

**Register for the TSO Workshop  
August 30 – September 02  
Instructions for the Registration System**

**Conference Registration**

- <https://av-info.faa.gov/DsgReg/Sections.aspx?shid=19>
- Choose: Either one or both; if you are attending both, enroll for both
  - 2016 TSO Workshop Aug. 31 - Sept. 01 (Open to all, including Industry)
  - 2016 TSO Workshop Aug. 30 – Sept. 02 (Aviation Authorities ONLY)
- Course Description and Special Notice provided
- Go to Section (bottom) and Section Details will be provided
- Login to Enroll (bottom):
  - Login if you have an account
  - “New User? Create Account Here” or enter username and password
- Click on “I Accept the DRS Rules of System Use”
- Click on Enroll
- Fill in all information that has red beside it and your Company name
- Click on “Create Profile” once all information is entered. (An email confirmation will be sent stating that “your account has been created ok”).
- Click “Continue”
- Click "View Class Schedules"
- Click the down arrow beside "Select an Organization"

**Cancel Course Registration:**

- Log in and click on "Current Enrollments"
- Click on "Cancel This Enrollment"
- Click "Confirm Delete" (click only once)

**Update or Correct Profile:**

- Log in and click on "View/Edit/Create Profile"
- Click "Edit Profile"
- Update or correct your information
- Click "Update"

**Password Reset:**

- Log in and click on "Forgotten Password?"
- Enter username and click "Send me a new Password"