



**KLM UK ENGINEERING ONLINE TRAINING  
ACCESS GUIDE**

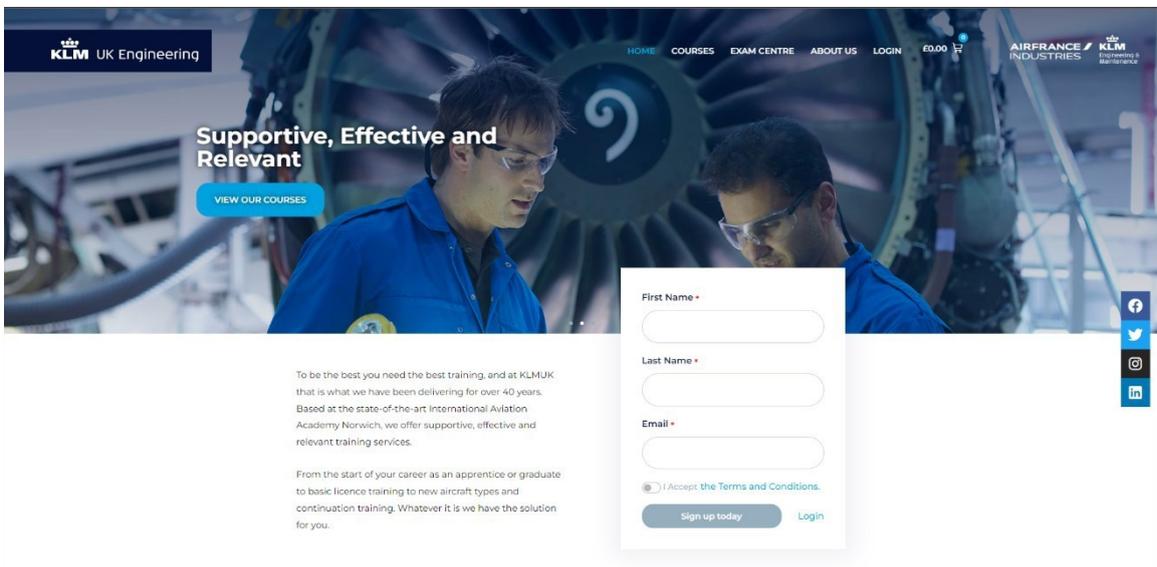
## Welcome

Thank you for choosing KLM UK Engineering’s Virtual Learning Environment (VLE) for your personal and professional development. We hope that you will enjoy your learning journey with us as we assist you from the start of your career in aviation and continuing throughout.

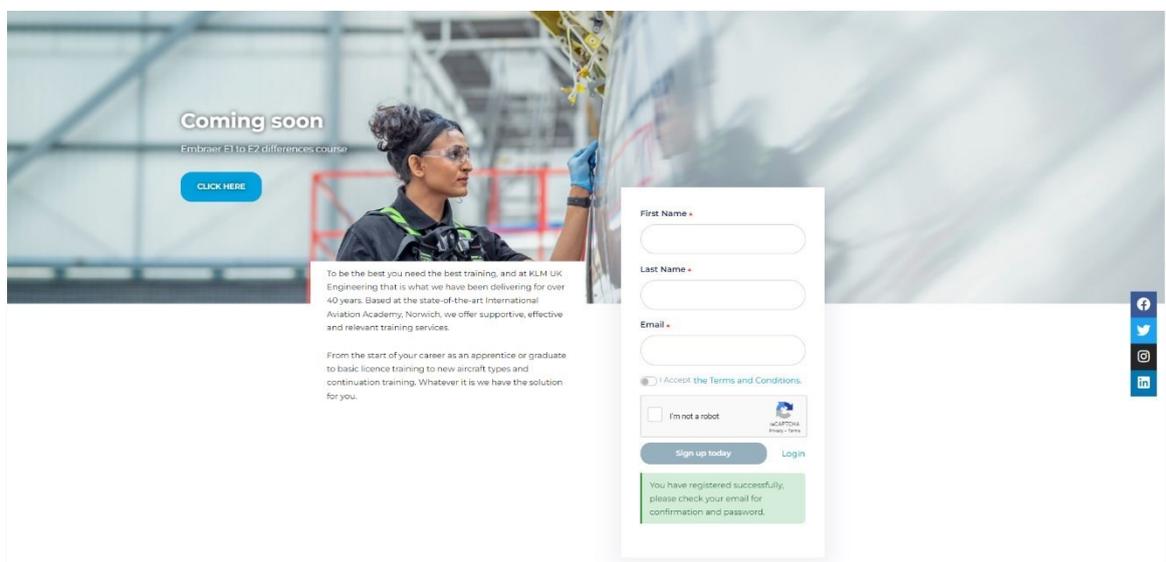
Please review the computer requirements at Appendix A prior to continuing.

## Create Account

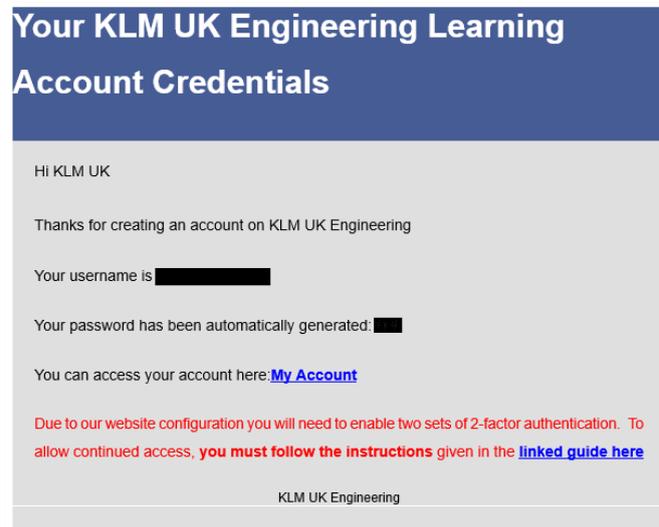
Please follow this link to [www.klmuktraining.com](http://www.klmuktraining.com) and you will be sent to our website home page.



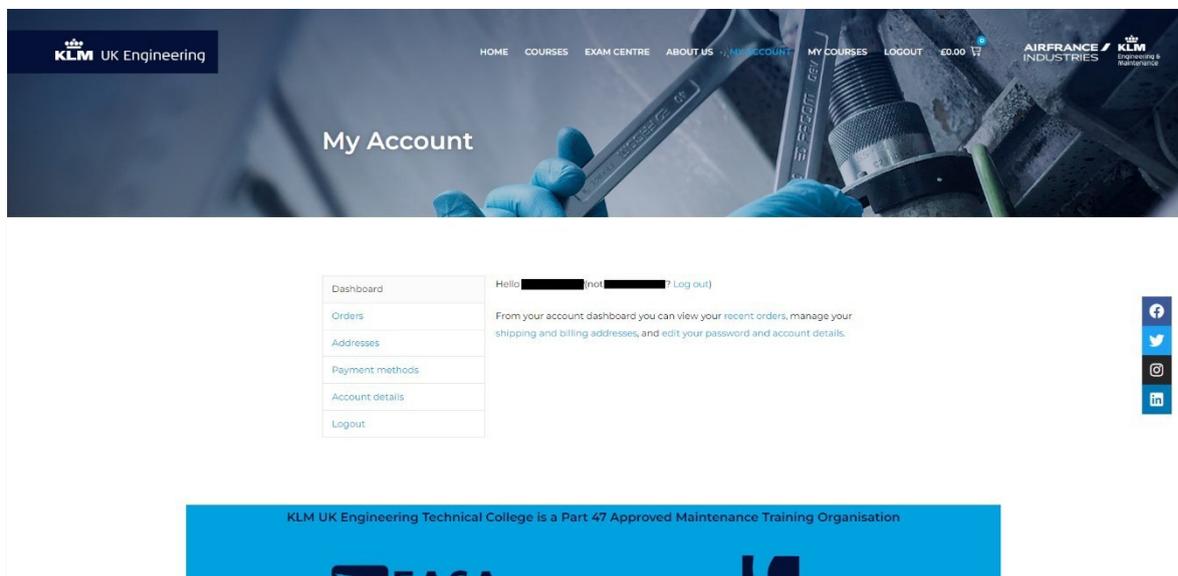
Please complete your details of first, last name and your email address. Once the reCAPTCHA checks have been completed and the ‘Sign up today’ button selected, a confirmation message will appear as shown below.



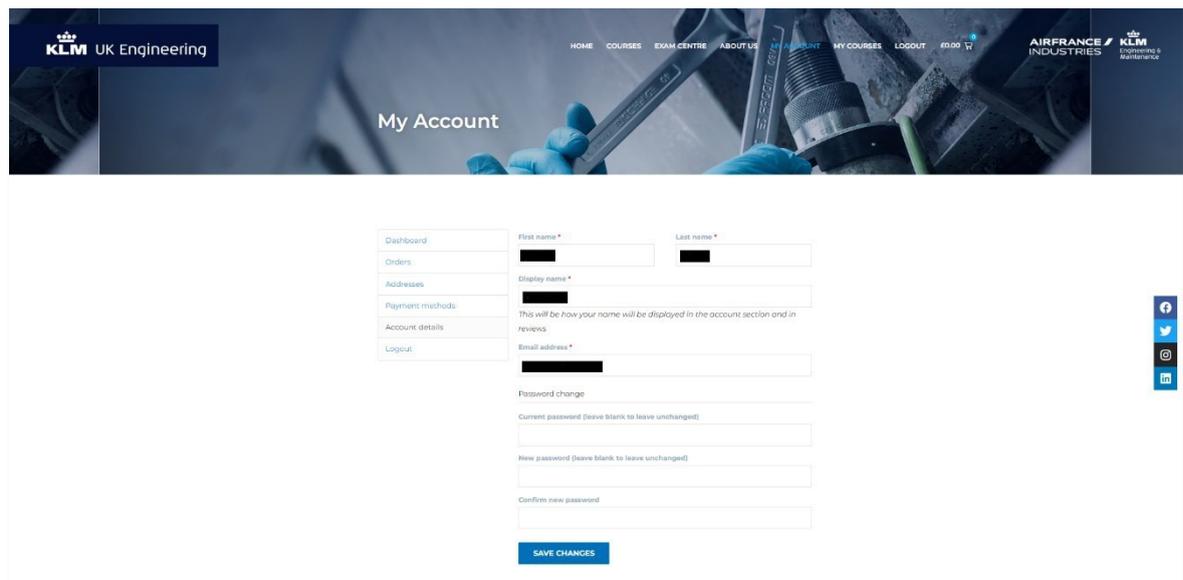
Using the instructions within the confirmation message, the email sent to your inbox will be as shown below. **Please note the password and 2-factor authentication message** as this information will be need to ensure continued access to the resources and select the link 'My Account' to reset your password.



Once logged in, access the My Account section from the link menu at the top of the screen to allow you to change your password.



Select 'Account Details' from the on-screen left-hand menu.



Following your change and subsequent saving of your new password, you will need to complete a Two Factor Authentication (2FA) setup process.

**\*\*Please note due to our website configuration you will need to enable two sets of 2-factor authentication\*\***

1. Website WordFence 2FA
2. Virtual Learning Environment (VLE) 2FA

**\*\*Please also note you will have a 3-day grace period to setup your 2FA, following this time period you will be locked out of your account and you will need to contact [elarning@klmuk.com](mailto:elarning@klmuk.com) for assistance\*\***

For the 1<sup>st</sup> element of 2FA setup, you need to access the **WordFence 2FA** section within your My Account area.

On the WordFence2FA page you will see a QR code, unique 32-character setup key code and a block of 20-character recovery codes as shown below.

**Two-Factor Authentication Management**

Two-Factor Authentication, or 2FA, significantly improves login security for your account. Wordfence 2FA works with a number of TOTP-based apps like Google Authenticator, FreeOTP, and Authy. For a full list of tested TOTP-based apps, [click here](#).

**1. Scan Code or Enter Key**

Scan the code below with your authenticator app to add this account. Some authenticator apps also allow you to type in the text version instead.



Unique 32 character alphanumeric

**2. Enter Code from Authenticator App**

Download Recovery Codes Optional!

Use one of these 5 codes to log in if you lose access to your authenticator device. Codes are 16 characters long plus optional spaces. Each one may be used only once.

```
bb9f 37d6 2cf1 a0ba
8741 7e4d f3c7 1241
1a1d 0690 71bc 2e25
bbdc dfb3 eb8f 407e
d553 9115 3c8e a4d5
```

DOWNLOAD

Enter the code from your authenticator app below to verify and activate two-factor authentication for this account.

123456 ← 1

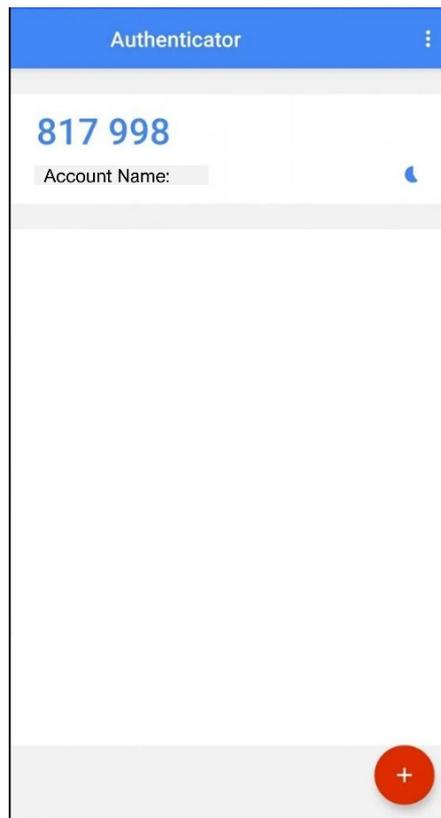
For help on setting up an app, visit our help article. → 2 ACTIVATE

The 2FA system uses Time-based One-Time Password (TOTP) utilising an authenticator application (app) to generate a one-time passcode. Compatible authenticator apps are:

- Google Authenticator
- Microsoft Authenticator
- Sophos Mobile Security
- FreeOTP Authenticator
- 1Password (mobile and desktop versions)
- LastPass Authenticator
- Authy 2-Factor Authentication

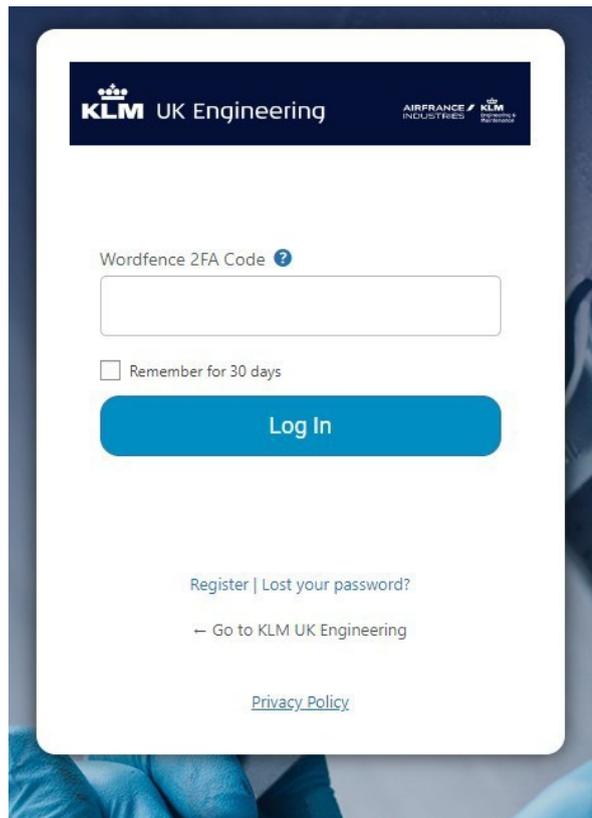
These can be downloaded to your preferred device from their respective App Store.

To setup the website 2FA, use the authenticator app's on-screen 'Add' button and either scan the QR code or add the 32-character setup key code. This will register your account with the app, provide your first one-time pass code and a countdown timer.



Being mindful of the countdown timer, add the 6-digit code to the area indicated by the red arrowed '1' in the image above. Then select the Activate button (red arrowed '2').

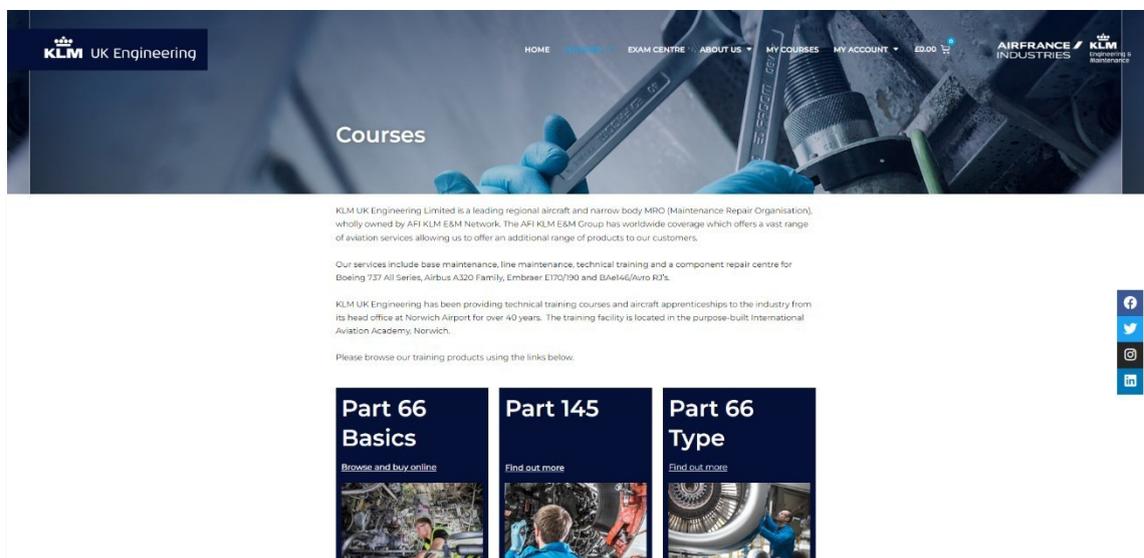
Following activation, on subsequent visits to the website you will be asked for your authentication code. For this, please use the authenticator app and the associated account to add the code to the on-screen input box as shown below. Please note you can check the 'Remember for 30 days' box for convenience.



More information regarding WordFence2FA can be found here: <https://www.wordfence.com/help/tools/two-factor-authentication/>

**Add courses to cart**

Navigate back to [www.klmuktraining.com](http://www.klmuktraining.com) if not automatically carried out. Select 'Courses' in the top link menu to access the respective page and select the appropriate Part 66 or Part 145 thumbnail.



Select the courses you wish to sign up to.

The screenshot shows the 'Part 66 Basics Online' course page. The header includes the KLM UK Engineering logo, navigation links (HOME, COURSES, EXAM CENTRE, ABOUT US, MY COURSES, MY ACCOUNT), a shopping cart icon with '£0.00', and the AIRFRANCE INDUSTRIES and KLM Engineering & Maintenance logos. The main heading is 'Part 66 Basics Online'. Below this, a paragraph states: 'Designed to work around you, our Part 66 Basics courses are part of a self-study program that is delivered online via our Virtual Learning Experience (VLE)'. A sub-heading reads: 'Our VLE offers a variety of resources to optimise your learning, such as:'. A bulleted list follows:
 

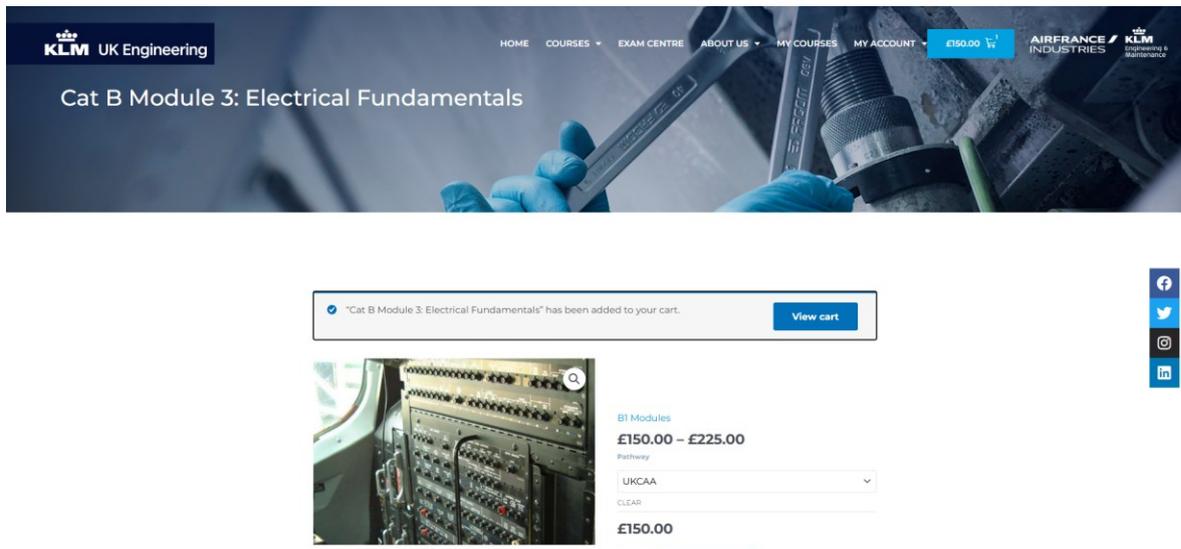
- EASA and UK CAA Part 147 approved online material
- End of module quizzes
- Access to our instructors via our student forums
- Essay writing guidance
- Video tutorials
- Downloadable module notes

 At the bottom, there are links: 'Follow these links to learn more about our [Aircraft Maintenance Licencing](#) and [Part 66 Category Information](#)'. On the right side, there are social media icons for Facebook, Twitter, Instagram, and LinkedIn.

Use the drop down option to select your chosen authority, either UKCAA, EASA or both and 'add to cart' as required.

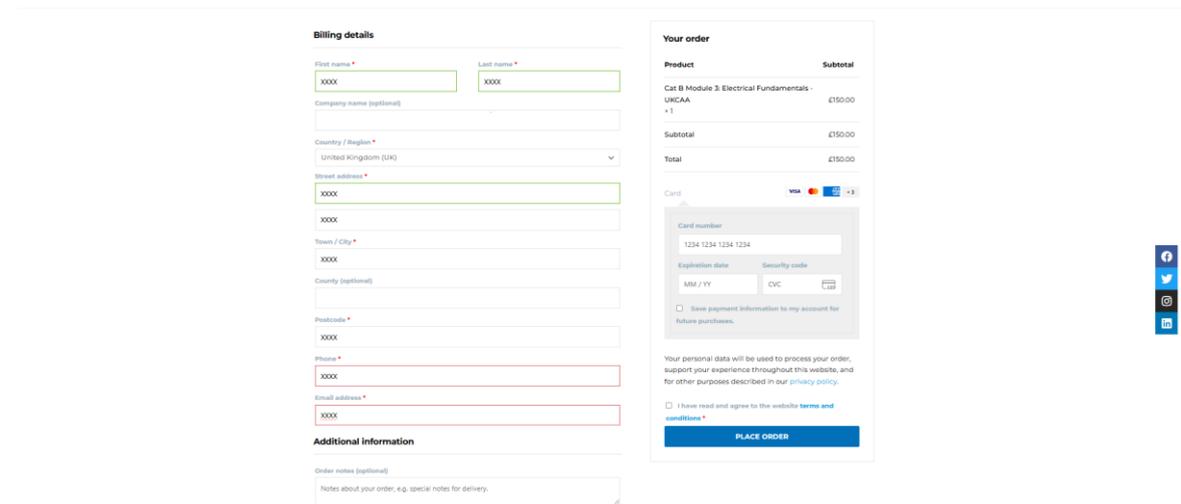
The screenshot shows the 'Cat B Module 3: Electrical Fundamentals' course page. The header is identical to the previous screenshot. The main heading is 'Cat B Module 3: Electrical Fundamentals'. Below the heading is a large image of an aircraft's electrical panel. To the right of the image, the text reads: 'B1 Modules', '£150.00 - £225.00', and 'Pathway'. Below this is a dropdown menu labeled 'Choose an option'. At the bottom of the product card, there is a quantity selector set to '1' and an 'ADD TO CART' button. Below the button is a 'Buy with Pay' option. On the right side, there are social media icons for Facebook, Twitter, Instagram, and LinkedIn.

When you have finished selecting the courses you require, select 'View Cart'



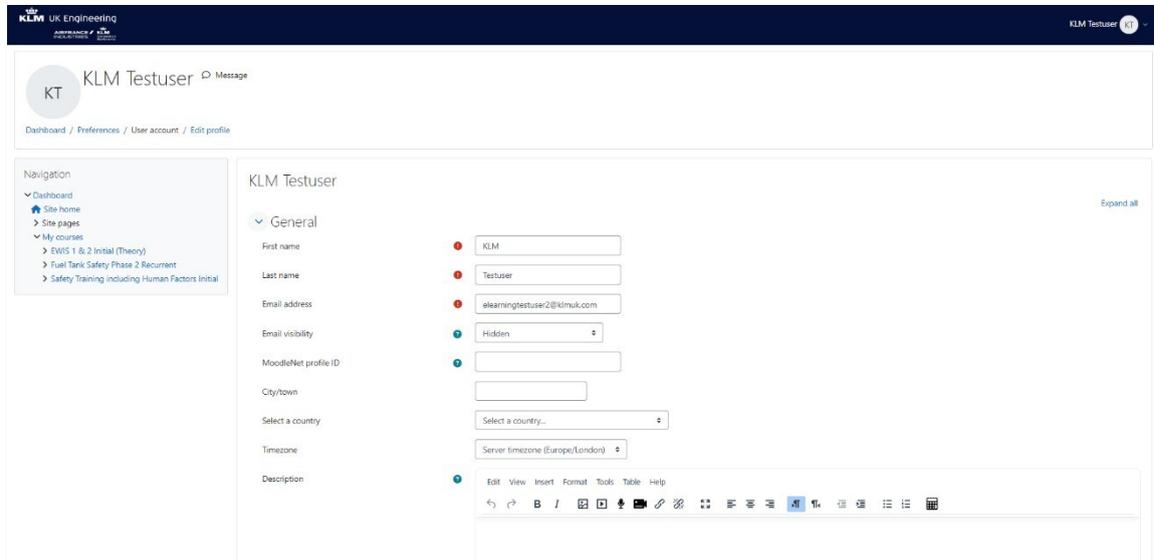
Select 'Proceed to checkout'

Fill in the billing details with your personal name and your address. Review the order details, check the 'terms and conditions' box following their review and select 'PLACE ORDER'

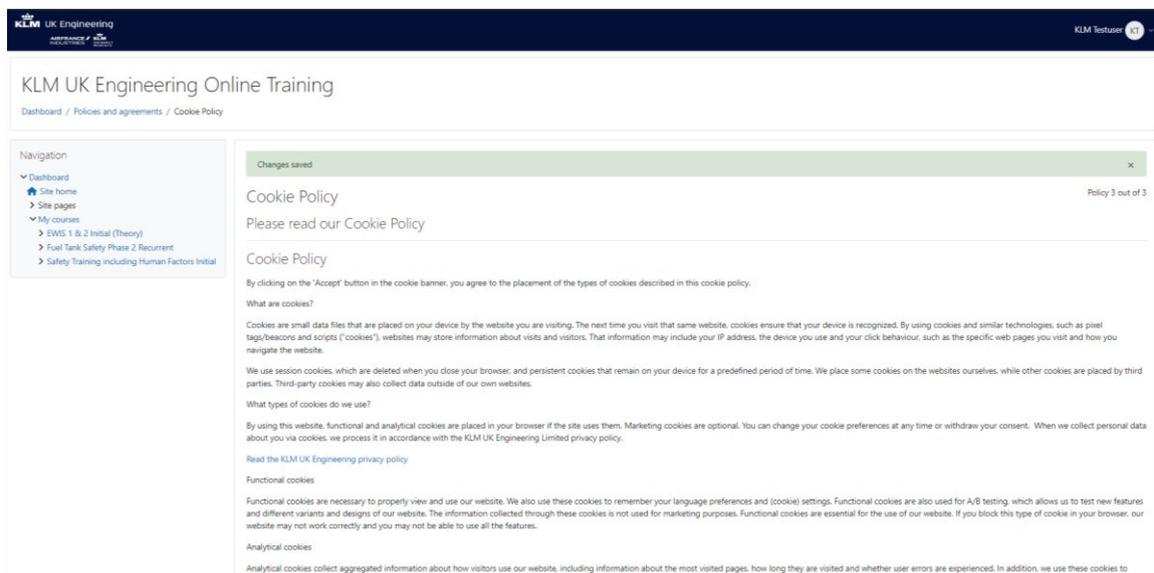


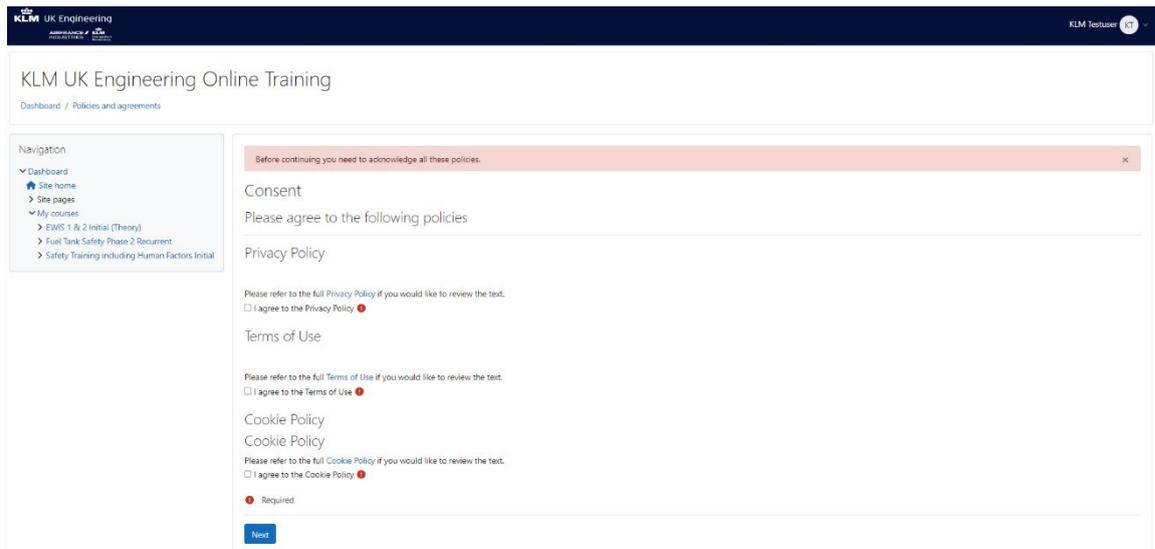
The order confirmation page will load and then select 'My Courses' via the top menu link.

This will lead you to the Moodle Learning Platform where you will be asked to confirm your details.

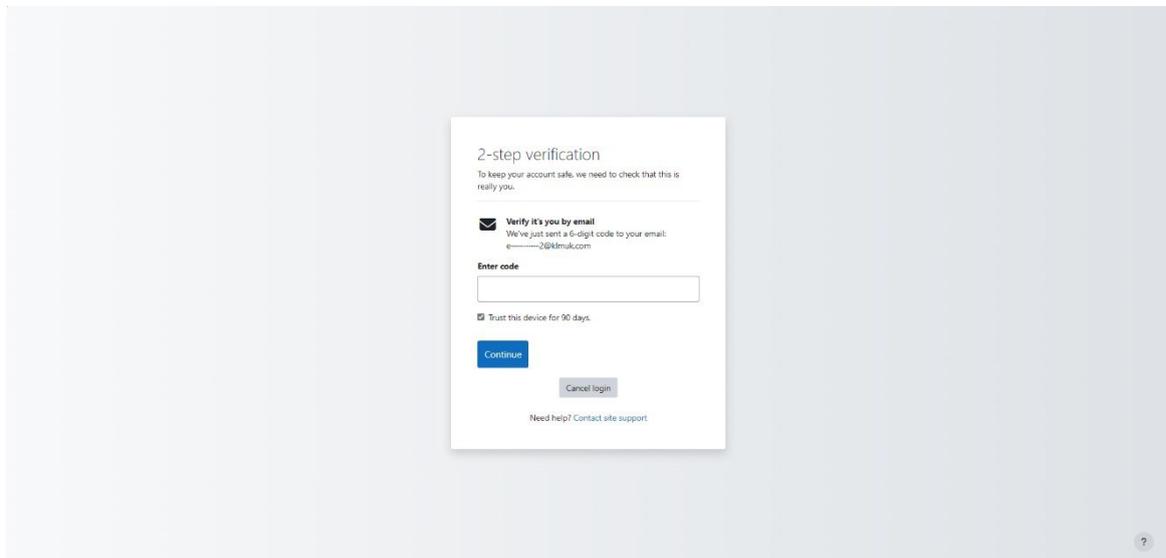


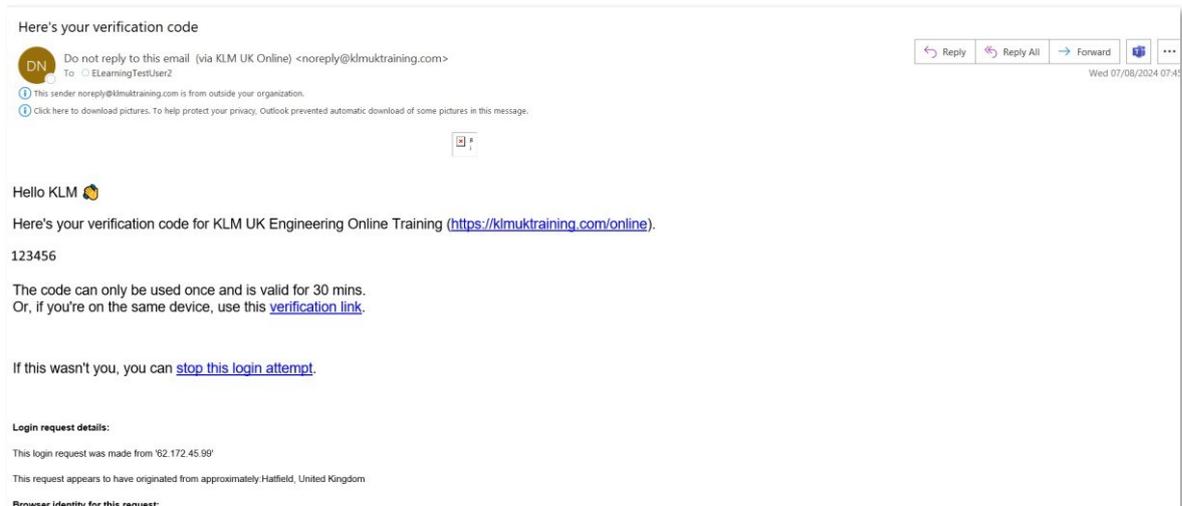
Following confirmation, you will need to review the site policies and check the associated box to agree with these.





Once this has been completed, you will need to complete the verification process for the learning platform. The next screen will prompt you to add a 6 figure code that will be delivered to the email address you entered on account setup.

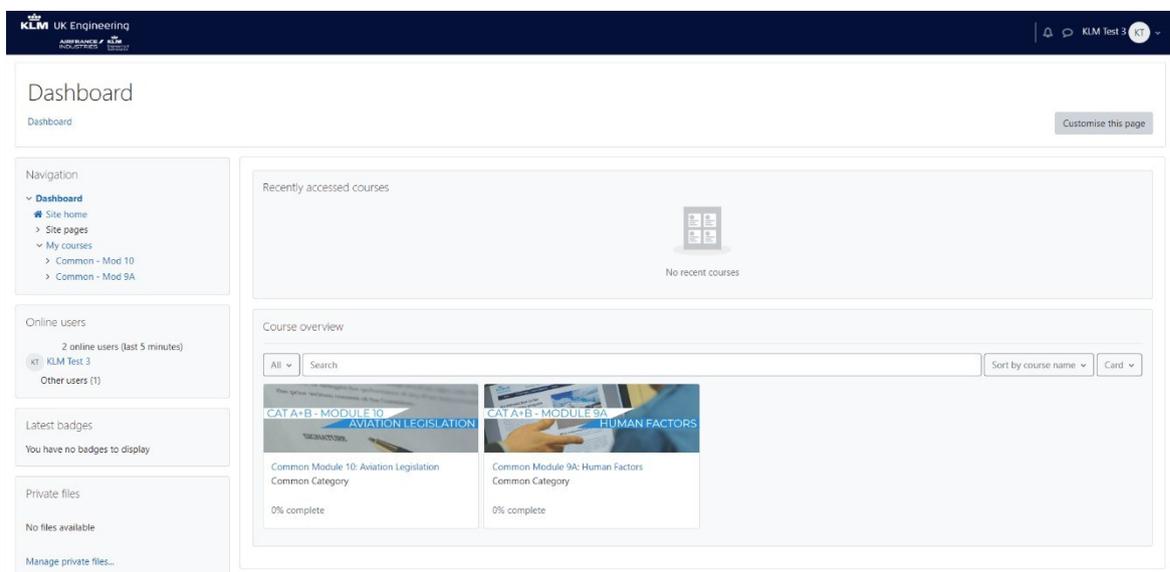




Once this has been completed you will be led to your learning platform dashboard.

## Enrolled Courses – Part 66 Basics Training

On your first visit to your dashboard you will now see the course(s) you have been enrolled on.



Selecting the course thumbnail image or the text will open the course page.

**Common Module 10: Aviation Legislation**  
Dashboard / My courses / Common - Mod 10

**Course completion status**  
Status: *Not yet started*  
All criteria below are required:  
Required criteria Status  
Activity completion 0 of 106  
More details

**Latest announcements**  
25 Aug, 07:31 KLM UK eLearning Update to Module 10 study notes 24/8/2021  
26 Aug, 08:16 KLM UK eLearning Update to Module 10 study notes 26/08/2020  
22 Nov, 11:10 KLM UK eLearning Update to Module 10 notes 22/11/19  
26 Sep, 08:04 KLM UK eLearning Updated module notes  
12 Sep, 07:07 KLM UK eLearning Summary of Revision 2 to Module 10 notes (CAT A/B)  
Older topics ...

**Module Support**

**Mod 10 Aviation Legislation**  
This module details the legal framework in which EASA Part-66 licensed engineers work. It describes the development of UK, European and international aviation legislation and states the principle responsibilities of the CAA, EASA and ICAO, describing the relationship between them and other aviation authorities. The module explains EASA Part-M, Part-66, Part-145, and Part-147 and 'EASA-Ops' (EU Regulation 965/2012), describes how they inter-relate the legislation relating to each.

**Study Support**  
Labels: 7 Files: 2 Page: 1 Forums: 2 Glossary: 1 Progress: 0 / 8

**Introduction**

From here you can scroll down to view the learning resources within the course which are separated into appropriately titled sections.

**Latest announcements**  
25 Aug, 07:31 KLM UK eLearning Update to Module 10 study notes 24/8/2021  
26 Aug, 08:16 KLM UK eLearning Update to Module 10 study notes 26/08/2020  
22 Nov, 11:10 KLM UK eLearning Update to Module 10 notes 22/11/19  
26 Sep, 08:04 KLM UK eLearning Updated module notes  
12 Sep, 07:07 KLM UK eLearning Summary of Revision 2 to Module 10 notes (CAT A/B)  
Older topics ...

**Study Support**  
Labels: 7 Files: 2 Page: 1 Forums: 2 Glossary: 1 Progress: 0 / 8

**Introduction**  
Label: 1 Pages: 4 Progress: 0 / 4

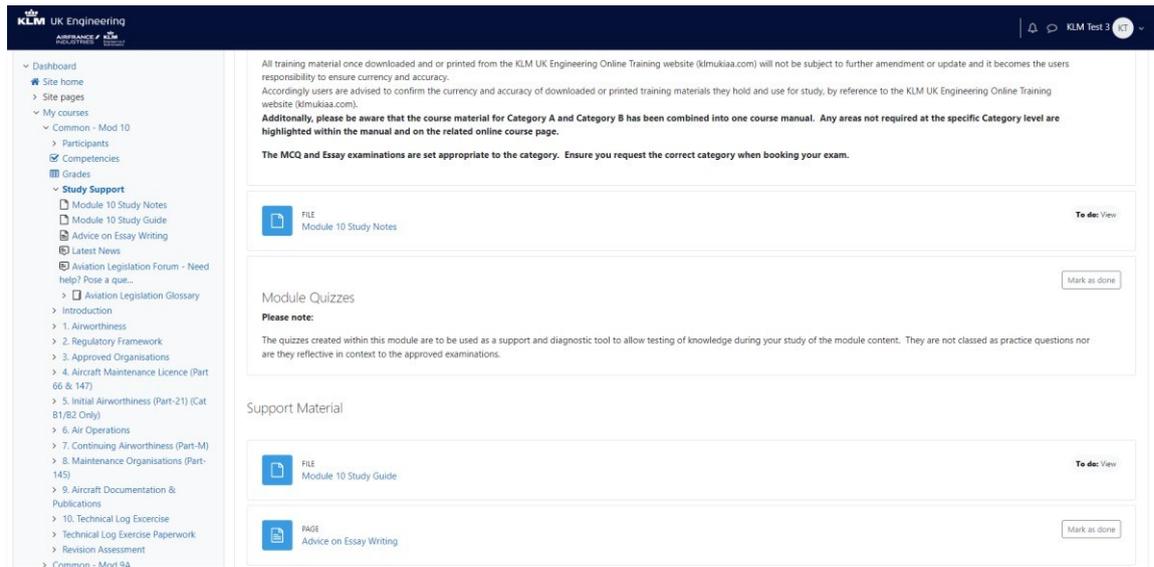
**1. Airworthiness**  
Labels: 3 Pages: 2 Quiz: 1 Progress: 0 / 2

**2. Regulatory Framework**  
Labels: 3 Pages: 18 Quiz: 1 Progress: 0 / 18

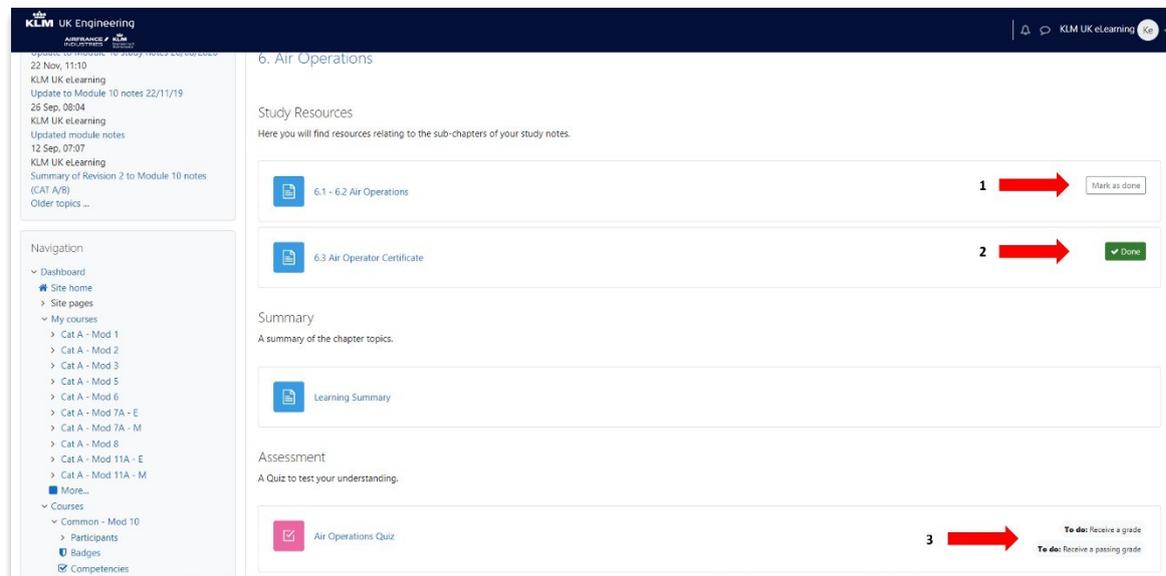
**3. Approved Organisations**

**Navigation**  
Dashboard  
Site home  
Site pages  
My courses  
Common - Mod 10  
Participants  
Competencies  
Grades  
Study Support  
Introduction  
1. Airworthiness

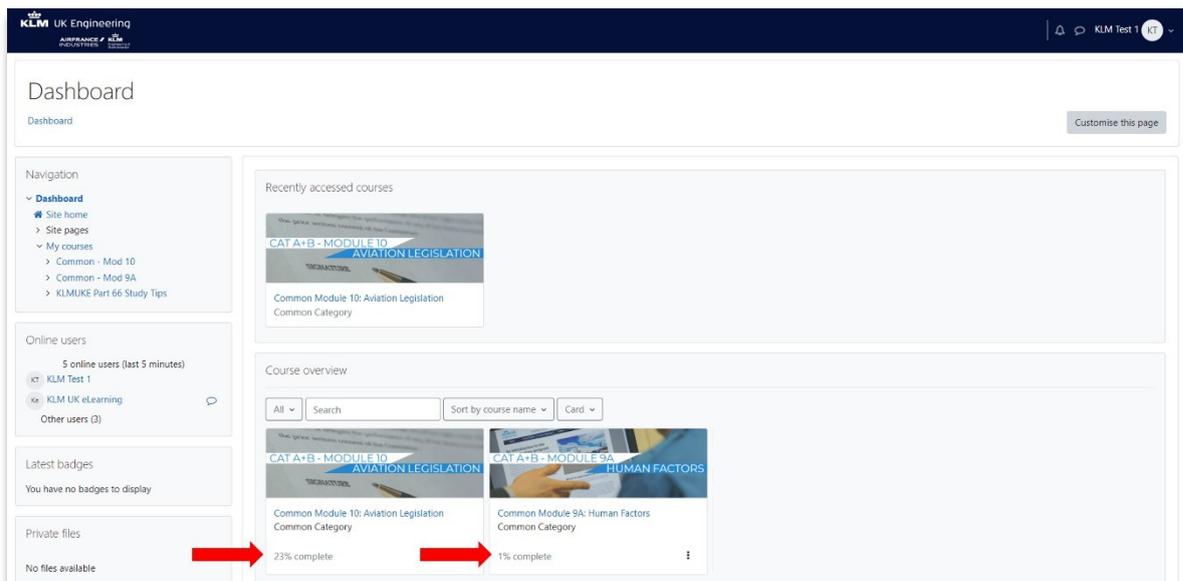
Each section will contain the learning material you require for your course. The module study notes are in .pdf format and can be downloaded onto your device for your study. Other resources are online pages, videos and quizzes.



To aid your view of progression through the module, each resource and activity will have a completion marker. The markers are either manually checked or automatically following meeting of a preset criteria. The image below shows the activity completion marker. Marker 1 is a manual selection by the student once the resource or activity has been completed. Marker 2 shows the activity completion marker as being checked. Marker 3 is an automatically checked when the set criteria is met. In the example shown this is to receive a grade and a pass grade for the module chapter quiz. (Note all quizzes have a 'pass' grade of 75%)

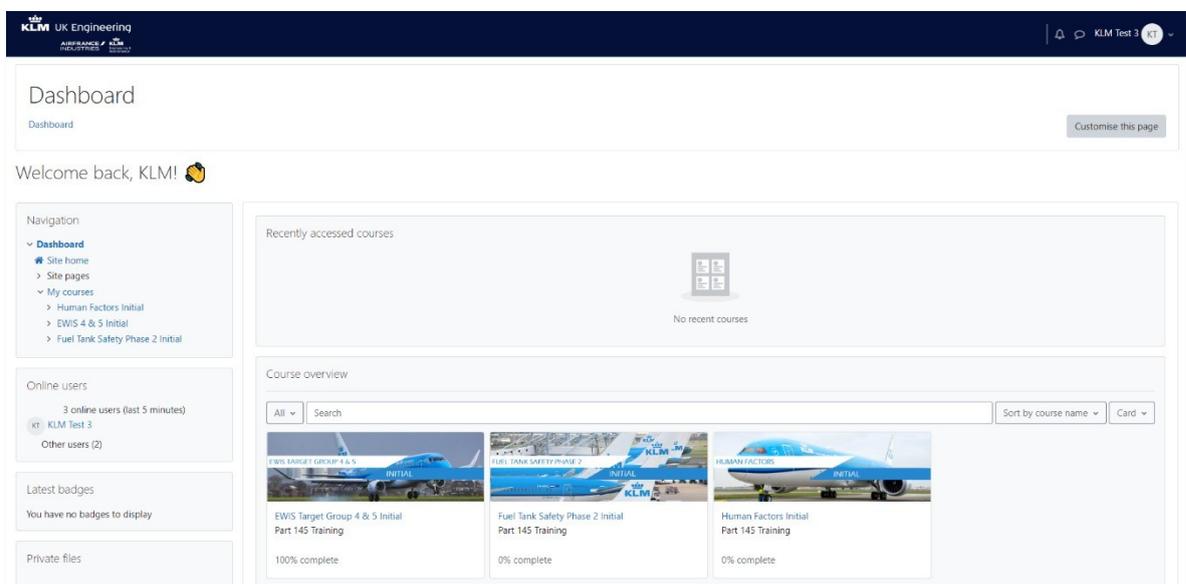


Using the completion markers will also give a percentage of completion within the module thumbnail on your dashboard as shown below.

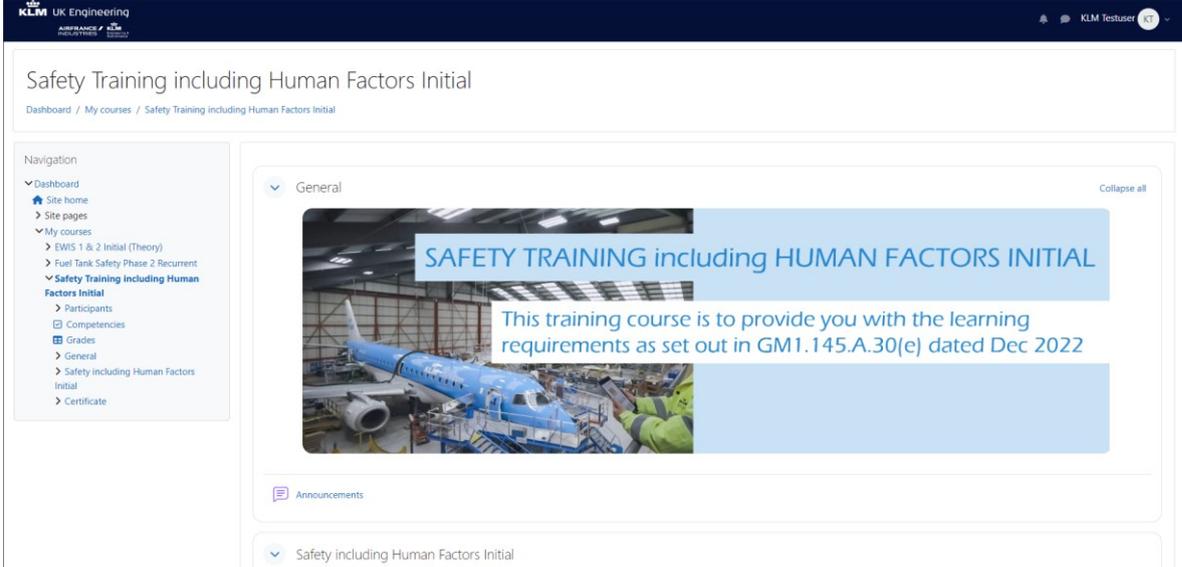


## Enrolled Courses – Part 145 Recurrent Training

On your first visit to your dashboard you will now see the course(s) you have been enrolled on.



Selecting the course thumbnail image or the text will open the course page.



The screenshot shows a web page for 'Safety Training including Human Factors Initial'. The page has a dark blue header with the KLM UK Engineering logo and 'AIRFRANCE INDUSTRIES' and 'KLM Engineering & Maintenance' logos. Below the header, the page title is 'Safety Training including Human Factors Initial'. A navigation menu on the left lists various options including 'Dashboard', 'Site home', 'Site pages', 'My courses', 'EWIS 1 & 2 Initial (Theory)', 'Fuel Tank Safety Phase 2 Recurrent', 'Safety Training including Human Factors Initial', 'Participants', 'Competencies', 'Grades', 'General', 'Safety including Human Factors Initial', and 'Certificate'. The main content area has a 'General' section with a banner image of an aircraft and the text: 'SAFETY TRAINING including HUMAN FACTORS INITIAL. This training course is to provide you with the learning requirements as set out in GM1.145.A.30(e) dated Dec 2022'. Below the banner is an 'Announcements' section and a 'Safety including Human Factors Initial' section.

From here you can scroll down to view the learning resources/lessons within the course.

When all lessons are completed and passed you will have access to your downloadable certificate.

### **Subsequent course access**

To access your courses for subsequent visits, please login at [www.klmuktraining.com](http://www.klmuktraining.com) and then use the 'My Courses' link in the top menu.

### **Feedback**

We hope this document has provided you with sufficient information to gain access to our new website and VLE.

If you have any issues gaining access to the site or VLE, please get in touch with [elearning@klmuk.com](mailto:elearning@klmuk.com)

## **Appendix A**

The computer requirements for our online learning are given below:

Our Virtual Learning Environment (VLE) uses the open source Moodle platform, its requirements are as follows:

### **Hardware Requirements:**

1GHz CPU  
Windows 7 or later  
1Gb of RAM  
40Gb hard disk  
Broadband internet access  
Graphics Card with at least 128MB of memory  
Sound card  
Microphone and speakers or headphones

### **Mobile devices:**

At present, the Moodie Mobile app is not supported due to poor performance. We recommend that on a mobile device you log in to the VLE using your devices web browser.

### **Internet browsers:**

Chrome, Safari, Edge and Firefox are all compatible web browsers.

### **Browser Settings:**

JavaScript must be enabled for viewing SCORM computer based training courses.

### **Disclaimer**

*External links are selected and reviewed when the page is published. However, KLM UK Engineering is not responsible for the content of external websites. This is because:*

- *KLM UK Engineering does not produce the linked destination page or maintain/update them.*
- *KLM UK Engineering cannot amend the linked destination page.*
- *The linked destination page can be changed without the KLM UK Engineering's knowledge or agreement.*

*Some of our external links may be to websites which also offer commercial services, such as online purchases. The inclusion of a link to an external website from KLM UK Engineering should not be understood to be an endorsement of that website or the site's owners (or their products/services).*

*KLM UK Engineering cannot be held liable for any loss or damage that may result from use of or the information on any website from which you hyperlink to or from. Always read the linked destination page site polices/terms of use.*