

Student Guide

How to use the Avia Tech Online Academy

Version 1.0, November 2026

AVIA TECH INTERNATIONAL
TRAINING ACADEMY, INC.

academy.aviatech.aero

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Your batch add-on

Avia Tech also sends you a batch add-on, a separate file: your training plan, your live online classes, your contacts and Avia Tech's full rules.

It sends a new one when plans change.

Always up to date: The newest copy of this guide is always kept in the Academy.

What you need

Your device

A laptop or desktop computer, a tablet or a phone, with an up-to-date web browser, such as Chrome, Edge or Safari.

Internet

A steady internet connection.

Sound

Headphones: every lesson opens with a spoken introduction.

Software

Nothing to install for the Academy.

Good to know: You can stop at any time and continue from where you stopped. No check has a time limit: if you stop during one, open it again and continue the same attempt.
Avia Tech's live online classes need more, such as a camera: see your batch add-on.

Signing in for the first time

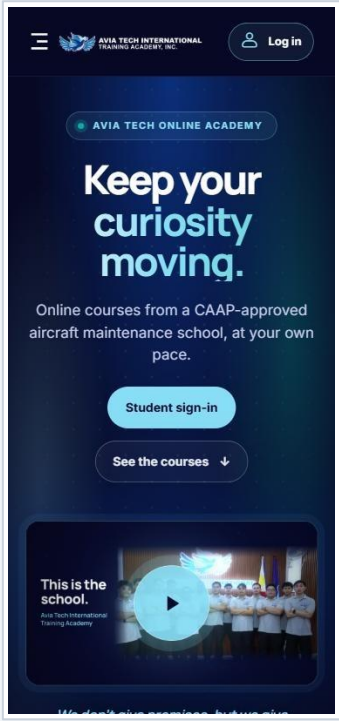
1. Find the Academy's email, from noreply@academy.aviatech.aero, with your username and starting password.

2. Go to academy.aviatech.aero and click **Student sign-in**.

3. Enter your username and starting password, and click **Log in**.

4. The Academy asks you to choose your own password: type your starting password once more, then your new password twice, and click **Save changes**.

Your new password: It needs at least 8 characters, with a capital letter, a small letter, a number and a symbol.
If it's not accepted, the screen says what's missing. If the Academy then shows you a notice to agree to, read it, then agree.



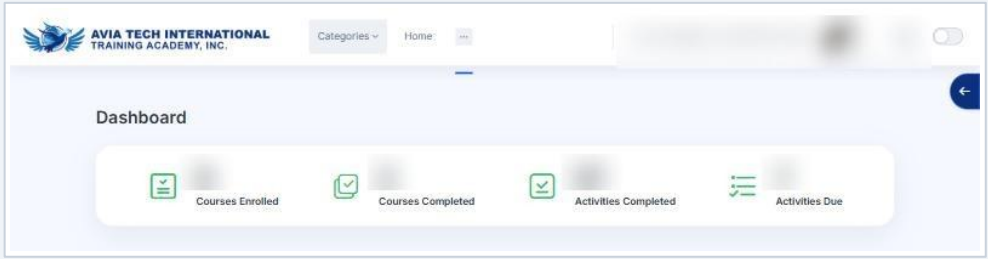
If you can't sign in

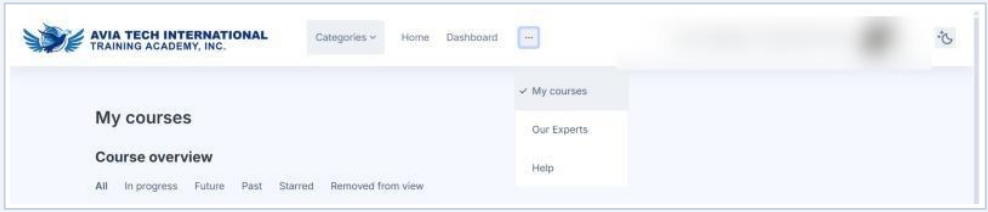
Forgotten password	**Forgot your password?** Click "**Forgot your password?**" on the log-in page, enter your username or your email address, and follow the steps in the email.
Locked out?	If you type the wrong password 10 times, your account locks for 30 minutes. Wait, then try again.
No email?	No email from the Academy? Check your spam or junk folder. Still nothing? Email the Academy's support team at info@aaspire.com.sg.
Your password is yours.	Never share your password. No one from the Academy or Avia Tech will ask for it.

Your Dashboard

After you sign in, you land on your **Dashboard**: a summary of your progress.

Your course cards are in **My courses**.





1. To get there, click **My courses** in the menu at the top.
2. On a smaller screen it's under the three dots (...).
3. On a phone, tap the menu button (three lines, top left) first.

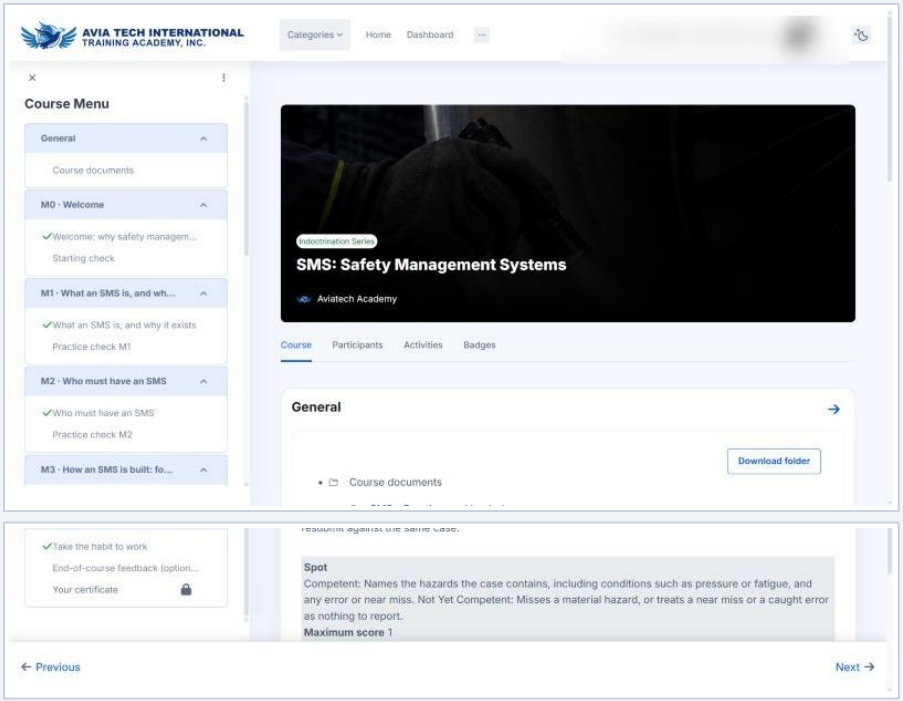
Your courses

Look for **Start Here: See It First** (usually the last card) and begin there. It takes about ten minutes.

Then your five courses:

	**SMS: Safety Management Systems**	**About 7 hours**
	**Maintenance Human Factors**	**About 6.5 hours**
	**Fuel Tank Safety: Deny the Spark, Keep the Design**	**About 5.5 hours**
	**EWIS: Electrical Wiring Interconnection System**	**About 7.5 hours**
	**HMA: Hazardous Materials Awareness**	**About 7 hours**

Moving around a course



The **Course Menu** lists everything in the course, in order.

On a computer it sits on the left; if it's closed, click the round blue **Course Menu** button at the top left.

On a phone, the round **Course Menu** button is at the bottom left.

Work down the menu, or click **Next** at the bottom of each page.

Course documents, at the top of the course, has the study guide, practice workbook and quick reference for your own study.

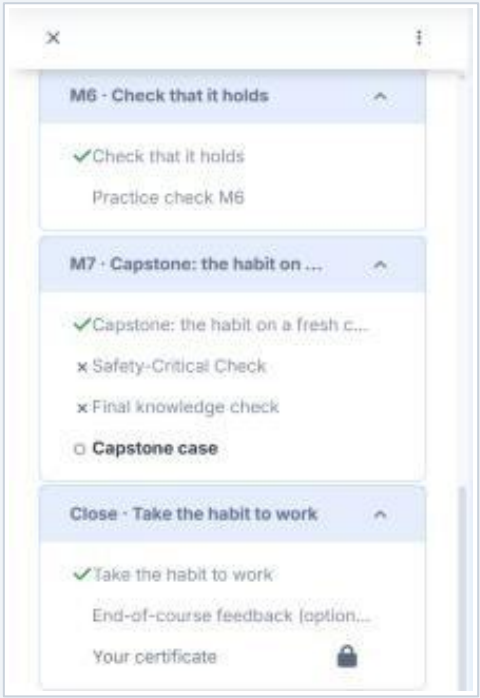
What's in each of your five courses

1. **A welcome page and an optional starting check** The starting check shows where you start; it does not affect your result.
2. **Lessons, one for each module, each with a spoken introduction.**
3. **Practice checks: optional; repeat them as often as you like.**
4. **The Safety-Critical Check and the Final knowledge check.**
5. **The capstone case.**
6. **At the end: a closing page, optional feedback, and Your certificate.**

Starting check: in Human Factors, "Where are you starting from?"

Finishing a course

In the Course Menu, every item with a circle must turn into a green check mark.
Items with no mark are optional; a red cross means not passed yet.



That means four things:

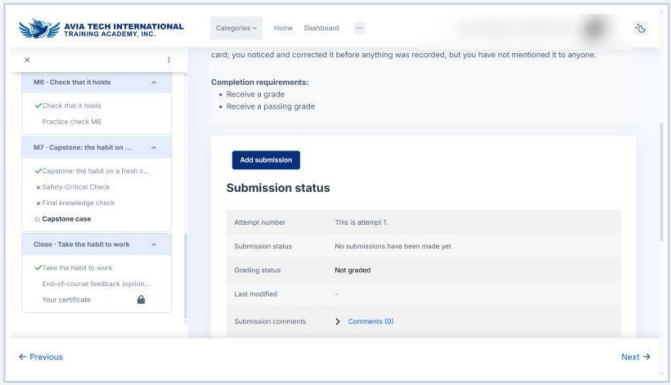
1. Open every page: the welcome page, each lesson and the closing page.
2. Safety-Critical Check: every answer right; as many tries as you need, new questions each time.
3. Final knowledge check: at least 80 percent (20 of 24); three attempts, new questions each time.
4. Capstone case: marked Competent.

After the Final knowledge check: You see your score, not the questions: "You are not allowed to review this quiz" is normal.
All three used? Ask for help (slide 13); after a review, your attempts can be reset.

Your capstone case: your final written case

It's near the end of each course.
In Fuel Tank Safety it's called Written case; in Maintenance Human Factors, Integrated Capstone Assessment.

1. Read the two cases, choose one, and say in your answer which one you chose.
2. Click **Add submission**.
3. Write your answer in the box, or attach one file, as the case page explains.
4. Click **Save changes**. The status then reads **Submitted**.



An instructor marks it Competent or Not Yet Competent.
Not Yet Competent? Read the feedback, click **Edit submission**, change your answer and click **Save changes** again, until it's Competent.

Your certificate

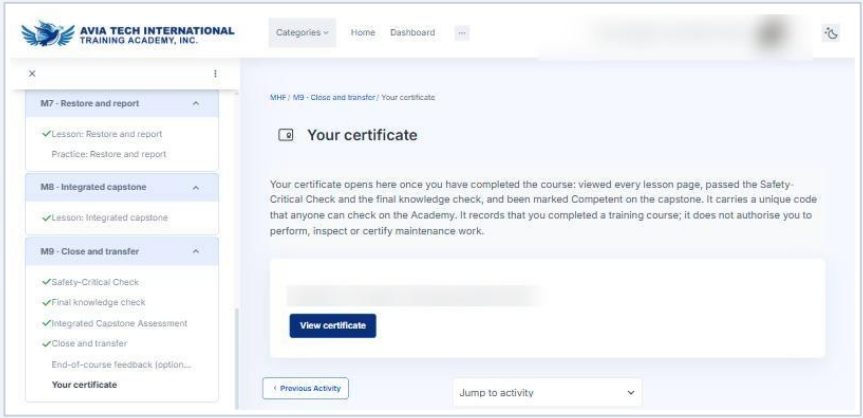
When all four are done, **Your certificate** opens at the end of the course.

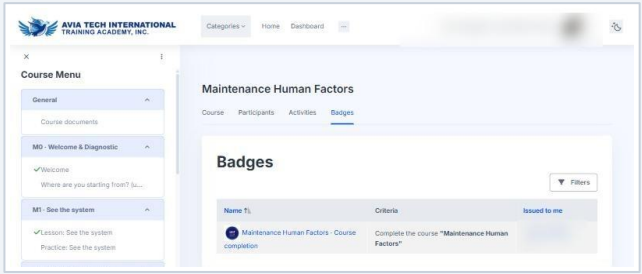
Click **Your certificate**, then **View certificate**, to open it, save it or print it.

It records that you completed a training course, and it carries a code that anyone can check on the Academy, without an account.

Each certificate also says what it does not allow you to do. Read that line.

Your course badge appears on the **Badges** tab at the top of the course page.





Getting help

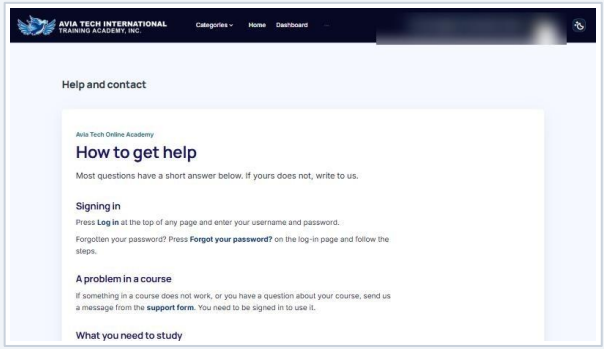
About the Academy (signing in, courses, checks, certificates):

1. Click **Help** in the menu at the top (under the three dots on a smaller screen; on a phone, inside the menu button). Most questions have a short answer there.

2. Still stuck? Use the support form on the **Help** page. You need to be signed in, and it asks you to show you're a person (a checkbox or pictures).

3. Can't sign in at all? Email info@aaspire.com.sg.

The Academy's support team is at Aaspire LLP, which builds our courses and helps develop the Online Academy. It reads every message and replies to each one.



Avia Tech: About your training plan, live classes, uniform or attendance: Avia Tech (your batch add-on: Leo and the school office).

Rules for everyone

From Avia Tech's Rules and Regulations for Online Classes.

Your account is yours alone

"Trainees must not share passwords or access credentials."

Do your own work

"Cheating, plagiarism, unauthorized collaboration, impersonation, or submitting another person's work as one's own is prohibited."

Use the course materials only for your own training

"Trainees must not reproduce, sell, distribute, modify, or commercially use Academy-owned materials without written authorization."

Report anything suspicious

"Suspicious links, files, messages, or requests for login information must be reported to the instructor or Training Office."

Who to tell: your batch add-on.

You're ready

- ✓ Signed in and set your own password.
- ✓ Found **My courses**.
- ✓ Started with Start Here.
- ✓ Know where **Help** is.
- ✓ Read your batch add-on from Avia Tech.

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