Airport Design Challenge
Registration Instructions

This document lists the steps to create an account and register for the Federal Aviation Administration (FAA)'s Science Technology Engineering and Math (STEM) Aviation and Space Education (AVSED) Airport Design Challenge.

Create a New Participant Account	
Go to: https://www.faa.gov/adc	

Federal Aviation Administration

Select **Click here to sign up for a new user account.**	Airport Design Challenge Enrollment for the 2024 Season has begun! **LOGIN HERE** Click here to sign up for a new user account! *Continued on following page…*
Click **Create Account.**	Sign in Login Password **Sign in** Forgot your login and/or Password? Recover your password. If you are a new user, you should start by creating your account. **Create Account** Contact us at: avsed.challenge@faa.gov *Continued on following page…*

Complete the **User Information fields.** This area is for the student/participant.

These fields must be completed and submitted by the parent or guardian of any minor.

If registering as a parent/guardian, educator, or mentor, select "Parent/Guardian, Educator, Adult Supporter" in the "Grade Range Category" field.

*Note: Remember this email address and password, as this will be used to log in.

Welcome to the Federal Aviation Administration's Genius portal! Genius is a web-based student information system which allows access to the FAA's Science, Technology, Engineering, and Math (STEM), Aviation and Space Education (AVSED) virtual outreach programs.

Already Have an Account?

This profile request must be completed and submitted by the parent or guardian of any minor wishing to participate in STEM AVSED programs.

User Information

Username/Email*

Password*

User First Name*

User Last Name*

Grade Range Category*

Register

Continued on following page…

When you select a **Grade Range Category** in the previous step, you will be prompted to enter **Parent/Guardian Information.**

Parent/Guardian Information (for adult accounts, please add your information as a student and parent/guardian)

Parent First Name*

Parent Last Name*

Parent Email Address*

Phone (optional)

Street*

City*

State*

ZIP*

Country*

Check the appropriate boxes and click **Register.**	☑ **I am the parent or guardian of the above mentioned minor child** * **To provide parental consent, please select one of the options below:** ⦿ I understand that the Federal Aviation Administration will provide my email address and home country, as well as my student's grade range category to KWS and that I will receive an additional email from KWS to verify my identity and to provide my consent. ○ I would prefer to give my consent via a manual form. I will contact the FAA directly at avsed.challenge@faa.gov for an alternative option. I recognize that this option may take up to 3-5 business days for a response. **Register** *Continued on following page…*
Once you have completed this process, you will see this confirmation message at the bottom of the page.	you complete this form, you will receive an email from KWS asking you to verify your identity and provide your consent. ☑ **I am the parent or guardian of the above mentioned minor child** * **To provide parental consent, please select one of the options below:** ⦿ I understand that the Federal Aviation Administration will provide my email address and home country, as well as my student's grade range category to KWS and that I will receive an additional email from KWS to verify my identity and to provide my consent. ○ I would prefer to give my consent via a manual form. I will contact the FAA directly at avsed.challenge@faa.gov for an alternative option. I recognize that this option may take up to 3-5 business days for a response. **Thank you for registering for the Airport Design Challenge. Your account is pending. An email has been sent to your parent or guardian asking for permission to participate in the event. Once they approve your participation, you will be able to login. If you have further questions please contact us at AVSED.Challenge@faa.gov** *Continued on following page…*

An email will be sent to the parent/guardian's email address.

Click **Review permissions**.

Hello parent or guardian

The Federal Aviation Administration (FAA) is proud to present STEM Aviation and Space Education (AVSED) outreach opportunities to students around the world.

Your child has asked to participate in the Airport Design Challenge and parental/guardian consent is required in order for them to enroll.

The FAA has teamed with Kids Web Services (KWS) to provide support for any FAA STEM AVSED programs that require verifiable parental consent. The verification process should only take a few minutes and is completely automated.

To provide verifiable parental consent through Kids Web Services, click on the button below.

Review permissions

If you would prefer to give your consent via a manual form, contact the Airport Design Challenge team directly at avsed.challenge@faa.gov for an alternative option. Please allow 3-5 business days for a response to your email.

Review the **COPPA Consent** and **Media Release Waiver**, and check associated boxes.

Click **Next.**

Set your child's permissions on Airport Design Challenge

Before managing permissions, please double check that this is your child. Please note that we'll refer to your child as **Child 1** in further correspondence.

Notice to Parents COPPA Consent ☑

⚠ **This is a required permission**
Your child will need this permission to use Airport Design Challenge

In compliance with the Children's Online Privacy Protection Act of 1998 (COPPA), 15 U.S.C. §§ 6501-6506 (2001), parents or legal guardians of children under 13 years of age must provide consent to the collection, use, or disclosure of the personal information of their children collected through Federal Aviation Administration (FAA) websites and other online services. To further protect our students' information, we require all student users of FAA STEM AVSED programs obtain consent. See the FAA's complete COPPA Privacy Policy and Notice to Parents here.

What's this for? ❯

Media Release Waiver ☑

Occasionally, the FAA wishes to utilize student photographs, video footage, and/or audio recordings to promote our programs and highlight the work of our students. See the FAA's complete General Media Release terms here.

What's this for? ❯

By clicking Next, I agree to the SuperAwesome Privacy Notice

Next

Choose an option to verify that you are an adult and follow the instructions.	## Choose a method to verify that you are an adult The Airport Design Challenge Team has partnered with SuperAwesome to confirm that you are an adult. By selecting a verification method below, you confirm that you have parental responsibility for the child and have read SuperAwesome's Privacy Policy. **Last 4 digits of SSN** We use Veratad to validate the last 4 digits of your social security number (SSN). **Credit or Debit Card** We use Stripe to verify you by charging a small fee to your card. We will refund you the fee after. Airport Design Challenge Privacy Policy **SUPER AWESOME** — SuperAwesome — The Leading Parent Verification and Consent Service Privacy Policy Terms of use Help 🌐 English ▾ *Continued on following page…*
Once you complete the process in the previous step, you will get a confirmation message.	## Thank you Your child's permissions have been set according to your preferences. Want to review permissions? You can manage your child's permissions and personal information at any time by logging into the Airport Design Challenge Parent Portal using the same email address.

This message will be sent to the parent or guardian email address confirming the successful registration.	**Hello parent or guardian** You have successfully verified your identity using KWS. These details have not been stored. We will remember that you have already verified your identity the next time you give parental consent for other games/services which use SuperAwesome's parental tools, so that you do not need to do so again. SuperAwesome Privacy Notice (UPDATED) explains what information we collect, why and how you can manage it. If this wasn't you, <u>click here to let us know</u>. The safety of your child's personal information is our top priority. <u>Learn more about the Airport Design Challenge Privacy Policy</u> By logging into the <u>Airport Design Challenge Parent Portal</u>, you can manage your child's personal information and how Airport Design Challenge can use that information. <u>Learn more about Airport Design Challenge Parent Portal</u> Thank you, Airport Design Challenge

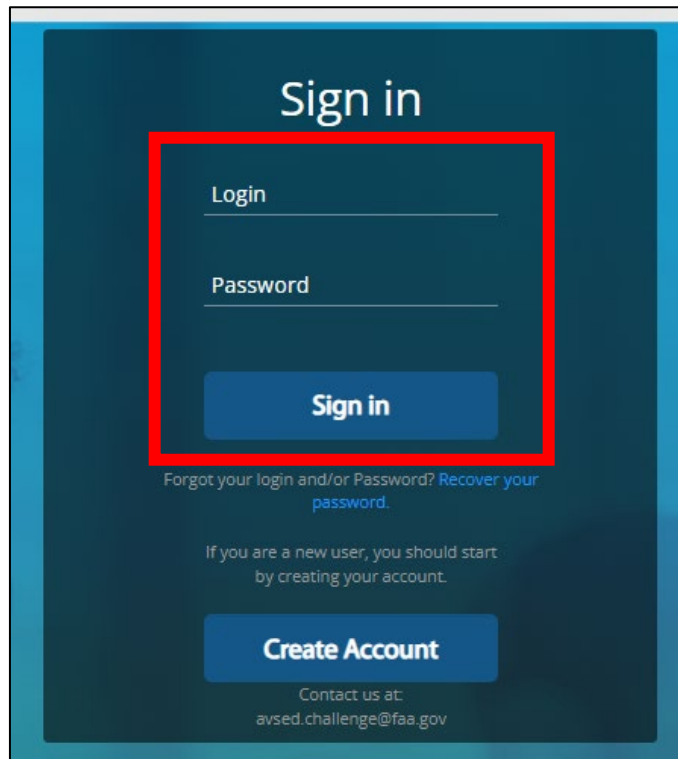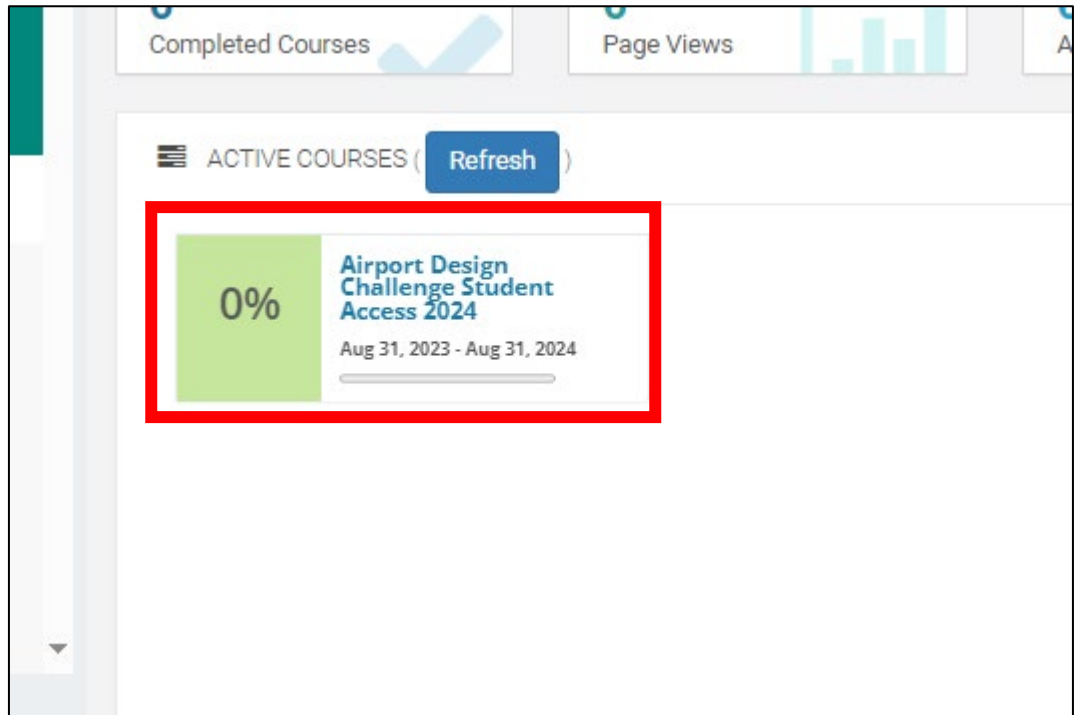|	
Your student will now be able to log in and begin the course. Head back to https://www.faa.gov/adc Click **LOGIN HERE.**	 **Airport Design Challenge** Enrollment for the 2024 Season has begun! Click here to sign up for a new user account! *Continued on following page…*
Enter your login information. Click **Sign in.**	

From the dashboard, you will see the course under **ACTIVE COURSES.** Note: It may take up to 12 hours for this course to populate on your dashboard once you complete the registration process.	

End of instructions