

# Accuris Document Access Guide

How to Access and Request Out-of-Subscription Standards

Consensus Standards Management Section (AIR-645) | June 2026

# Accessing the Portal via Technical Library

## 1. Open the FAA Technical Library

Navigate to the official FAA Technical Library homepage via your browser.

## 2. Expand Consensus Standards Folder

Scroll down to the 'Consensus Standards' accordion folder and click to expand the tab contents.

## 3. Click Accuris Link

Locate and click on the 'Accuris (Formerly IHS)' hyperlink to launch the secure document platform portal.

## 4. Single Sign-On (SSO) Portal Integration

On the MyAccess workforce sign-in gateway page, select the 'Sign In with PIV / CAC card' connection button option.

## 5. Certificate and PIN Access Number Validation

Choose your valid U.S. Department of Transportation authentication credential certificate when prompted by Windows Security, select OK, and key in your personal PIV card security access number code pin.

# Searching for Standards

## 6. Document Database Search Initiation

Enter the document number or subject keyword (e.g., *NAS410* or *NAS1291*) into the primary search bar and hit return on your keyboard. **Quick Tip:** As you type, a predictive list of matching standard titles will show on the right side of the screen; you can click directly on those to jump straight to the document viewer.

## 7. In-Subscription vs. Out-of-Subscription

### Scenario A: Active Subscription

If the standard you are searching for is included inside the active FAA subscription library, you will **NOT** see an 'Add to Cart' option on your view screen layout.

**Action:** Click directly into the targeted title link row item to read, look at, view, or download the document digital file media asset locally. Remember to close out of the viewer window entirely when you are done.

### Scenario B: Out of Subscription

If you require an item that is currently not a part of the FAA corporate subscription package, you must submit a justification request,.

**Action:** Follow steps 8-11 on the next slide.

# Initiating the Special Order Request Workflow

## 8. Click Request Access

From the Document Viewer screen of an un-subscribed file, click the **Request Access** button.

## 9. Select Version

An access pop-up window will ask you to select or confirm whether you require the latest active revision version profile options. Toggle your choices, and hit OK.

## 10. Type Justification in Details Text Box

Clearly type the operational business reason the standard is required (for example explanation baseline notes: 'Research on a specific certification project').

## 11. Click Submit Request Button Link

Click 'Submit Request' to send the request to AIR-645.

# Review, Fulfillment, and Accessing Documents

## 12. Administrative Review Routing to AIR-645

- **Step 1:** Your justification is automatically routed to the **Consensus Standards Management Section (AIR-645)** for administration.
- **Step 2:** AIR-645 submits the request to your supervisor/manager for operational approval.
- **Step 3:** Once your manager approves, AIR-645 purchases the standard.
- **Step 4:** You will receive an automated email notification from Accuris (ewb@accuristech.com) verifying the request status has been updated to **Closed**

## 13. Accessing Your Purchased Document

- Once the purchase is processed, a separate delivery email from **The Accuris Team** (noreply@accuris.tech) will be sent directly to you.
- Open the email and click the custom secure link provided to access your document account portal.
- **Final Action:** Review and accept the Accuris End User License Agreement to open, view, or download your new digital standard file.