‘Home’.
If logging out, click on ‘Continue’.
You are now logged out and back at the home page.
If continuing on to reports, click on ‘View Reports’.
Clicking on ‘User Progress’ will allow you to view the status of all your employees.
Set the date parameters then click on ‘Run Report’.
All employees who have completed their training in the date range set will be shown in this window. 67% represents completion of the program. If you want to see more information on a specific employee, click on the person’s name (either first or last).
In this window, click ‘Canadian Airport Security Awareness Program (CASAP)’ to verify course completion or ‘Issued’ to print a copy of the employee’s certificate. You can also click ‘Back’ to return to the previous window or ‘Log Out’ to end your session.