# AIRDAT Passport

**Company Admin Guide**

January 2024

## ① Login and Register

**Head to** **https://passport-akl.airdat.org/** **> Click Login**

**Auckland Airport**

Login to Passport

AIC

Enter your AIC here

Password

Enter your password here

Forgot password or AIC? Click here to reset

Log in

Don't have an account? 👤+ Register

**AIC**
Use the AIC number on your ADP permit or use the 'Forgot AIC' function to have the AIC on your profile emailed to you

**Existing profile/Forgot Password**
If your profile was set up by someone else, use the password reset option, when logging in the first time

**New user**
Use the Register to create a new profile

**Having trouble logging in?** ✕

Sorry you're having problems, to help us help you, please select from one of the following options:

**Forgot password**          Forgot AIC

**AIC**

Enter your AIC here...

Cancel          Submit

**Password reset steps**
Enter your AIC
Enter your new password

Step 2
Company details

Step 3
About you

**Auckland Airport**

Password*
Please select a new password that is at least 8 characters in length.

Create a password...          🔒 Generate password

Confirm password*

Confirm your password...

Next →

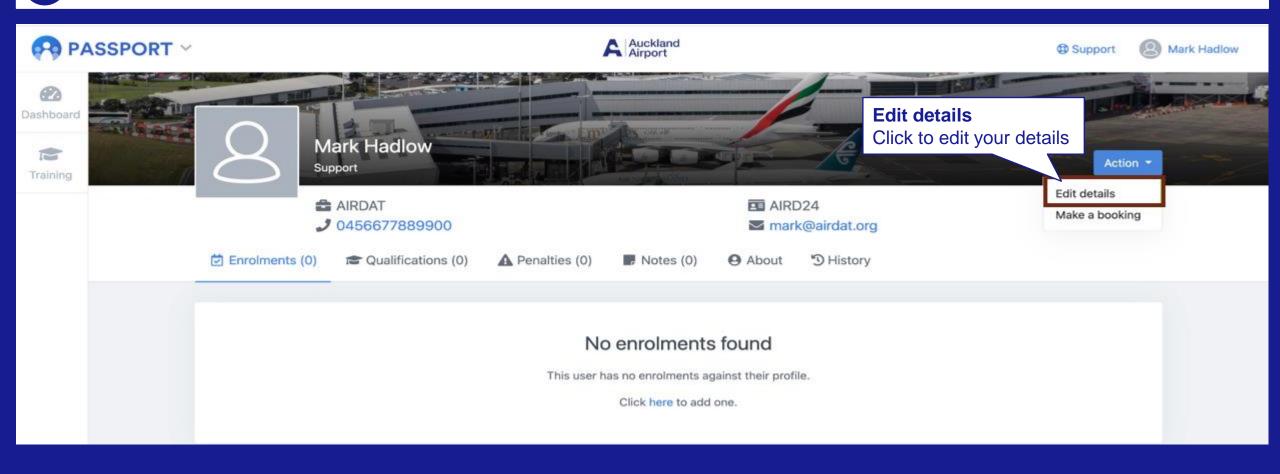Already have an account? Login

**If you experience issues trying to login or register to AIRDAT Passport, please contact the ADP Office on adp@aucklandairport.co.nz**

Navigation Toolbar

Access a range of support articles or email AIRDAT directly.

View/edit profile

PASSPORT ⌄

A | Auckland Airport

⊕ Support | ⊙ Mark Hadlow

Dashboard

Training

**Mark Hadlow**
Support

Action ▾

Edit details
Make a booking

💼 AIRDAT
📞 0456677889900

🪪 AIRD24
✉️ mark@airdat.org

📅 Enrolments (0)　🎓 Qualifications (0)　⚠️ Penalties (0)　📓 Notes (0)　🧑 About　🕘 History

## No enrolments found

This user has no enrolments against their profile.

Click here to add one.

Click here to view current enrolments/booking

Click here to view current penalties

Click here to make a course booking

**Edit details**
Click to edit your details

**Details**
Click the tab to access the details you need to change

**Details** – update email, phone, drivers license
**Credentials** – Update Password
**Employer** – Your job title and manager contact details

# ④ Application help

- Speak to your Company Administrator in the first instance

- For technical issues, such as the website is down, please contact 'AIRDAT' directly using the 'support' button, located at the top right of the AIRDAT website.

- All general enquiries please contact Auckland Airport at the ADP Office via email adp@aucklandairport.co.nz or by phone on 09 255 9071