



ICAO

GLOBAL AVIATION TRAINING  
TRAINAIR PLUS™



# Guide for TRAINAIR PLUS Programme Members: How To Update Your Training Institution Profile

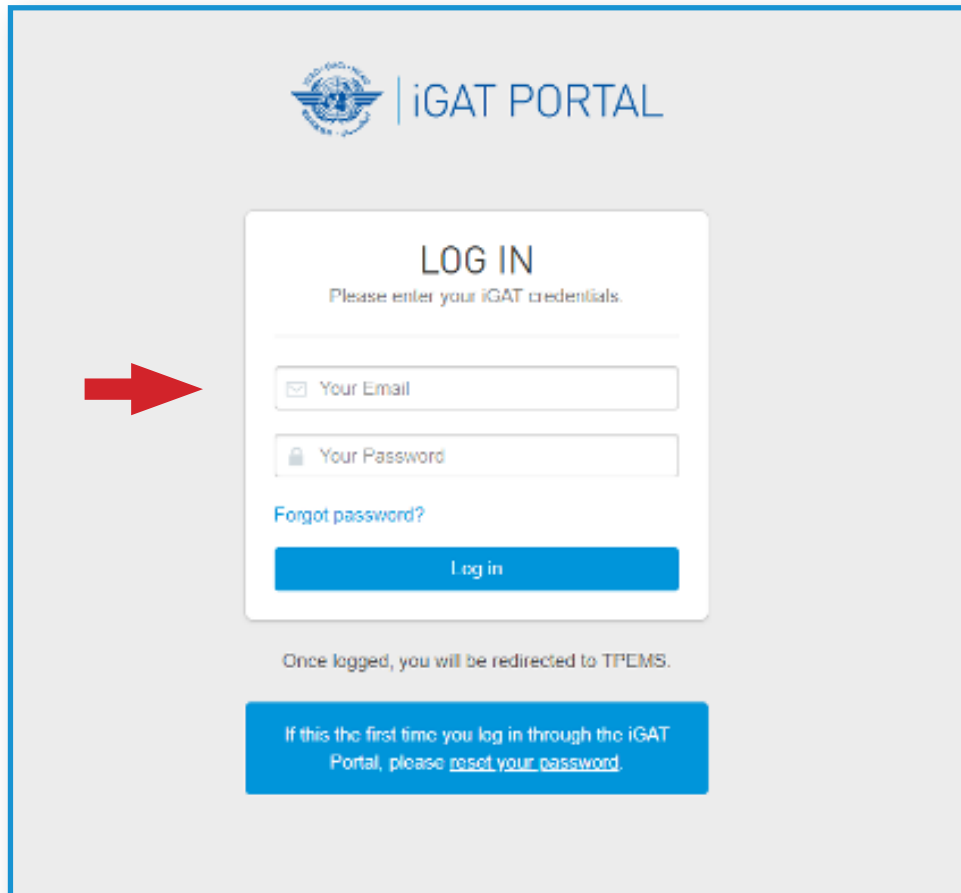
Using the  
TRAINAIR PLUS Electronic  
Management System (TPEMS 2.0)



## Guide for TRAINAIR PLUS Programme Members: How To Update Your Training Institution Profile Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Step 1: Login

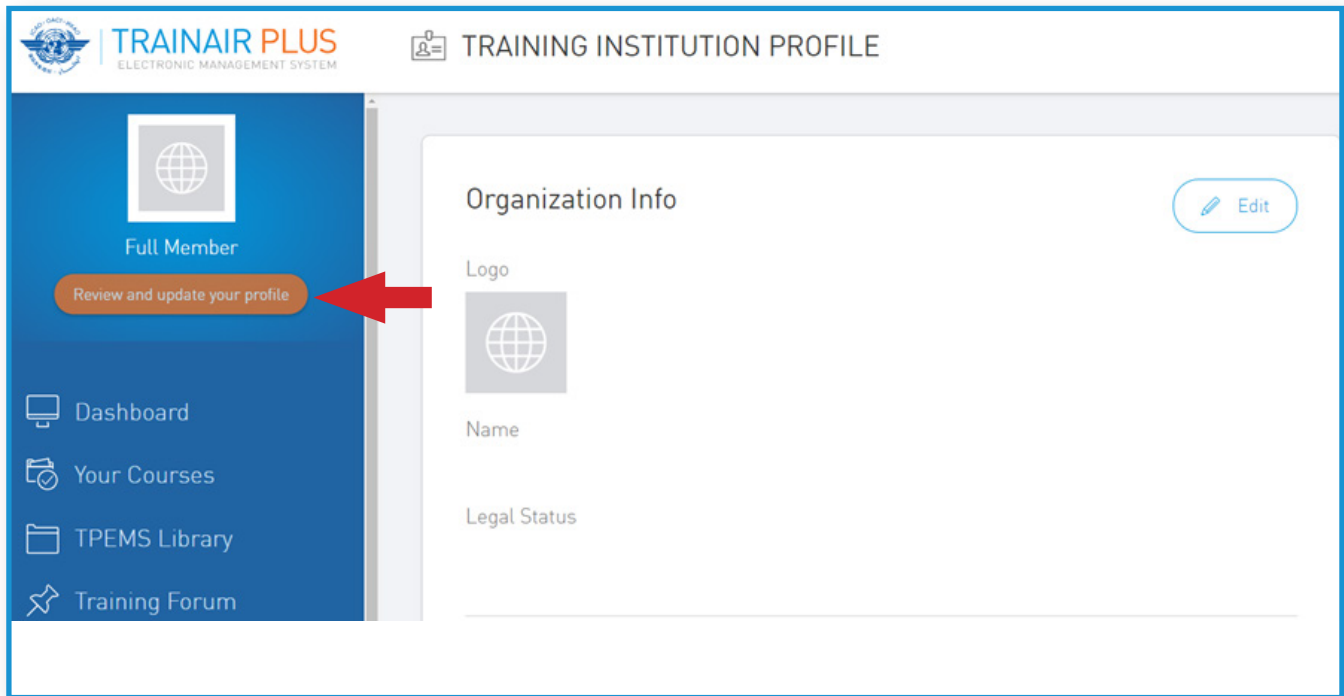
Login with your Username and Password at <https://igat.icao.int/portal/Account/Login>



## Guide for TRAINAIR PLUS Programme Members: How To Update Your Training Institution Profile Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Step 2: Review and update your profile

Click on “Review and update your profile” on the top left hand corner of your Dashboard



## Guide for TRAINAIR PLUS Programme Members: How To Update Your Training Institution Profile Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

### Step 3: Complete your Organization Profile

- Click on and Complete your Organization Profile Information (including existing and new fields).

#### TRAINING INSTITUTION PROFILE

Edit

---

#### Organization Info

Edit

Logo

**Change existing information:**  
- You may add your Organizational Logo if none were previously uploaded. (Recommended height: 200px. Remove whitespace from around image.)  
**Note:** If you need to change existing information including Logo, Name or Legal Status of your organization, please email us at [aviationtraining@icao.int](mailto:aviationtraining@icao.int)

Organization Name  
**Name of your organization**

Legal Status  
Governmental

Training Areas  
**Training Area of your organization**

**Edit existing field - Training Areas:** Please select one or more of the ICAO training areas that corresponds to your training center's specialization.

---

#### Contact Info

**Edit existing field - Contact Info:**  
- Full address, Telephone #, Fax #, email address and website.

Address  
**Address of your organization**

City  
**City of your organization**

Country  
**Country of your organization**

Telephone  
**Telephone of your organization**

Email  
**General contact Email of your organization**

State/Province  
**State**

Postal Code

Fax  
**Fax**

Website URL  
**Website of your organization**

**Edit existing field - Director's Info:**  
- Full Name/Job Title/ email  
- Digital signature (Image size should be 860 x 200px. Pad the signature with whitespace left and right to make it centered. Remove whitespace from top and bottom.)

---

#### Promotional Info

**NEW FIELD - Promotional information:**

Description  
Mission  
Vision  
Upload a Brochure (pdf recommended)

Website

Promotional Brochure

---

#### Social Media

**NEW FIELD - Social Media URLs:**

- Facebook, YouTube, LinkedIn

---

#### Images

**NEW FIELD - Images:**

- Upload up to three images of your training organization facility.



## Guide for TRAINAIR PLUS Programme Members: How To Update Your Training Institution Profile Using the TRAINAIR PLUS Electronic Management System (TPEMS 2.0)

Example of a completed Organization Profile in the upcoming ATED search mechanism to be launched early 2021.

The screenshot shows a web interface for the ICAO AVIATION TRAINING & EDUCATION DIRECTORY. At the top, there is a navigation menu with links for ABOUT, TRAINING AREAS, COURSES, PROGRAMMES, and INSTITUTIONS. The main content area features a header for the 'Training Organization Name' with a placeholder for the logo, city and country, and website URL. Below this are social media icons for Facebook, Twitter, LinkedIn, and YouTube. A horizontal bar contains several category tags: Aerodromes, Air Navigation Services, Air Transport, Environment, Flight Safety and Safety Management, Security and Facilitation, Training Competency Development, Aviation Management, and Aviation Law. The main profile section is divided into three columns: Description, Mission, and Vision on the left; and DETAILS and CONTACT INFO on the right. The Description column contains text about ICAO's funding and core functions. The Mission and Vision columns contain brief statements. The DETAILS column includes a table with fields for Legal Status (Governmental), Course Languages (English, Spanish, Arabic, French, Russian, Chinese), and CONTACT INFO (Email: aviationtraining@icao.int, Phone: +1 514-954-0219, Address: 999 Boulevard Robert Bourassa, Montreal, Quebec, H3C 5H7, Canada). At the bottom, there are three small promotional images for ICAO courses.

Should you require any assistance,  
please contact us at [aviationtraining@icao.int](mailto:aviationtraining@icao.int)