

**aMADEUS**

Your technology partner

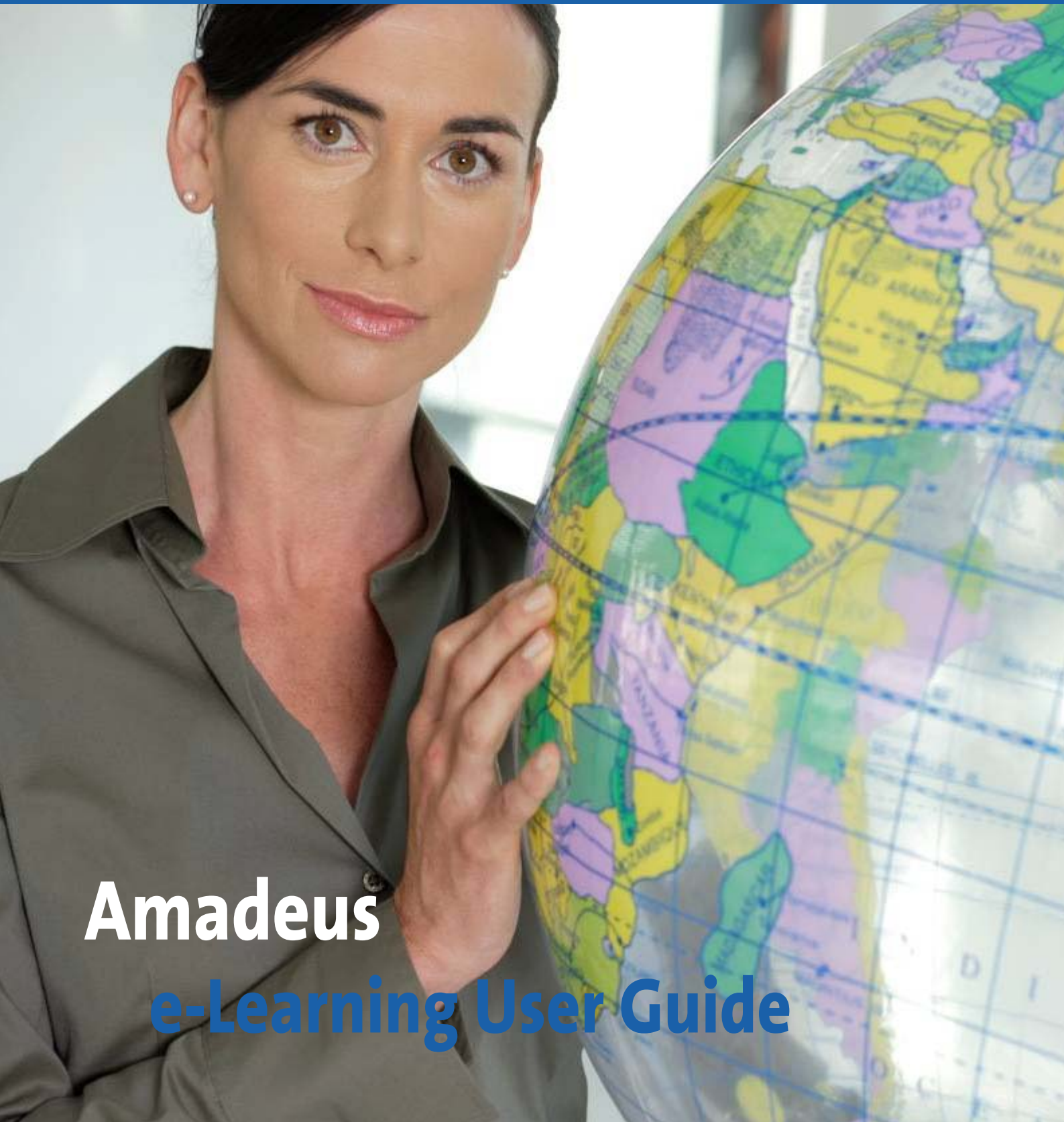
**Amadeus**

Proven leadership in the travel industry

Amadeus Training

**Amadeus**

**e-Learning User Guide**



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## Introduction

Welcome to Amadeus e-Learning!

Amadeus e-Learning provides you a full suite of online, interactive learning tools only accessible to our customers! This will quickly expand your knowledge and build the skills needed to remain successful in today's dynamic travel environment.

We hope you enjoy your e-Learning!

## System Requirements

Amadeus e-Learning is best viewed with the hardware and software listed below. Although you can display the content with the minimum requirements, the performance of your PC will be better with the recommended requirements

### Hardware

- › Pentium II 300, Pentium III recommended
- › 64 MB memory, 128 recommended
- › Minimum 16-bit color video card at 800 x 600 resolution (24-bit color at 800 x 600 recommended)
- › SVGA 15" monitor with 14,5" viewable area capable of 800 x 600 resolution
- › Internet connection (modem, cable, ADSL, LAN, ISDN) 56 kB modem as minimum, 128 KB recommended

### Software

- › Microsoft Internet Explorer 5.5 or above
- › Macromedia Flash Player 6
- › Windows 98, 2000 or NT4 recommended

**Macromedia Flash Player 6 can be downloaded through the internet. Please go to <http://get.adobe.com/flashplayer/>**

## Amadeus e-Learning registration (1<sup>st</sup> time user)

To register in Amadeus e-Learning, follow these steps:

- ▶ Go to: <http://www.sg.amadeus.com>
- ▶ Click “[Registration](#)” on the left bar



- ▶ The following screen appears:

- ▶ Fill in the appropriate fields. An asterisk (\*) indicates a mandatory field.  
Note: You will use the Username and Password that you define in this form to log in to Amadeus e-Learning

After filling all the required information, click the “Submit” button.

You will automatically be directed to your e-learning site. A screen confirming your registration will appear and you can begin your e-learning lessons.

## Access to Amadeus e-Learning with username and password (already registered)

To log into Amadeus e-Learning, follow these steps:

- ▶ Go to: <http://www.sg.amadeus.com>
- ▶ Click “Login with username” on the left bar



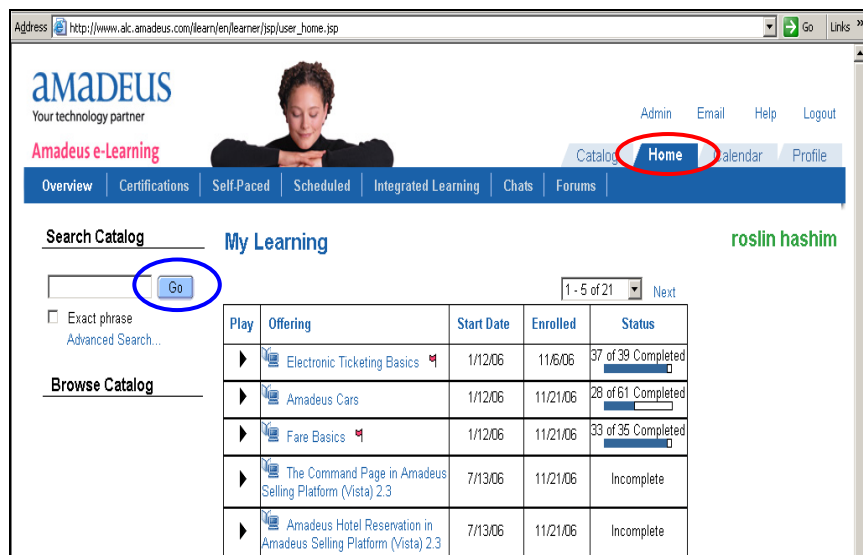
- ▶ The following screen appears below. Enter your username and password.
- ▶ Click the “Login” button

You will automatically be directed to e-Learning Homepage to begin your lessons.



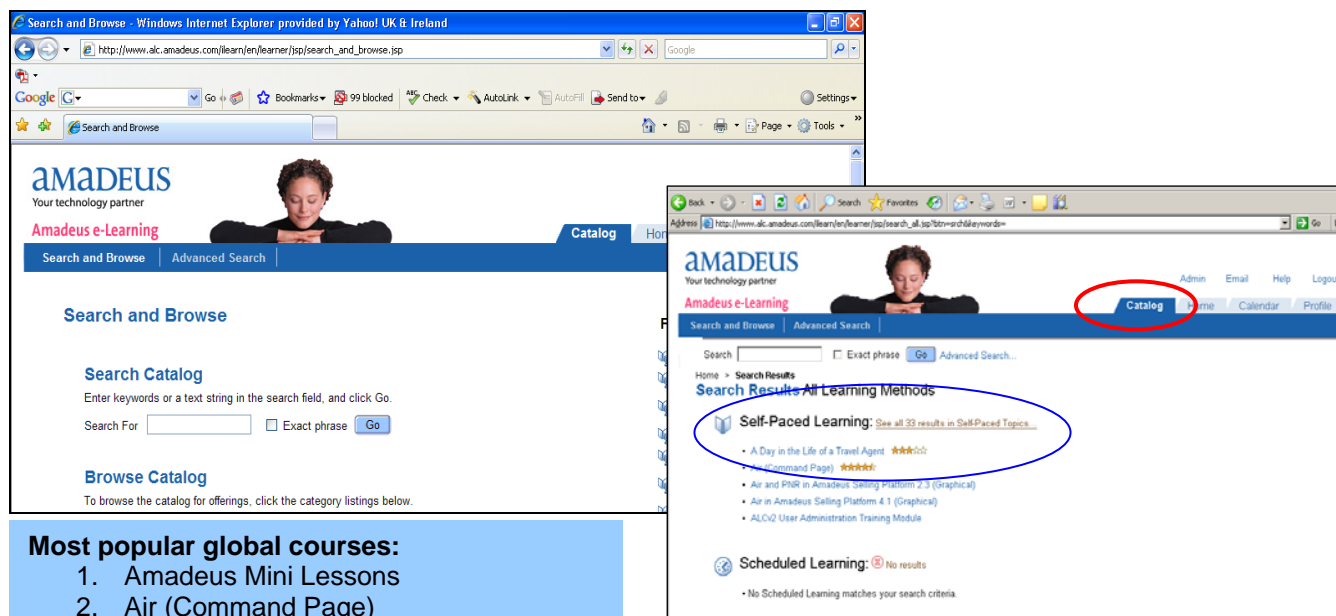
## Amadeus e-Learning Home Page

Under the “Home” tab, you can choose a list of the available Amadeus learning topics in the “My Learning” header.



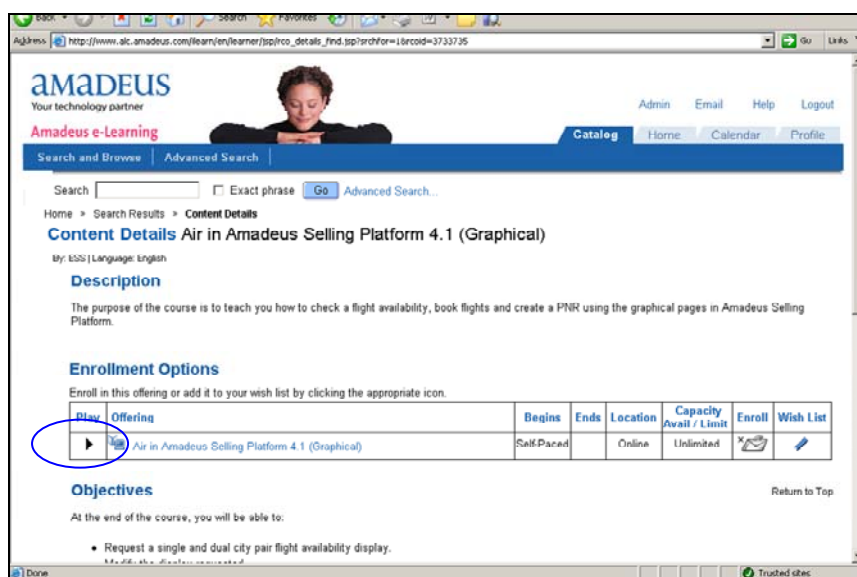
To find other topics available in Amadeus e-Learning, enter the topics in the Search Catalog box and click **Go**. You will be directed to a “Search Result” page which displays relevant topics based on your input.

Alternatively, click the “Catalog” tab as shown below. Type your topic in the Search Catalog and click **Go**. The system will display a list of courses under “Self-Paced Learning” section. Click on the link “See all ....results...” to view a list of relevant topics based on your input.

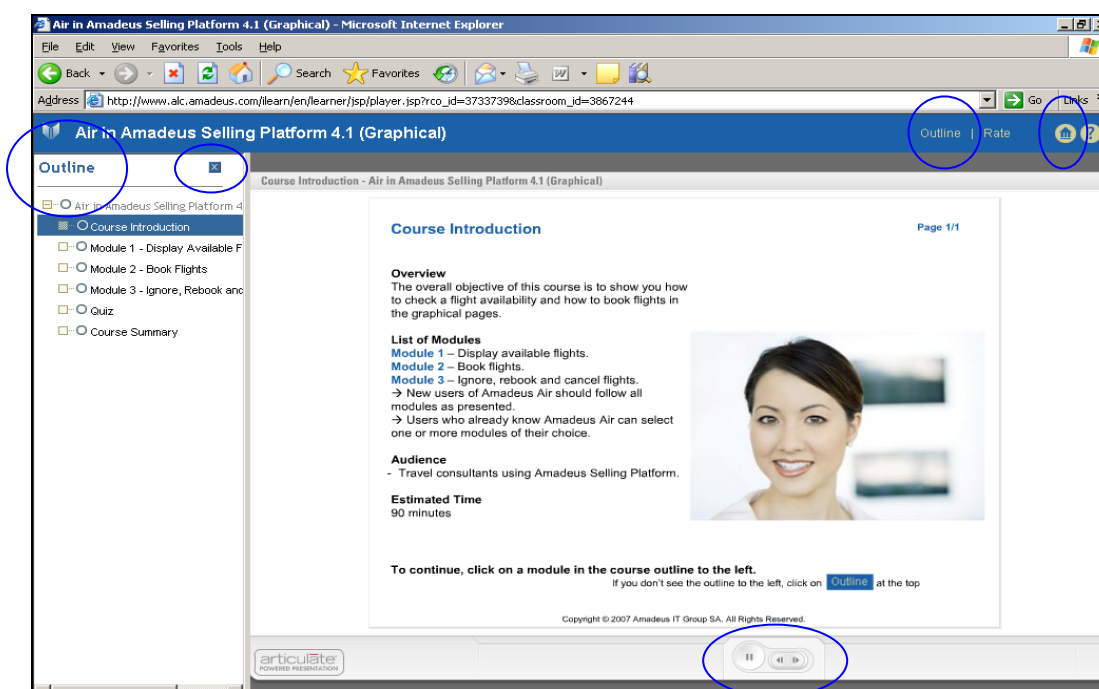


## Enrolment of the Modules/Courses




To enrol for the courses which you have selected, click the black arrow under “Play”.



You will be directed to a screen to start your lesson.



### Useful functions:

- ▶ Outline Navigator.
- ▶ Click  Close the outline
- ▶ Click  to Home page.
- ▶ Click Outline to Redisplay outline
- ▶ Click  Next page of the lesson

## User Profile Page

Click the "Profile" tab to update your profile information.

**amADEUS**  
Your technology partner

Amadeus e-Learning

Admin Email Help Logout

Catalog Home Calendar **Profile**

User Information Transcripts Reports Requested Learning Wish List Orders

roslin hashim

**User Information: roslin hashim**

To update your user information, modify the fields as necessary and click Update. A language in the Preferred Languages list with an asterisk (\*) suffix indicates translation support.

Username roslin

\* First Name

\* Last Name

\* Email

Nickname

\* Password

\* Confirm Password

**TIP** The Password Challenge/Response: Your Password Challenge will be presented to you when you request to have your password reset. Your password will only be reset when you respond with the correct Password Challenge Response. The intent of the password challenge and response is to prevent others from resetting your password.

Suggestions: The challenge should be something easy for you to remember, but, not widely known by others, for instance "What is your dog's name?" or "What is your mother's maiden name?".

Password Challenge

Password Response

**You can update or modify your registration information e.g. change your password**