



Renewing Your Badge

Current employees are required to renew their ID badge every year. This can be completed 30 days prior to the badge expiration date.

STEP 1 – TRAINING

Access the Airport online training center by using the following website: <https://msy.lets.com>. On the homepage, users will need to input the following: first name, last name, and badge number (excluding any letters or leading zeroes) which is located adjacent to your photo on the badge. Input this information to access the training modules. Once access is granted, all training courses are listed. Users must take each of the required courses depending on their status (Please reference the below chart for the classes to be taken). All training courses are accessed by clicking on the name of the course. You will need to successfully complete the entire training course to receive credit and will see a confirmation screen at the end of the course. You will then be asked to click on the name of the next course to take another course or exit that will exit the training system.

Training Courses:

All Employees – Required Courses

Public & Sterile Badge (Initial & Renewal)	Customer Service Human Trafficking Prevention at Airport Title VI & Non-Discrimination
SIDA Badge (Initial)	Customer Service Human Trafficking Prevention at Airport Title VI & Non-Discrimination AND Full Security (SIDA) Training
SIDA Badge (Renewal)	Recurrent Security (SIDA) Training

ADDITIONAL REQUIRED COURSES FOR CERTAIN BADGE HOLDERS

Employees with ramp/non-movement area driver privileges	Recurrent Non-Movement Area Driver Training
Badge Sponsors	Authorized Signatory
Employees with movement area driver privileges - NOAB/ARFF/Breeze Mechanics/FAA ONLY	Movement Area Driver Training (must be completed every year)
Law Enforcement Officers/ Security Guards	Physical Vehicle Inspection



Badge holders without access to an electronic device to complete the training can [schedule an appointment](#) online to take required training on-site in the Training Center.

STEP 2 – RETRIEVING MSY AIRPORT ID BADGE

Employees will schedule an appointment to obtain their new badge from the Badge Office. [Schedule an appointment by clicking here.](#)

Employees should report to the Airport Security Badge Office at their scheduled appointment time with the following:

- Current Airport ID Badge
- A valid government issued photo identification
- If the badge is being renewed after the expiration date, the employee and authorized signatory will need to complete a [Lost/Stolen/Expired ID Badge Form](#).
- All employees with a one-year badge are required to pay a \$20 renewal fee (\$40 if the badge is expired). The badge office only accepts Company/Cashier checks or Money Orders, payable to the New Orleans Aviation Board.