Certification Activity Tracking System (CATS) 2.0 Getting Started Guide

Signing in and Requesting Access

From the CATS homepage, select **Manage financial data** and accept the consent disclaimer to navigate to the **MyAccess** login page.

Signing in

Sign in to **MyAccess**:

- **Non-PIV Card Holders (Airport Sponsors):** Use the **Customer** user type and sign in using your **Login.gov** account.
- **PIV Card Holder:** Use **DOT/FAA Employee/Contractor** user type and choose “Sign in with MyAccess Workforce” using your PIV credentials.

Requesting Access

After signing in, if you don’t have an existing CATS account, you must request access:

- Complete the CATS **Request Access** form:
  - **Non-PIV Card Holders (Airport Sponsors):**
    - Select your airport
    - Enter your manager’s first and last name
  - **PIV Card Holders:** Select your requested role from the drop-down menu
    - **Administrators:** Select **Administrator** as your requested role.
    - **Staff:** Select **Staff** as your requested role.
    - **Regional Manager:** Select **Regional** as your requested role. A **Region** field will appear, select your **Region**.
- Select **Submit Request**. You will receive an email notification once a CATS Administrator reviews and approves or denies your request.

Note: An airport can only have one active Sponsor. The system will automatically deny additional sponsor registration requests for the same airport.

Application assistance

Please refer to the user guides for assistance with the website's capabilities. The Public User Guide is available on the footer of every page. Airport Sponsor and Administrator User Guides can be found by selecting the Help button after signing in.