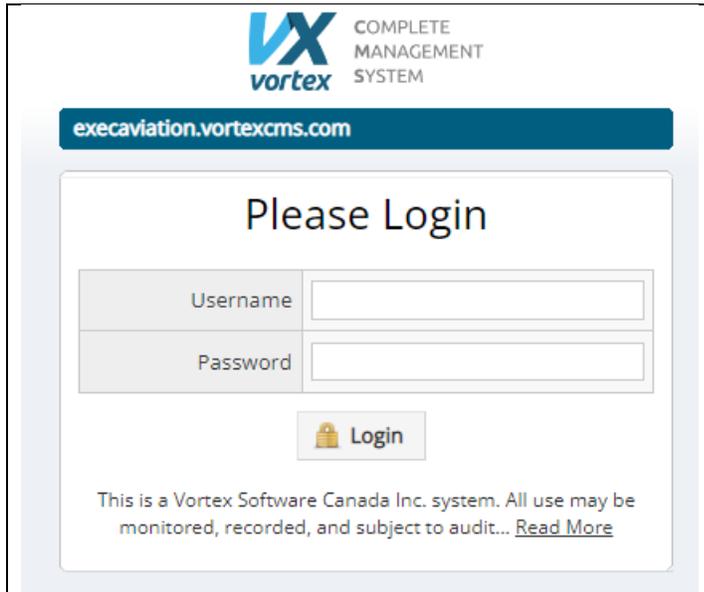


EXECUTIVE AVIATION

We have recently provided all Team Members with credentials for **Vortex**. **Vortex** is your home for key information like policies, procedures, and great Team Member information. And, beginning **June 1, 2023**, it's the place to go for Read & Signs. More on Read & Signs later, first let's get you into Vortex!

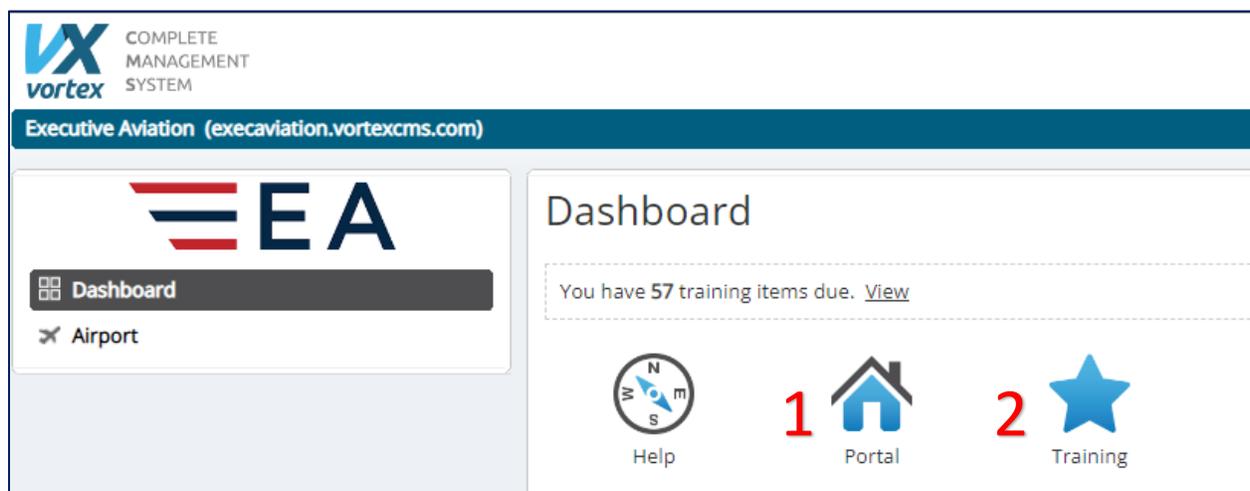
Vortex Login Website URL:

<https://execaviation.vortexcms.com/vortex/>

	<p>Username: (provided via email) Temporary Password: (provided via email)</p> <p>You will be asked to choose a new password the first time you log in. Make it unique, but something you will remember.</p>
--	--

Once you log in, you will end up on your Dashboard page:

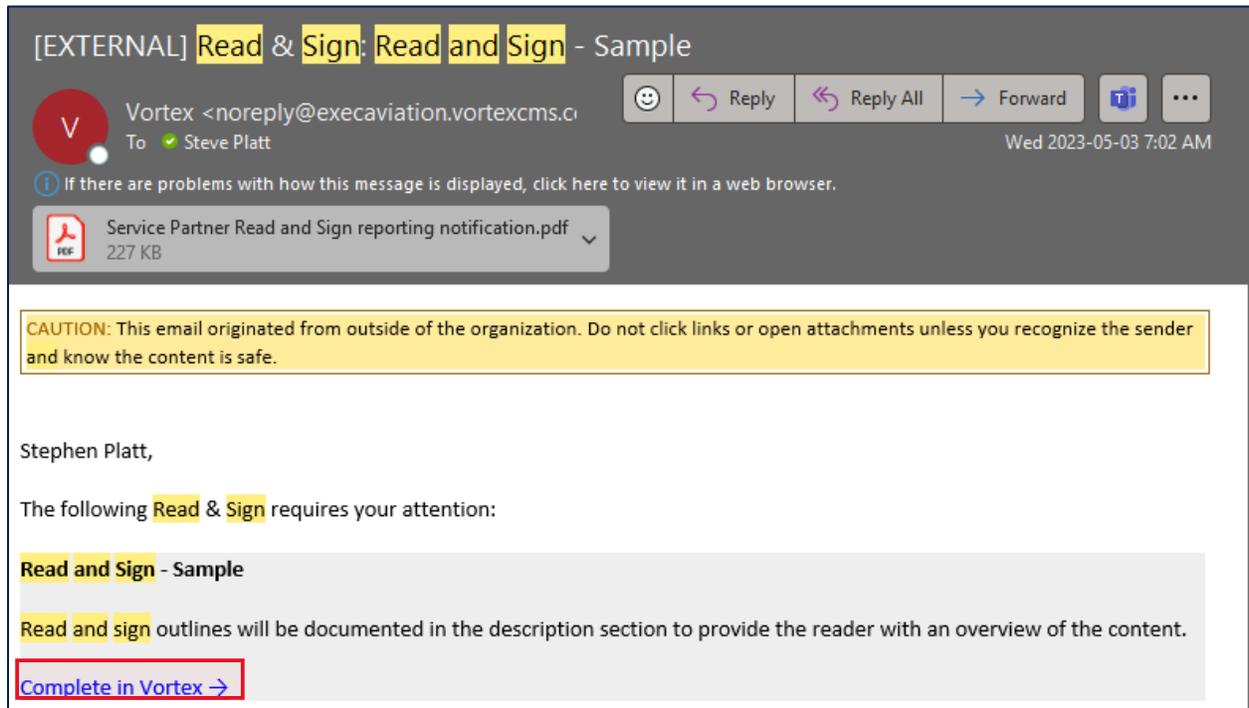
1. Click on Portal to see all the information available to you, broken down by category
2. Click on Training to see training and Read & Signs assigned to you. You will see whether they are Due or Completed



Accessing Read & Signs

Beginning June 1, 2023, Vortex will be your home for all Read & Signs. This enhancement puts Read & Signs in one place accessible 24/7 online. No more paper Read & Signs and tracking sheets anywhere in our network! Leaders will also be able to see, in real-time, how everyone is doing at keeping current.

You will receive notifications of new Read & Signs to your Executive Aviation or iLEARN email. Although the Read & Sign is attached to the email, **you must follow the link to complete the Read & Sign process.** The process is outlined below this sample email.



[EXTERNAL] Read & Sign: Read and Sign - Sample

Vortex <noreply@execaviation.vortexcms.c...>
To: Steve Platt
Wed 2023-05-03 7:02 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

Service Partner Read and Sign reporting notification.pdf
227 KB

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Stephen Platt,

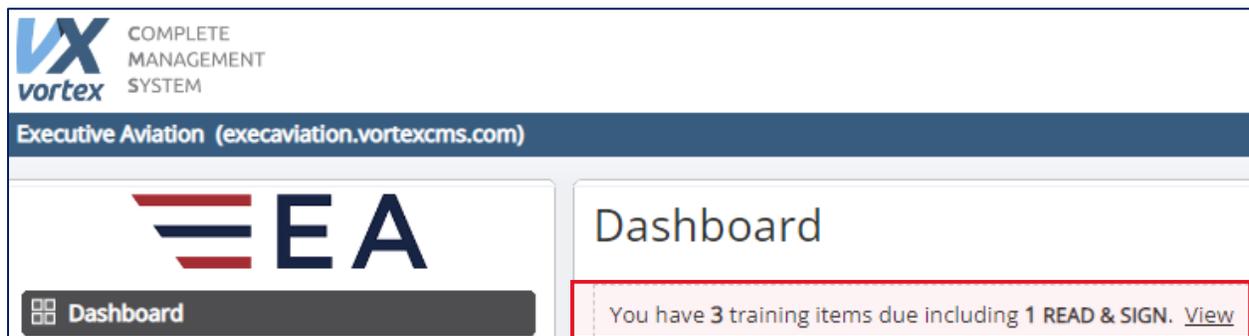
The following Read & Sign requires your attention:

Read and Sign - Sample

Read and sign outlines will be documented in the description section to provide the reader with an overview of the content.

[Complete in Vortex →](#)

When you log-in to Vortex, you will be taken to your dashboard that will allow you to access modules that have been assigned based on access requirements associated with each team members position. If you believe there is a module that you require access to please review with your manager. An advisory of new Read & Signs will be visible right from your Vortex Dashboard along with any training items you have due.



vx COMPLETE MANAGEMENT SYSTEM
vortex

Executive Aviation (execaviation.vortexcms.com)

EA

Dashboard

Dashboard

You have 3 training items due including 1 READ & SIGN. [View](#)

If you have a Read & Sign due, simply click “View” which will take you to your Training Due page which shows you your Read & Signs along with training items:

★ Training

You have 75 training items due including 1 READ & SIGN.

READ & SIGN Read and Sign - Sample - <i>Due Today</i>	Read and sign item
Passenger Transfer Training - <i>Due Today</i>	Training item
RAIC / RAP/ Security Pass (Terminal) - <i>Due Today</i>	
OH&S Workplace Harassment and Violence Training - <i>Due Today</i>	
SMS 101 - Introduction to SMS - <i>Due Today</i>	

Click on the Read & Sign title to be taken to a summary box that gives you basic details of the Read & Sign along with a link to the document in PDF format. To complete the Read & Sign follow the steps below:

1. Read the summary
2. Click on the Read & Sign link to view the PDF document (It will open in a new browser tab)
3. When you have finished the Read & Sign and understand it fully, close the browser tab with the document to return to the main Read & Sign page
4. On the Read & Sign Summary box, click the “I have read and understood this training” box and then Save

Read & Sign

Read and Sign - Sample	
1 Category	Administration: Executive Aviation: Airport (Admin)
Description	Read and sign outlines will be documented in the description section to provide the reader with an overview of the content.
2 Documents	Service Partner Read and Sign reporting notification.pdf

3 I have read and understood this training.

4

To access your complete and due Read & Signs directly from Vortex:

<p>Go to your Vortex Dashboard and click on Training</p>	<h2>Dashboard</h2> <p>You have 57 training items due. View</p> <div><p>Help</p><p>Portal</p><p>Training</p></div>
--	---

<ol style="list-style-type: none">1. For completed Read & Signs click on "View Training Records"2. For Read & Signs that you have not yet completed click on "View Your Training Due". From the list you will be able to identify Read & Sign items by the title which will always start with "READ & SIGN"	<h2>★ Training</h2> <p>You have 57 training items due. View</p> <div><p>Actions Records</p><p>1 View Training Records</p><p>2 View Your Training Due</p></div>
--	--

Why should you check Vortex frequently?

Like the Read * Signs, we are adding new features to Vortex all the time. The Portal is also updated routinely with new policies and procedures, web links for key systems, information on Team Member travel benefits and perks, and even a key contacts list so you know who to reach out to with questions.