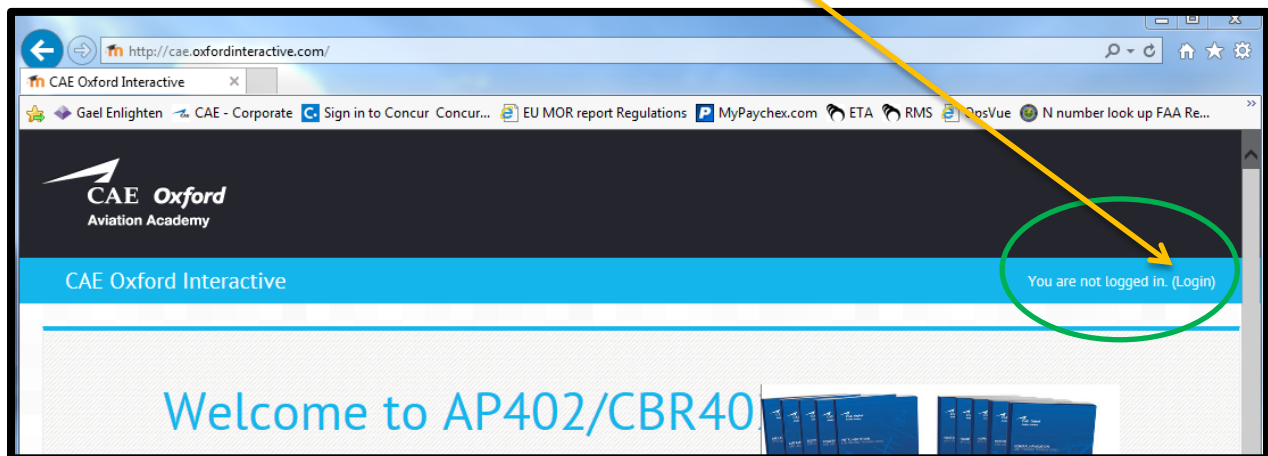


To allow the Flight Safety Team to better serve you, we are launching a Learning Management System (LMS) to better provide communication and training to our students and staff who make the SMS a living, adaptive system. This is your portal to required training per the SMS. Here's how to access it:

Accessing LMS

Welcome to CAE Oxford Interactive! If you have logged in before please use your current credentials. If you have never logged into this website <http://cae.oxfordinteractive.com/> please follow these steps.

1. Go to <http://cae.oxfordinteractive.com/> and click Login

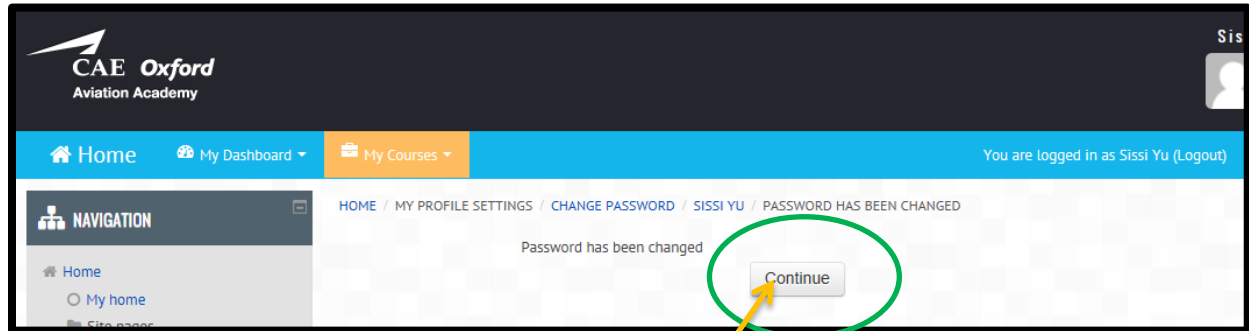


2. Usernames:
 - a. Students: your Username will be your ETA code (not case sensitive). Example: ONEAT, ICANC, ACOOL, BAWSM etc.
 - b. Instructors and staff members: your Username will be the first initial of your first name and your last name (not case sensitive). Example: Luke Skywalker's User ID would be: **lskywalker**.

3. Enter your Username and the password **changeme** into the login screen, and then click . Uncheck "remember username" if on a shared computer. If you are unable to login, send Theresa.Farley@cae.com an email or ETA message with your email address and name to create your account.

4. You will be prompted to change your password next.
 - a. Enter the current password which is **changeme** and then enter your new password in both spaces required. Once you have entered this information click

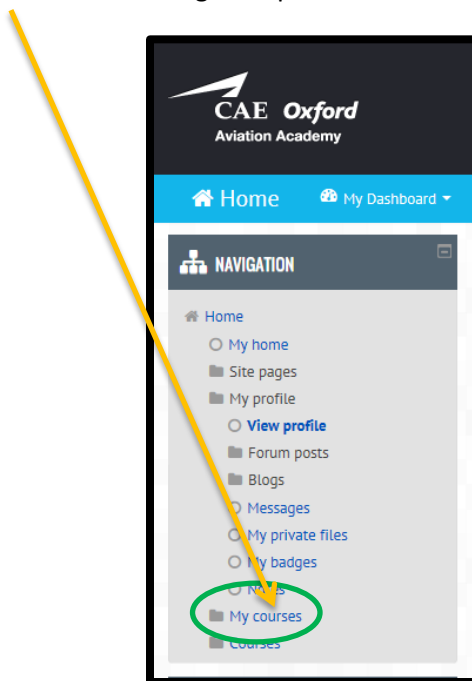
- Once you have changed your password you should see a confirmation like this:



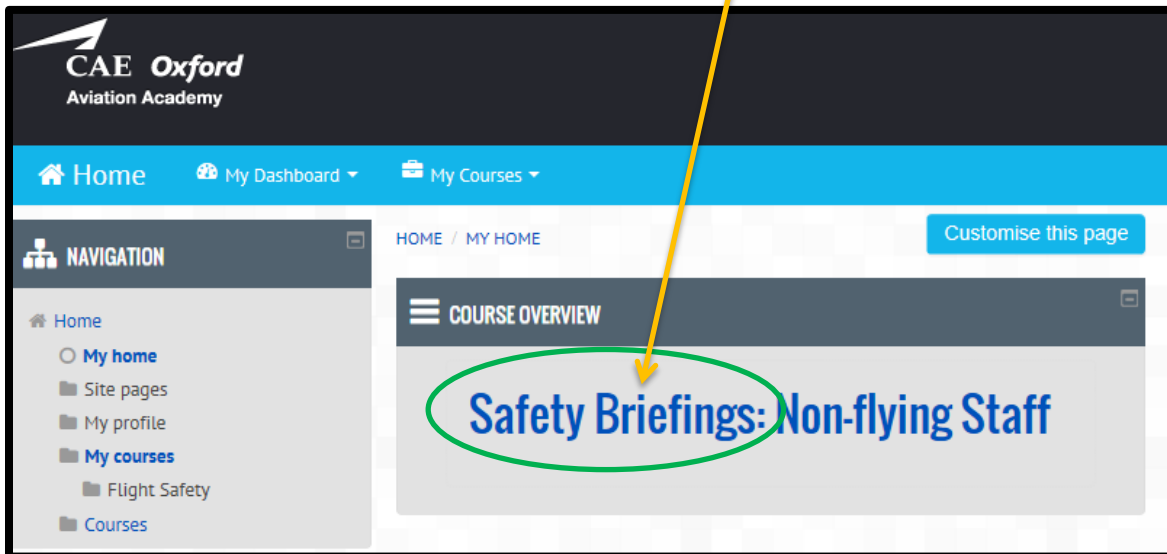
Click Continue

Accessing the Safety Courses

- Click on My Courses from the Navigation pane on the left side of the screen.

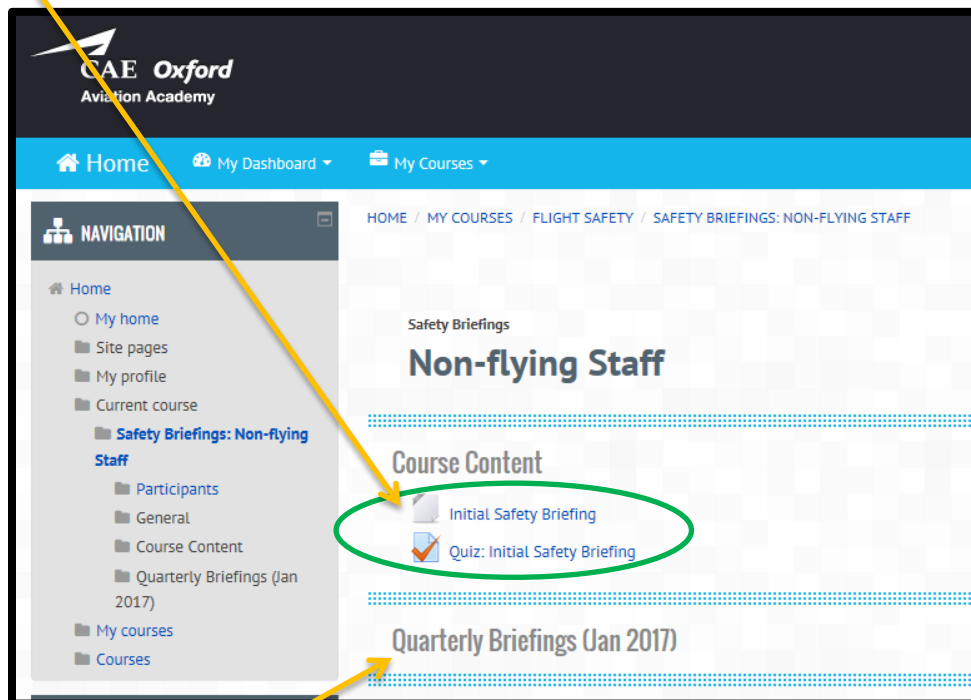


2. Your course will be in the center of the page, click on the title to open the course. You will only see 1 course, but there are actually 4 separate courses for different user types (Non-flying staff, students, instructors, managers).



---Continued on next page

3. In Course Content, click on the title of the course to view the content. Initial Safety Briefings are required for all staff and students at CAEOAA Phoenix per the Safety Management System annually.
4. When done viewing the course, click on the Quiz (red check mark icon), complete the Quiz to receive credit for the briefing. This will bring your Safety Currency current.
 - a. **Important Note:** You only get one chance to go through the quiz which tests your understanding of the material. Once finished, your score will be recorded, and it will show you which questions you answered incorrectly so you can self-correct any deficiencies. Your initial score will be sent to the Safety Office for our records. While there is no minimum passing score, please take the briefing seriously – your safety is paramount, and our SMS (Safety Management System) depends on your involvement. If poor trends are observed, further training, or a revocation of your safety currencies will result. You are welcome to view the briefing content anytime.



5. Quarterly Briefings
 - a. Each Quarter (every three months) actively flying students and staff must receive quarterly safety training. This will be done in the following process:
 - b. Your Safety Team will upload training to the LMS every three weeks or so throughout the quarter. New content will be announced through an ETA message.
 - c. At the end of the Quarter, a Quiz will be posted covering the content from the past Quarter.
 - d. Complete the Quiz to receive credit for Quarterly Safety Currency.

SMS Learning Management System

Phoenix Flight Safety Team

6. ETA will display a warning under the “My Issues” tab when your Initial and Quarterly Safety currencies expire. These do not automatically ground you, but they are used by the Safety Office to track currencies. Initial Safety Training is new every year (typically released in January) and Quarterly briefing currencies expire on the last day of March, June, September, and December. While Safety will send out reminders, please complete the required briefings on time. Once you complete the quiz, please allow 7 days for the LMS administrator to update your currencies in ETA.

Should you have any questions regarding the LMS, please do not hesitate to contact Theresa Farley or Brent Crow. Our goal is to have the best SMS in the Flight Training Industry and we are always open to suggestions.

Safety is NO accident!

-Your Flight Safety Team