

User Guide

This user guide provides a step-by-step guide on how to participate in the access cards online training and exam system. Please follow the instructions carefully to ensure a smooth application and registration process.

Step1: Submit the required details in excel format (as shown below) to security@macau-airport.com to create the company admin account.

Name of entity/ company	Name of the contact person	Email of the contact person	Phone no. of the contact person

Step2: After verification by Security office, you will receive an email (as shown below). Take note of your username and initial password, then click "Open" to access the company admin system.



Hi User,

Your account has been created. Please click on the link below to login

Username : USER

Initial password : mm2345

click "Open" to access online training adm in system.

[Open](#)

Step 3: Once you click "Open", you will be directed to the login page (as shown below). Enter your username or email and your password to access the company admin system.

Access Cards Online Training and Exam System

* Username or Email

* Password

Login



Step4: After logging in, you would reach at the home page (as shown below). Then click "Register" to access the access cards online training and exam system.

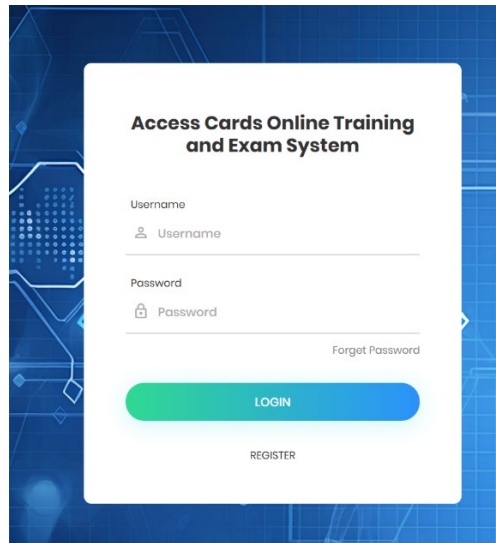
- Company Code, which is required for applicant account registration.
- For details regarding the expiry reminder function, click the “?” icon within the system.

The screenshot displays the CAM system interface. At the top, there is a dark blue header with the CAM logo on the left, the word "Staff" in the center, and user information "En" and "USER" on the right. Below the header, the main content area features a "Company Code" field with the value "5JK321" and a "Register" button. To the right, there is a toggle for "Expired reminder" which is currently turned on. Below these elements are three dropdown menus for "English Name", "Chinese Name", and "ID Type", each with "Select" as the placeholder text. A blue search button with a magnifying glass icon is positioned to the right of the "ID Type" dropdown. At the bottom of the form area, a table header is visible with the following columns: English Name, Chinese Name, Date of birth, Username, ID Type, ID No., Access Card Valid Date, Status, and Option.

English Name	Chinese Name	Date of birth	Username	ID Type	ID No.	Access Card Valid Date	Status	Option
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Step5: After you have clicked the button, the system will direct you to the login page (see below image 1). Then click the “Register” button at the bottom of the page and fill in the required fields (see below image 2).

1.



2.

Register ×

* Username

* Password

* Confirm Password

* Company Code

* Chinese Name

Surname (Chinese)	Given name (Chinese)
Enter the name as shown on your identity document	

 No Chinese name

* English Name

Surname (English)	Given name (English)
Middle name (English) (if any)	
Enter the name as shown on your identity document	

* Date of birth

Year	Month	Day
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* ID Type Macao SAR Resident Identity Card Non-resident Worker's Identification Card Number

Remark: Company Code mentioned in Step 4.

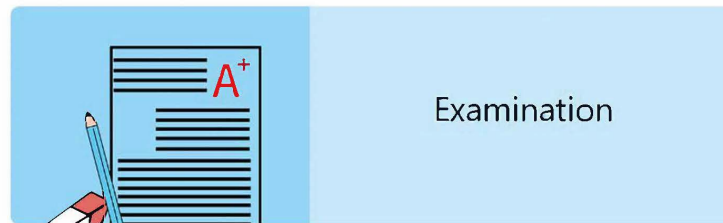
Step6: Once you filled the required information, your account will be created. Return to the login page, enter your username and password, and click “Login” to access the Access Cards Online Training and Exam System.

Step7: After logging in, click “Training” to begin the training (see image below 1) and follow the instruction shown on “Training Instructions” (as shown on below2) to complete the training.

1.

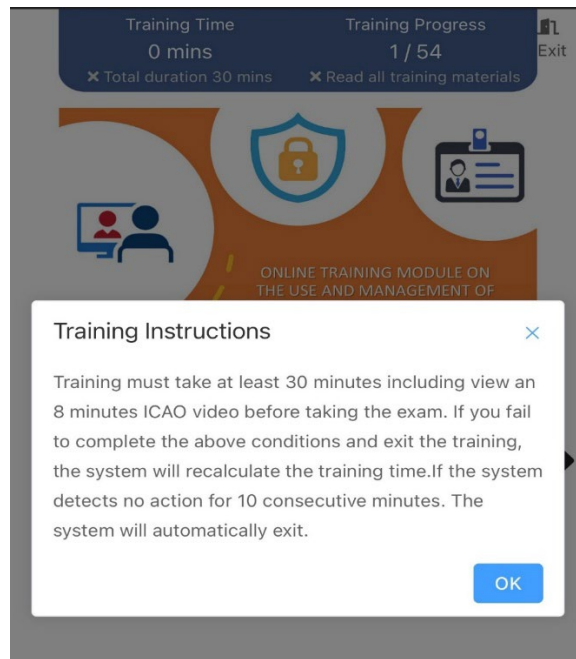


Completed training time : 0 mins



Completed 30 minutes of training
Read all training materials

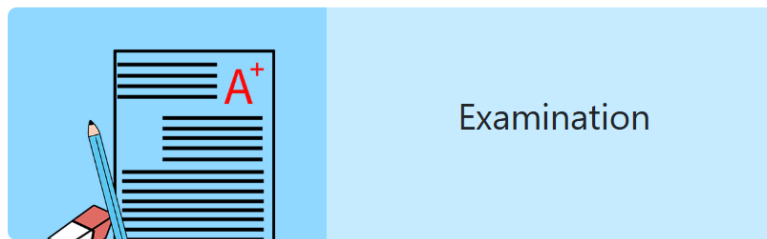
2.



Step8: After completing the training, return to the system’s main page, then click “Examination” (as shown below) to begin the exam.



Completed training time : 109 mins



- ✓ Completed 30 minutes of training
- ✓ Read all training materials

Step9: After successfully passing the exam, please wait for Airport Access Card Issuing Office to send you an email regarding the collection details and QR code.