

# GA e-Exams Quick Guide Accessing the Portal

CAP1903C

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Crawley  
West Sussex  
RH6 0YR

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Second edition

Enquiries regarding the content of this publication should be addressed to: [PPLExams@caa.co.uk](mailto:PPLExams@caa.co.uk)

## Logging In



### Organisation Portal

Log On

Please enter your login details below.

Email:

TOAdministrator@Test.com

Password:

••••••••

Remember me?

Log On

[Forgot your password?](#)

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Tasman 3 Organisation Portal v6.137.0.0.



- Enter your e-Mail Address and Password
- Click on “Log On”

## Agree to the TO Portal Terms and Conditions

### Terms and Conditions for the Operation of an Approved Training Organisation account under the Civil Aviation Authority (CAA) e-examination booking and delivery system.

By operating such an account in the CAA e-exams system you will be able to:

1. Invite your candidates/trainees to be a member of your organisation for examinations purposes;
2. Accept membership requests from your candidates/trainees;
3. Reserve seats at exam sessions for your candidates/trainees. Reservations may be unspecified until the attending candidates are confirmed;
4. Book candidates singly or in bulk into exam sessions, and to make payment on their behalf;
5. Manage (transfer and cancel bookings) made by you on behalf of your candidates/trainees;
6. Review the results of your candidates/trainees;
7. Use anonymous result information for the preparation of reports based on exam performance by candidates/trainees, or to produce statistics based on such performance patterns over time.

In operating such an account, you will need to authorise and appoint responsible persons from your organisation to assume the logged on responsibilities for your organisation. These responsibilities are important, and these guidelines for access to and use of the system should be regarded as mandatory. Patterns of behaviour that depart from these guidelines may result in CAA removing some of your organisation's privileges or, in the worst cases, denying your organisation access to the system.

These are the guidelines

1. You operate this system under license from the CAA. Operation by you is at their sole discretion, and you have no right to access.
2. You will need to appoint a liaison point between your organisation and CAA system operations personnel

I accept

[Cancel](#) [Continue](#)

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- Agree to the Terms and Conditions by clicking on the “I Accept” check box

## Changing Your Password (1)



**PPL Training Organisation**  
Private Pilot Licence Training Organisation (GBR.DTO.0222)



Cart Home Inbox (23) Log Off

Home Organisation Documents

My Details

### TO Administrator

Summary details of the Administrator you have selected are displayed below. In some cases, more information may be available by clicking 'Show All' next to the desired section of information. Additionally, if you have sufficient system permissions then you may edit the information, add, or delete new items of information by clicking on the displayed action buttons. To return to the previous page, click on the '< Back' button at the bottom of this page.

 **Username:** TOAdministrator@aspeq.com  
**Date Of Birth:** 02 October 1975  
**Organisation:** [Private Pilot Licence Training Organisation \(GBR.DTO.0222\) \(PPL Training Organisation\)](#)

**Physical Address:** [8 Helena Court \(Preferred\)](#)  
**Billing Address:** [Aspeq Limited, Level 1, 191 High St](#)

 

#### Addresses



Please click the 'Show All' button below to view all the addresses for the user.

[▶ Show All](#) [▶ Create New](#)

#### Contact Channels



Please click the 'Show All' button below to view all the contact information for the user.

[▶ Show All](#) [▶ Create New](#)

#### Staff Roles



Please click the 'Show All' button below to view all the staff roles assigned to the user.

[▶ Show All](#)

#### User Messages



Membership (Fletche...  
Membership (Fletche...  
Membership Confirma...  
Membership Cancell...  
Your password has b...  
More...

[▶ Show All](#)

 Back

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06 February 2020, 02:07:15 p.m.  
GMT Standard Time (+00:00)

- Click on “Home” → “My Details”
- Click on “Change Password”

## Changing your Password (2)

The screenshot shows a web application interface for the PPL Training Organisation. At the top left, there is a logo of an airplane and the text "PPL Training Organisation" with the subtitle "Private Pilot Licence Training Organisation (GBR.DTO.0222)". To the right of the logo are navigation icons for "Cart", "Home", "Inbox (23)", and "Log Off". Below the logo is a navigation bar with "Home", "Organisation", and "Documents" tabs. The main content area is titled "My Details" and contains a "Change Password" section. This section includes a "User Summary" box with the following information: Name: TO Administrator, Username: TOAdministrator@aspeq.com. Below this is a "Password" section with a "Password:" label, a text input field containing "\*\*\*\*\*", a strength indicator showing "Very strong" with a green bar, and the text "Minimum number of characters is 6". There is also a "Confirm Password:" label and another text input field containing "\*\*\*\*\*". At the bottom of the form are two buttons: "Cancel" and "Set Password". The footer of the page contains the copyright information "© 2014 ASPEQ Limited" and "Tasman 3 Organisation Portal v9.25.0.0" on the left, and the date and time "06 February 2020, 02:43:48 p.m." with "GMT Standard Time (+00:00)" on the right.

**PPL Training Organisation**  
Private Pilot Licence Training Organisation (GBR.DTO.0222)

Cart Home Inbox (23) Log Off

Home Organisation Documents

My Details

Home ▶

**Change Password**  
This screen allows you to change the password for a single user within the system.

**User Summary**

Name: TO Administrator Username: TOAdministrator@aspeq.com

**Password**

Password: \*\*\*\*\*  
Very strong  
Minimum number of characters is 6

Confirm Password: \*\*\*\*\*

Cancel Set Password

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GMT Standard Time (+00:00)

- Enter your new Password
- Confirm your Password
- Click “Set Password” – Your Password will be updated

## Update Personal Details

**PPL Training Organisation**  
*Private Pilot Licence Training Organisation (GBR.DTO.0222)*

  
Cart Home Inbox (23) Log Off

[Home](#) [Organisation](#) [Documents](#)

**My Details**

**TO Administrator**  
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[Edit](#) [Change Password](#)

**Addresses**  
Please click the 'Show All' button below to view all the addresses for the user.  
[▶ Show All](#) [▶ Create New](#)

**Contact Channels**  
Please click the 'Show All' button below to view all the contact information for the user.  
[▶ Show All](#) [▶ Create New](#)

**Staff Roles**  
Please click the 'Show All' button below to view all the staff roles assigned to the user.  
[▶ Show All](#)

**User Messages**  
Membership (Fletche...  
Membership (Fletche...  
Membership Confirma...  
Membership Cancella...  
Your password has b...  
More...  
[▶ Show All](#)

[◀ Back](#)

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GMT Standard Time (+00:00)

- You can add / alter your Address and Contact Details by clicking on “Show All” or “Create New” in the Address and Contact Channels tabs

## TO Portal Messaging (1)

**PPL Training Organisation**  
*Private Pilot Licence Training Organisation (GBR.DTO.0222)*

  
Cart Home Inbox (23) Log Off

[Home](#) [Organisation](#) [Documents](#)

**My Details**

**TO Administrator**  
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[Edit](#) [Change Password](#)

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More...  
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[◀ Back](#)

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06 February 2020, 02:07:15 p.m.  
GMT Standard Time (+00:00)

- To Access the e-Exam Messages Click on “User Messages” or “Inbox

## TO Portal Messaging (2)



**PPL Training Organisation**  
Private Pilot Licence Training Organisation (GBR.DTO.0222)



Cart



Home



Inbox (22)



Log Off

Home Organisation Documents

My Details

Home My Details User Messages My Messages

### View Messages

This page displays a list of all your private messages for the specified user. To view a message's details click on the blue information icon to the right of the desired message

Search  Date From: 01 October 2019 Date To: 06 February 2020

<input type="checkbox"/>	Type	From	Subject	Received	Last Updated	
<input type="checkbox"/>	Helpdesk		Membership (Fletcher Jessica) has cancelled a booking	31/01/2020 12:16:51 AM	31/01/2020 12:16:51 AM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership (Fletcher Jessica) has made a booking	31/01/2020 12:02:18 AM	31/01/2020 12:02:18 AM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Confirmation	29/01/2020 04:17:29 AM	29/01/2020 04:17:29 AM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Confirmation	23/12/2019 10:43:53 AM	23/12/2019 10:43:53 AM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Request	20/12/2019 04:35:18 PM	20/12/2019 04:35:18 PM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Cancellation	20/12/2019 04:34:56 PM	20/12/2019 04:34:56 PM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Confirmation	20/12/2019 04:34:46 PM	20/12/2019 04:34:46 PM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Cancellation	20/12/2019 04:29:07 PM	20/12/2019 04:29:07 PM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Request	20/12/2019 01:12:30 PM	20/12/2019 01:12:30 PM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Confirmation	20/12/2019 09:07:30 AM	20/12/2019 09:07:30 AM	<a href="#">i</a> <a href="#">x</a>
<input type="checkbox"/>	Helpdesk		Membership Confirmation	20/12/2019 09:00:03 AM	20/12/2019 09:00:03 AM	<a href="#">i</a> <a href="#">x</a>

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[Back](#) [View Sent Messages](#)

- When certain activities are undertaken (membership change, booking, result released) e-Exams produces automated messages into the TO Portal Inbox and are also sent to the TO Portal Administrators e-Mail address
- To access the message details double click on the message