

Federal Aviation Administration

Designee Management System (DMS) Training System: External User Guide

Purpose: This guide will inform users how to navigate the External DMS User Site for designee and ODA related training. This guide will show users how to find, enroll, and pay for a course, and take training.

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Terms/Acronyms

The following are terms or acronyms used in this document:

Term/Acronym	Definition
AAM	Organization - Aviation Medical Services
AFS	Organization – Flight Standards Services
AIR	Organization - Aircraft Certification Services
AOV	Organization – Air Traffic Safety Oversight Service
AVS	Organization – Aviation Safety
СМ	Course Manager
DMS	Designee Management System
DRS	Designee Registration System
DTS	Designee Training System
FA	Financial Administrator
FAA	Federal Aviation Administration
IA	Inspector Authorization
ILT	Offering Type Instructor Led Training that contains only classroom instruction and no online or LMS platform component.
Instructor	Instructor assigned to teach a course offering
LMS	Learning Management System
Online	Offering Type that contain training that's strictly online through the LMS platform.
Online+ILT	Offering Type Combination that contains training that's both online through the LMS platform and instructor led.
SA	System Administrator
ТА	Training Administrator

Section 1. Introduction

The Designee Management System (DMS) Training System External User Guide provides step-by-step instructions for external users to perform the training functions in the DMS. This guide provides instructions for the external user's applicant, designee, and contractor to view their training records, enroll in training offerings, and stay up to date on required trainings.



Figure 1: External DMS Training Workflow Process

Section 2. External User Training

External users have access to training course offerings as long as they have a registered account in DMS. After logging into DMS, the user lands on the Home page. To access the training sections, expand the left navigation option 'Training'.

Andrew Roshell								FAA Order	 User Guide 	? Help 丶	🖌 🕒 Logout
	My Designation	(s)									
 Home Lindate Personal Profile 	Designation $\uparrow\downarrow$	Designation Stat	us î↓	Effective Date	t↓	Expiration Date $\uparrow\downarrow$	Tern	nination Date $\uparrow \downarrow$	View	Designee /	Action(s)
Change Designation	No records found										
Create Application	Action Required	l Items									
ODA Information	Designation $\uparrow\downarrow$		Subject ↑↓		Action Sta	tus ↑↓		Due Date $\uparrow\downarrow$		Action(s)	
> 🕿 Training	No records found										
Message Center (6)					<< <	> >> 5					
> ? Help											
Logout	My Applications	5									
	ID ↑↓ Ty	ype ↑↓ Applic	ation Status $\uparrow\downarrow$		Submission	Date †↓	Expiratio	n Date ↑↓	Version(s)	4	Action(s)
	No records found										

Figure 2: External User DMS Home Page

Section 3. My Training

Step 1. From the navigation pane, click on 'Training' menu option.

The 'Training' menu option expands to display 'My Training', which includes the following sections:

- Enrollments
- Required
- History
- Complimentary

Andrew Roshell									🗐 FAA Order	0 User Guide	? Help ~	🕞 Logout
	My Designat	ion(s)										
Home Lindate Personal Profile	Designation ↑	Designation $\uparrow \downarrow$ Designation Status $\uparrow \downarrow$		us †↓	Effective Date $\uparrow \downarrow$ Expiration Date $\uparrow \downarrow$		Termi	Termination Date ↑↓ View		Designee Action(s)		
Change Designation	No records fou	ind										
+ Create Application	Action Requi	red Items										
ODA Information	Designation ↑↓ Subject ↑			Subject ↑↓	Action Status ↑↓				Due Date ↑↓		Action(s)	
🗸 🖻 Training	No records fou	ind										
💛 🗐 My Training						<<	< > >> 5					
i≡ Enrollments												
🖵 Required	My Applicati	ons										
ຳ History	ID ↑↓	Туре ↑↓	Applica	tion Status $\uparrow\downarrow$:	Submissior	n Date ↑↓	Expiration	Date ↑↓	Version(s)	Ac	tion(s)
Complimentary	No records fou	ind										
Q Find a Course												
> 🚍 Payment												
Message Center (6)												
> ? Help												
🕒 Logout												

Figure 3: Training Menu Options – My Training

3.1 Enrollments

Step 1. From the 'Training > My Training' menu option, click on 'Enrollments' menu option.

The 'Current Enrollments' page displays with the following information:

- Current Enrollments Section
- Tentative/Full Classes Section
- Surveys Section

Andrew Roshell							FAA Order	? Help ∽	🕞 Logout
🕷 Home	i≣ Current	t Enrollments							
Update Personal Profile									
Change Designation	Current Enro	ollments							
+ Create Application	ТҮРЕ	COURSE NAME	OFFERING ID/NAME		LMS COURSES	LOCATION	DUE DATE		
ODA Information									
∨ 🕿 Training	No current e	enrollments found							
🗸 🗐 My Training									
Enrollments	Tentative/Fu	ull Classes							
Required	You are not en	nrolled in these Offerings. \	ou will be notified when and/or	if they becom	ne available.				
່ວ History	ТҮРЕ	COURSE NAME		OFFERING	ID/NAME	STATUS	OFFERING DA	ΤE	
🍄 Complimentary	No waitlist/r	notification found							
Q Find a Course									
> 🚍 Payment	Surveys								
Message Center (6)	OFFERING I	ID/NAME					DUE DATE	E	
> ? Help									
🗭 Logout	No current s	surveys touna							
								🗲 Back	× Cancel

Figure 4: My Training – Enrollments Menu Option Page

The 'Current Enrollments' page includes offerings the external user enrolled in, paid for, and are ready to be completed. The 'Tentative/Full Classes' section will list any offerings the external user is on a wait list for pending an opening. Lastly, the 'Surveys' section displays any surveys that need to be completed as a result of completed course offerings.

3.2 Required

If a designee is required to take initial or recurrent courses to maintain their certification, the course will be listed on the external users 'Required' page.

Step 1. From the 'Training > My Training' menu option, click on 'Required' menu option.

The 'Required Training' page displays.

Heather Rocco				Stop Impersonate	FAA Order ?	'Help ∽ 🕞 Logout
# Home	🖵 Required Training					
Update Personal Profile						
> Change Designation Location	DAR-F Next due date: 03/14/2025					-
+ Create Application						
ODA Information	COURSE ID/NAME ↑↓	Mapped Course Name $\uparrow\downarrow$	EQUIVALENT COURSES ID/NAME	LAST COMPLETED ON $\uparrow \downarrow$	†↓	STATUS ↑↓
∨ 🕿 Training						
🗸 🗐 My Training	Search Course Name	Search Mapped Course Name		Search Last Completed Or	Search Du	e Search Stat
i≣ Enrollments	AFS-016614 Maintenance and Manufacturing Prerequisites Course				03/14/2025	Available
 Pristory Complimentary Find a Course 	AFS-853384 Issuance of 8130-3 for Domestic and Export Approvals of Engines. Propellers. & Articles Only.				03/14/2025	Available
> 🚍 Payment						
Message Center (19)						Back X Cancel
> ? Help						
🕒 Logout						

Figure 5: My Training – Required Training Page

The 'Required Training' page displays any trainings related to a designation's required curriculum in order to stay up to date with certifications. The page includes the following information:

- Designation with next due date
- Course ID/Name
- Mapped Course Name
- Equivalent Courses ID/Name
- Last Completed On
- Due Date
- Status
- Step 2. Click on the hyperlinked 'Course ID/Name' to enroll in the course from this page. The user will be directed to the Course Details page where the Offerings available for the course are displayed. Refer to <u>'Enrolling in a Course'</u> for details.

Message Center notifications will be sent when an upcoming required training is 30, 60, and 90 days from the due date.

3.3 History

Step 1. From the 'Training > My Training' menu option, click on 'History' menu option.

The 'Training History' page displays the following information:

- Date Range Filter
- Offering ID/Name
- Course Name
- Learning Management System (LMS) Courses
- Instructor
- Total Hours
- Completion Date
- Status
- Result

- Inspector Authorization (IA) Renewal
- Special Notes

Andrew Roshell									FAA Order ?	Help 🗸 🕞 Logout
🏶 Home	ື Training History									
 Update Personal Profile Change Designation Location Create Application 	Range From	Range To	÷							Transcript
 ODA Information Training 	OFFERING ID/NAME $\uparrow\downarrow$	COURSE NAME $\uparrow\downarrow$	LMS COURSES $\uparrow\downarrow$	INSTRUCTOR $\uparrow\downarrow$	TOTAL HOURS ↑↓	$\begin{array}{c} \text{COMPLETION} \\ \text{DATE} ~ \uparrow \downarrow \end{array}$	Status †↓	Result ↑↓	IA Renewal ↑↓	Special Notes ↑↓
✓ ■ My Training ■ Enrollments	Search	Search	Search	Search	Search	Search	Search	Search		Search
Required History Complimentary	AFS-711731-2025-004 JR- Credit Course First Test	JR- Credit Course 1	DMS Updates	Jane Rich	0	02/07/2025	Completed	Passed		
Q Find a Course	AFS-326285-2025-004 J <u>R- Credit Course</u> Second Test	JR- Credit Course 2	DMS Updates	Jane Rich	0	02/07/2025	Completed	Passed		
Message Center (6)				<< < 1	> >> 10	\sim				
> ? Help (Logout									÷	Back X Cancel

Figure 6: My Training – Training History Page

The 'Training History' page displays the external users all previously enrolled in course offerings.

- *Step 2.* Select the *'Transcript'* button to generate a transcript copy of the training history.
 - **Note:** Users can use the Date Range filters to drill down to a specific training date range or course offering prior to generating the transcript.

🏝 Andrew Darnell Roshell								🖨 FAA Or	der 🛛 ? Help	✓ ➡ Logout	
# Home	Certificate of Training(ertificate of Training(s) - Transcript									
Update Personal Profile		P Print Close									
Change Designation Location	Andrew Darnell Roshell										
+ Create Application	COURSE OFFERING ID/NAME	COURSE NAME	LMS COURSES	INSTRUCTOR	TOTAL HRS	COMPLETION DATE	STATUS	RESULT	IA RENEWAL	SPECIAL NOTES	
Request Company Administrator Role ODA Information F Training	AFS-168909-2025-004 JR - Test Course 1 Test Until Date	JR - Test Course 1	 DMS Updates Initial Aircraft Certification Final Test 		0	05/06/2025	Completed	Passed			
Message Center (5)											
> ? Help											
Logout											

Figure 7: Training History Transcript

Step 3. Click 'Print' button the print the transcript or the 'Close' button to close the transcript page and navigate back to the Training History page.

3.4 Complimentary

Step 1. From the 'Training > My Training' menu option, click on 'Complimentary' menu option.

The 'Complimentary' page includes the following information:

- Course ID/Name
- Designation
- Enroll Before

Andrew Roshell			🛢 FAA Order	? Help ∽	🕞 Logout
# Home	🛱 Complimentary Courses				
🎍 Update Personal Profile					
Change Designation Location	COURSE ID/NAME	DESIGNATION	ENROLL BEFORE		
+ Create Application	No complimentary training found				
ODA Information				_	
🗸 🞓 Training				🗲 Back	X Cancel
🗸 🔳 My Training					
I≡ Enrollments					
🖵 Required					
D History					
Complimentary					
Q Find a Course					
> 🗖 Payment					
Message Center (6)					
> ? Help					
🗭 Logout					



Note: Course offerings will only display on this page if a course the external user enrolled in, and completed, has a complimentary course associated to it.

Section 4. Find a Course

Step 1. From the 'Training' menu, click on 'Find a Course' menu option.

The 'Find a Course' page displays with the following information:

- Designation Dropdown Menu
- Search Text Box
- Table with the list of available courses

Andrew Roshell		FAA Order	? Help ~	🕞 Logout
🛱 Home	Q Find a Course			
Update Personal Profile Change Designation	The designee training catalog contains course and their current offerings. Search for the courses and select available offerings			
Location Create Application	DESIGNATION	Searc		
∨ 🞓 Training	26 courses found			
 My Training Find a Course Payment 	AFS-575306 AFS Group 1 - Initial DAR-T.DME.DPRE test Course Summary			
Message Center (6)	AFS-097012 AFS Group 1 - Recurrent DAR-T.DME.DPRE test Course Summary			
t or Logout	AFS-560536 <u>AFS Group2 - Initial</u> DPESAEAdmin-PE.ODA Administrator.ODA Unit Members test			
	AFS-673848 AFS Group2 - Recurrent DPESAEAdmin-PE test			
	AFS-298083 AFS TCE/APD Admin - Initial APD,TCE test			

Figure 9: Training – Find a Course Page

There are multiple options for finding a course. The external user can enter a designation, search words, or scroll through the alphabetical list of available courses.

- *Step 2.* Search for the intended course using methods described above.
- *Step 3.* Click on the Course Name hyperlink to view the details of the course.

Section 5. Enrolling in a Course

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2. Use the search functions to locate the course offering.

Landrew Roshell		FAA Order	? Help ∨	🕞 Logout
# Home	Q Find a Course			
 Update Personal Profile Change Designation 	The designee training catalog contains course and their current offerings. Search for the courses and select available offerings			
 Location Create Application 	DESIGNATION V	Se	arch	
 F Training My Training Find a Course Payment Message Center (6) 	3 courses found AFS-135164 JR - Email to Student Course DPESAE uat test AFS-711731			
> ? Help @ Logout	JR-Credit Course 1 DPESAE Unterset Course 1 DPESAE DPESAE Unterset Course 2 DPESAE Unterset Course test until 2/28/25 DPESAE Unterset Course test until 2/28/25			

Figure 10: Find a Course – Search Text Box Results

Step 3. Click on the Course Name hyperlink of the desired training.

Andrew Roshell		🛢 FAA Order	? Help ∨	🕞 Logout
# Home	Q Find a Course			
Update Personal Profile Change Designation	The designee training catalog contains course and their current offerings. Search for the courses and select available offerings			
Location Create Application	DESIGNATION V	Search	h	
ODA Information	3 courses found			
 Paraining My Training Find a Course 	AFS-135164 <u>JR - Enail to Student Course</u> DPESAE This the course summary text box.			
> 🚍 Payment 🖸 Message Center (6)	AFS-711731 <u>JR- Credit Course 1</u> DPESAF ua credit course until 2/26/25			
> ? Help	AFS. 226285 JR: Credit Course 2 DPESAE uat credit course test until 2/28/25			
	« < 1 > »			

Figure 11: Find a Course – Course Name Hyperlink

For ODA designated courses, the following pop-up will display:

Alexander David Garcia		FAA Order	? Help ∨	🕩 Logout						
 Home Undate Percental Profile 	A Course									
Change Designation Location	Aging Airplane Inspecti ODA Unit Member or ODA Administrator?									
 Create Application Request Company Administrator Role ODA Information 	AFS-829835 DESIGNATION(S) DAR-T, ODA Unit Members This is a web-based course in Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? If Yes, Please add/verify your assigned ODA information by navigating to the "ODA Information" link if you haven't does no already. S of Designed Course in Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you requesting this training as an ODA unit member and/or ODA Administrator? Conserviction 2 Are you request as a provide the you request	ontact Information 5-954-6495 ssigneeSeminars@fa	n a.gov							
 Training My Training Find a Course 	Airplane Inspections and Rec Code 197 or 198 or MRA-OD meet your recurrent training requirement. DAR-Ts and MRA-ODA Unit Members holding F/C 197 or 198 and/or MRA ODA F/C 12140 in addition to other airworthiness certification functions must attend BOTH the Recurrent Maintenance Designee Seminar									
> 🖃 Payment	and this specialized training. Successful completion of this course will require a passing grade on a Post-Course-Test at the end of the course. You must complete the entire course (all lessons and exercises) in order to take the Test. ATTENTION: 1. Log in the Designee Registration System with your user name and password. https://av-info.faa.gov/DsgReg/login.aspx. 2. Hover you mouse ever "Entert" in the hum ribben 2. Scrupt at "Course" (all reverse "Secure") the provided the provid	the detection of the second se								
> ? Help	4. All of the online courses will appear on the next screen. 5. Please click on the title of the online course you wish to complete and begin. You will then take the end of course test. You will receive a certificate if you score a 70% or higher on the end of course test.									
	Effective February 2025, the Maintenance and Manufacturing Prerequisites Course is required before completing this course. To enroll in this course, you must complete the Maintenance and Manufacturing Prerequisites Course (this is a free course with no end-of-course exam requirement).									

Figure 12: Find A Course – ODA Courses

The ODA external user that is taking this training as a Unit Member or Administrator should enter their assigned ODA information under the 'ODA Information' navigation menu option if they have not done so previously.

To add an ODA company, perform the following:

Step 1. From the navigation menu, select 'ODA Information' link.

Alexander David Garcia			 🛿 FAA Order 🛛 📍 Help 🗸	🕞 Logout
🖀 Home	Crganization Designation	Authorization Type(s)		
🛔 Update Personal Profile				
Change Designation Location	*Select ODA Name(s)	Select ODA Name(s)		+ Add
+ Create Application				
+ Request Company Administrator Role	Current ODA Organizations ↑↓		Action	
ODA Information	Search			
> 🕿 Training				
Message Center (0)	No records			
> ? Help				
🗭 Logout				🗲 Back

Figure 13: ODA Information Navigation Menu Option

- *Step 2.* In the 'Select ODA Name(s)' search box, enter the ODA company name you are assigned.
- Step 3. Select the company name from the list.
- *Step 4.* Select the 'Add' button.

Alexander David Garcia				FAA Order	î Help ∨	🗭 Logout
 Home Hodda Darred Darfle 	Organization Designation Aut	horization Type(s)				
Opdate Personal Profile Change Designation						
Location	*Select ODA Name(s)	Boe				+ Add
+ Create Application		The Boeing Company / ODA (AIR)-300064-NM				
 Request Company Administrator Role 	Current ODA Organizations 1]	Actio	n	
ODA Information	Search					
> 🞓 Training						
Message Center (0)	No records					
> ? Help						
🕒 Logout						🗲 Back

Figure 14: ODA Company Name Search

The added company name will display in the 'Current ODA Organization' table.

Alexander David Garcia			🛢 FAA Order	? Help 🗸	🕞 Logout
🐔 Home	& Organization Designation Author	orization Type(s)			
🎍 Update Personal Profile					
Change Designation Location	*Select ODA Name(s)	Select ODA Name(s)			+ Add
+ Create Application					
+ Request Company Administrator Role	Current ODA Organizations $\uparrow\downarrow$		Actio	n	
ODA Information	Search				
> 🞓 Training					
Message Center (0)	The Boeing Company / ODA (AIR)-300064-NM			🗊 Delete	
> ? Help					
🗭 Logout					
					🗲 Back

Figure 15: Added ODA Organization

The system will display the following system message when a company is successfully saved.



To delete an ODA Organization from the 'Current ODA Organization' table, perform the following:

- *Step 5.* Select the 'Delete' button next to the ODA Organization you want to delete.
- *Step 6.* On the 'Confirmation' pop-up, select 'OK'.

Crganization Designation Author	rization Typ	e(s)	
*Select ODA Name(s) St	elect ODA Name(s	Confirmation ×	+ Add
Current ODA Organizations 1		Are you sure you want to delete?	Action
Search		X Cancel 🗸 Ok	
The Boeing Company / ODA (AIR)-300064-NM			Delete
Delta Engineering Corporation / ODA (AIR)-800728-	-NE		Delete
			🗲 Back

Figure 16: Delete ODA Organization Confirmation

The system will display the following system message when a company is successfully deleted and the information is updated.



The Course Desciption page displays with the following information:

- Course ID/Name
- Course Designations
- Course Summary
- Schedule Course Description
- Contact Information
- Offerings Section

Andrew Roshell						🖻 FAA Order 🛛 ? Help 🗸 🕒 Logout
# Home	Course 🍽	3				
Update Personal Profile						
Change Designation Locat	JR- Credi	it Course 2				
+ Create Application	AFS-326285					
∨ 🖻 Training	DESIGNATION DPE, SAE	N(S)			Contact Informatic	in
> 🔲 My Training	This is the o	course summary text box that displays for the external user to view.			Lindsay Shell 222-333-4445	
Q Find a Course	This is the sch	redule course description text box. This displays for the external users.			test@tester.com	
> 🖽 Payment						
Message Center (6)						
> ? Help	Offerings					
🕒 Logout						.
·		OFFERING TITLE	DATE	COST	LOCATION	STATUS
		AFS-326285-2025-005 JR- Credit Course Offering 2	03/31/2025	\$86.00	Virtual	Available
		AFS-326285-2025-004 JR- Credit Course Second Test	2/5/2025	\$0.00	Online	Available
		AFS-326285-2025-003 JR- Credit Until Course 2	2/4/2025	\$0.00	Online	Cancelled
		AFS-326285-2025-002 JR- 2 Credit Course Until Offering	2/4/2025	\$0.00	Online	Cancelled
		AFS-326285-2025-001 JR- Credit Course 2 Offering 2	2/3/2025	\$0.00	Online	Cancelled
						← Back × Cancel

Figure 17: Course Description Page

The list of Offerings section gives a high-level overview of the offering details:

- Offering Icon indicates if Online, Online+ILT, or ILT
- Offering Title
- Date
- Cost
- Location
- Status

Step 4. Click on the Offering Name hyperlink of the desired training.

The Offering Detail page displays with the following information:

- Offering ID/Name
- Course Designations
- Offering Details
- Offering Type Icon
- Contact Information
- Enroll By
- Status
- Offering Dates
- Location
- Cost
- Enroll Button

		🖉 FAA Order 🛛 ? Help 🗸 🕞 Logout
🗢 Offering		
JR- Credit Course Offering 2		••
AFS-326285-2025-005		
DPE, SAE		Contact Information
test		Lindsay Shell
		(222) 333-4445 test@tester.com
ENROLL BY 03/30/2025 OFFERING DATE 03/31/2025 to 03/31/2025	STATUS Available	
		\$86.00 ENROLL
		4 Back X Cancel
	Content of the second	Content of the second

Figure 18: Offering Detail Page

Step 5. Click on the enabled *'Enroll'* button. If there are restrictions for enrollment, the system will not allow the enrollment process to complete and the *'Enroll'* button will be disabled.

Step 6. The user is directed back to the Course detail page.

There are several settings and rules that may stop the external user from enrolling in an offering. Please refer to the hyperlinked sections below for details:

- <u>Pre-requisite</u> Course
- Cut Off Date has been met
- Invitation Only
- On-site Pass Required
- Class is Full
- Class is Tentative

The system places the 'Enrolled' offering in the users 'Cart'. Refer to the Cart section.

Note: If a user tries to enroll in an offering they are already enrolled in, the system will display the Offering detail page again with the enroll button disabled and displaying *'In Cart'*.

Andrew Roshell						FAA Order	? Help ∨	🕒 Logout
# Home	🕿 Offering							
Update Personal Profile								
Change Designation Locat	JR- Credit Co	urse Offering 2						
+ Create Application	AFS-326285-2025-00	05						
∨ 🖻 Training	DESIGNATION(S) DPE, SAE							
> 🔳 My Training	test					Contact Inf	ormation	
Q Find a Course						Lindsay Shell (222) 333-44	45	
∨ 🗖 Payment						test@tester.c	om	
📅 Cart								
Payment History	ENROLL BY	03/30/2025	STATUS	Available				
BR Payer Code	OFFERING DATE	03/31/2025 to 03/31/2025	LOCATION	Virtual				
Message Center (6)								
> ? Help							\$86.00	IN CART
Cogout							← Back	× Cancel

Figure 19: Offering Detail Page for Already Enrolled in Offering – In Cart Indicator

5.1 Pre-requisites Enrollments

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2. Use the search functions to locate the course offering.
- *Step 3.* Click on the Course Name hyperlink of the desired training.
- *Step 4.* Click on the Offering Name hyperlink of the desired training.

Andrew Roshell				🗐 FAA Order	? Help ~	🕩 Logout
# Home	🕿 Course					
 Update Personal Profile Change Designation Locat 	JR - Student Course					
Create Application ODA Information	AFS-135164 DESIGNATION(5) DPE, SAE			Contact Informatic	'n	
✓ ➢ Training> ➢ My Training	This the course summary text box.			Joanie Smails 333-444-8789 jsmall@tester.com		
Q Find a Course> ☐ Payment						
Message Center (6)	Prerequisite Courses AFS-740434 <u>SK-AFS-Course1</u>					
€ Logout	Offerings					
						ONLINE + ILT
	OFFERING TITLE	DATE	COST	LOCATION	TATUS	
	AFS-135164-2025-002 JR - Student Course Offering 1	03/31/2025	\$86.00	Riverside, California	Available	
					← Back	× Cancel

Figure 20: Enrolling in an Offering with a Pre-requisite – Course Details Page

The Offering detail page displays. The course offering requires a pre-requisite before enrolling in the offering from the 'Offerings' section.

Andrew Roshell					FAA Order	? Help ∽	🕩 Logout
# Home	🖻 Offering						
🛔 Update Personal Profile							
Change Designation Locat	JR - Student Course Offering 1				_		
+ Create Application	AFS-135164-2025-002					ILINE + ILT	
ODA Information	DESIGNATION(S) DPE, SAE						
🗸 😰 Training	This area is the details text of the individual offering displayed to external users.				Contac	t Information	
> 🔳 My Training					Joanie S (333) 44	malls 4-8789	
Q Find a Course					jsmall@	tester.com	
> 🚍 Payment							
Message Center (6)	ENROLL BY 03/30/2025 OFFERING DATE 03/31/2025 to 03/31/2025	STATUS LOCATION	Available Riverside, California				
> ? Help							
I Logout	INCLUDED LMS COURSES						
	COURSE NAME			COMPLETION			
	𝞯 Initial Aircraft Certification Final Test			REQUIRED			
						_	
	You must complete the pre-requisite course before you are eligible to enroll in this of	fering.				\$86.00	ENROLL
						← Back	X Cancel

Figure 21: Offering Details Page with Pre-requisite Message and Disabled Enroll Button

The external user will not be allowed to enroll until the pre-requisite course is completed.

5.2 Enrollment Cut Off Date

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2. Use the search functions to locate the course offering.
- Step 3. Click on the Course Name hyperlink of the desired training.
- Step 4. Click on the Offering Name hyperlink of the desired training.

Andrew Roshell				🗐 FAA Oro	der 🛛 ? Help 🖌 🕞 Logout
# Home	🛱 Course				
Update Personal Profile					
Change Designation Location	JR - Course Creations				
+ Create Application	AFS-765828				
ODA Information	DPE, SAE, Admin-PE			Contact Inform	lation
🗸 😰 Training	Course summary			Erica Hewell 223-453-9087 ehewell@tester.co	om
> 🔳 My Training	Schedule course description.				
Q Find a Course					
> 🚍 Payment					
Message Center (3)	Offerings				
> ? Help					NE 🚢 ILT 🖳 ONLINE + ILT
🕒 Logout	OFFERING TITLE	DATE	COST	LOCATION	STATUS
	AFS-765828-2025-003 JR - Course Creations Cutoff	03/26/2025	\$55.00	Virtual	Available
	AFS-765828-2025-002 JR - Course Creations Offering Tentative	04/28/2025	\$64.00	Riverside, California	Available
	AFS-765828-2025-001 JR - Course Creations Offering Full	04/29/2025	\$90.00	Redlands, California	• Full
					← Back 🗙 Cancel

Figure 22: Enrolling in an Offering with Cutoff Date Passed - Course Details Page

The Offering detail page displays. The course offering indicates the cutoff date has passed and users are not able to enroll.

Andrew Roshell		FAA Order ? Help ~ G Logout
# Home	S Offering	
Update Personal Profile Change Designation Location Create Application ODA Information Training My Training Change Change Course	JR - Course Creations Cutoff AFS-765828-2025-003 DESIGNATION(5) DPF, SAE, Admin-PE Offering details section.	Contact Information Erica Hewell (223) 453-9087 ehewell@tester.com
 > Payment Message Center (3) ? Help Logout 	ENROLL BY OFFERING DATE 03/24/2025 03/26/2025 to 03/26/2025 STATUS 03/26/2025 to 03/26/2025 Available Virtual You are unable to enroll in this offering as the enrollment cut off date has passed. Virtual	\$55.00 ENROLL
		← Back × Cancel

Figure 23: Offering Details Page with Cutoff Date Message and Disabled Enroll Button

5.3 Invitation Only Enrollments

Course Offerings can be set-up to require an invitation only at the time of enrollment. Invitation codes are created by an organization and provided to the desired external user for use at the time of enrollment.

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- *Step 2.* Use the search functions to locate the course offering.
- *Step 3.* Click on the Course Name hyperlink of the desired training.
- Step 4. Click on the Offering Name hyperlink of the desired training.

🛔 Andrew Roshell				🕒 FAA Orde	er 🛛 ? Help 🗸	🕞 Logout
🖨 Home	🕿 Course					
Update Personal Profile Change Designation Locat Create Application ODA Information Finance Training Given My Training Qiven Acourse	JR - Student Course AFS-135164 DESIGNATION(5) DPE, SAE This the course summary text box. uat test			Contact Informa Joanie Smalls 333-444-8789 jsmall@tester.com	ation	
 > Payment > Message Center (6) > Help 	Offerings				e 🛎 ILT 🖭 O	ONLINE + ILT
In Logout	OFFERING TITLE	DATE	COST	LOCATION	STATUS	
	AFS-135164-2025-003 JR - Course Offering Invite	03/31/2025	\$97.00	Virtual	Available	
					🗲 Back	X Cancel

Figure 24: Enrolling in an Offering with Required Invitation Code – Course Details Page

The Offering detail page displays. When an invitation code is required for enrollment, 'Offerings' section will display an 'Enter Code' box where the external user enters the invitation code given to them.

🋔 Andrew Roshell				🖉 FAA Order 🛛 ? Help 🗸 🕞 Logout
# Home	Coffering			
Update Personal Profile Change Designation Locat Create Application ODA Information Finaining My Training	JR - Course Offering Invite AF5-135164-2025-003 DESIGNATION(S) DES_SAE This is the details section of the offering.			Contact Information Joanie Smalls (33) 444-6789
Q. Find a Course >	ENROLL BY 03/30/2025 577 OFFERING DATE 03/31/2025 to 03/31/2025 LOC	ATUS Available CATION Virtual		panangresser.com
C Logout	INCLUDED LMS COURSES			
	COURSE NAME		COMPLETION	
	𝔗 Initial Aircraft Certification Final Test		REQUIRED	
	INVITATION ONLY * The course offering is available by invitation only.		Enter Code	Check
				\$97.00 ENROLL
				← Back × Cancel

Figure 25: Offering Details Page with Invitation Code Check and Disabled Enroll Button

Step 5. External user enters the invitation code in the 'Enter Code' box.

Step 6. Click on the *'Check'* button. If the code is valid, the *'Enroll'* button will become enabled and the external user can continue the enrollment in the offering.

Note: If the invitation code is not valid, the message *'This is not a valid code'* will display. The external user can re-enter code to check for validity or confirm the correctness of the code with the internal user who provided the code.

Andrew Roshell				FAA Order ? Help ~ @ Logout
# Home	Contering			
Update Personal Profile Change Designation Locat Create Application My Training My Training Find a Course Demonst	JR - Course Offering Invite AFS-1316-2025-003 DESIGNATION(S) DPE, SAE This is the details section of the offering.			Contact Information Jaanie Smalls (333) 444-8789 jimalie Bretercom
Message Center (6)	ENROLL BY 03/30/2025 3 OFFERING DATE 03/31/2025 to 03/31/2025 3	STATUS Available LOCATION Virtual		
	INCLUDED LMS COURSES			
	COURSE NAME		COMPLETION	
	🧭 Initial Aircraft Certification Final Test		REQUIRED	
	INVITATION ONLY * The course offering is available by invitation only.	S This is not a valid code	987V987	Check
				\$97.00 ENROLL
				🗲 Back 🛛 🗙 Cancel

Figure 26: Offering Details Page with Invalid Invitation Code

5.4 On-site Pass Enrollments

Course Offerings can be set to require an on-site pass to gain entry for non-US citizens. Passes may take a number of days to obtain and provide to the external user. Depending on the number of days it takes a manager to get a pass and the timing of when the external user is attempting to enroll in the offering, the external user will be stopped from enrolling.

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- *Step 2.* Use the search functions to locate the course offering.
- *Step 3.* Click on the Course Name hyperlink of the desired training.
- *Step 4.* Click on the Offering Name hyperlink of the desired training.

Andrew Roshell				🔊 FAA Ord	er 🛛 ? Help 🗸	🕞 Logout
# Home	🛱 Course					
Update Personal Profile						
Change Designation Locat	JR - Student Course					
Create Application Create Application My Training My Training Create Application My Training Create Application My Training My Training Message Center (6) Provide Application Application	AFS-135164 DESIGNATION(S) DPE, SAE This the course summary text box. uat test Offerings			Contact Inform Joanie Smalls 333-444-8789 jsmall@tester.com	ition	
C Logout					e 🚢 ilt 🖳 i	ONLINE + ILT
	OFFERING TITLE	DATE	COST	LOCATION	STATUS	
	AFS-135164-2025-004 JR - Course Offering_On-Site	04/02/2025	\$125.00	Oklahoma City, Oklahoma	Available	
					← Back	X Cancel

Figure 27: Enrolling in an Offering with Non-US Citizen Check

The Offering detail page displays. When an on-site pass for non-US citizens is required for enrollment, 'Offerings' section will display the question, '*Are you a US Citizen?*'.

Andrew Roshell				FAA Order ? Help ~ 🕒 Logout
# Home	Coffering			
Update Personal Profile				
Change Designation Locat	JR - Course Offering On-Site			
+ Create Application	AFS-135164-2025-004			
V 🖻 Training	DPE, SAE			
> 🔲 My Training	This is the details section of the offering.			
Q Find a Course				(333) 444-8789
> 🗖 Payment				Januarovester.com
Message Center (6)	ENROLL BY 04/01/2025	STATUS Available		
> ? Help	OFFERING DATE 04/02/2025 to 04/03/2025	Oklahoma City, Oklahoma		
Logout				
	INCLUDED LMS COURSES			
	COURSE NAME		COMPLETION	
	Initial Aircraft Certification Final Test		REQUIRED	
		Are vou a U.S. Citizen?		
	SITE ACCESS PASS REQUIRED Non-U.S. Citizens require extra time to process and issue a site pass.	Yes ○ No		
				\$125.00 ENROLL
				← Back X Cancel

Figure 28: Offering Detail Page with On-site US Citizen Question and Disabled Enroll Button

Step 5. Click on the 'Yes' radio button for US Citizen question.

Andrew Roshell				🖉 FAA Order 🛛 🕈 Help 🖌 🕞 Logout
# Home	Coffering			
Update Personal Profile				
Change Designation Locat	JR - Course Offering On-Site			
 + Create Application ✓ ★ Training 	AFS-135164-2025-004 DESIGNATION(S) DESIGNATION			
> 🔲 My Training	UPE, SAE This is the details section of the offering.			Contact Information
Q Find a Course B Payment				Joanie Smalls (333) 444-8789 jsmall@tester.com
Message Center (6)				
> ? Help	ENROLL BY 04/01/2025 OFFERING DATE 04/02/2025 to 04/03/2025	STATUS Available LOCATION Oklahoma City. Oklahoma		
🗭 Logout				
·	INCLUDED LMS COURSES			
	COURSE NAME		COMPLETION	
			REQUIRED	
	SITE ACCESS PASS REQUIRED Non-U.S. Citizens require extra time to process and issue a site pass.	Are you a U.S. Citizen?	Please proceed	
				\$125.00 ENROLL
				🗲 Back 🛛 🛪 Cancel



Note: If 'No' was selected, the system would calculate from the enrollment date and the number of days to obtain a pass. If not enough days are available to obtain a pass, the Offering page will display the message, 'Sorry, you cannot enroll for this offering' along with additional information. The 'Enroll' button remains disabled.

Andrew Roshell				🖉 FAA Order 🛛 🕈 Help 👻 🕼 Logout
# Home	Coffering			
Update Personal Profile Change Designation Locat Create Application F Training C Em My Training C Find a Course	JR - Course Offering On-Site AFS-135164-2025-004 DESIGNATIONS) DPE_SAE This is the details section of the offering.			Contact Information
 > E Payment Message Center (6) ? Help & Logout 	ENROLL BY 04/01/2025 OFFERING DATE 04/02/2025 to 04/03/2025	STATUS Available LOCATION Okiahoma City, Oklahoma		(33) 444-8789 jsmall@tester.com
▲ ►	INCLUDED LMS COURSES			
	COURSE NAME		COMPLETION	
	⊘ Initial Aircraft Certification Final Test		REQUIRED	
	SITE ACCESS PASS REQUIRED Non-U.S. Clitzens require extra time to process and issue a site pass.	Are you a U.S. Citizen? Yes 🛞 No	Sorry, you cannot enroll for this off You need 45 days before the offering s	ring tarts to obtain the site pass as a non-U.S.Citizen.
				\$125.00 ENROLL
				← Back × Cancel

Figure 30: US Citizen Question 'No' – Unable to Enroll Message

5.5 Restricted Designations

Course Offerings can be set-up so only certain designations can enroll. If the enrollee does not have the restricted designation(s), the system will not allow the external user to enroll.

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- *Step 2.* Use the search functions to locate the course offering.

Step 3. Click on the Course Name hyperlink of the desired training.

Step 4. Click on the Offering Name hyperlink of the desired training.

Andrew Roshell						🖉 FAA Ord	er 🛛 ? Help 🗸	🕞 Logout
# Home	🖻 Cours	se						
🛔 Update Personal Profile								
Change Designation Location	JR - Res	stricted Course						
+ Create Application	AFS-170484	1 ION(S)				Contact Inform	ation	
ODA Information	DME	ME Contact information						
V 🕿 Training	Course su	Course summary section. Shelby Howell 222-113-3333						
> 🔳 My Training	Schedule co	ourse description.						
Q Find a Course								
> 🚍 Payment								
Message Center (3)	Offerings	5						
> ? Help							ie 🚢 ilt 🖳 o	ONLINE + ILT
🗭 Logout		OFFERING TITLE		DATE	COST	LOCATION	STATUS	
		AFS-170484-2025-001 JR - Restricted Course Offering		3/25/2025	\$90.00	Online	Available	
							← Back	X Cancel

Figure 31: Enrolling in an Offering with Restricted Designations

The Offering detail page displays. The course offering indicates the user does not have the correct designation(s) required for the offering and is not able to enroll.

Andrew Roshell			🛢 FAA Order 🛛 ? Help 🗸	🕞 Logout
# Home	Coffering			
Update Personal Profile				
Change Designation Location	JR - Restricted Course Offering			
+ Create Application	AFS-170484-2025-001 DESIGNATION(S)			
ODA Information	DME		Contact Information	
∨ 🕿 Training	Offering details section.		Shelby Howell	
> 📼 My Training			(222) 113-3333	
Q Find a Course			snowen@tester.com	
> 🖽 Payment				
Message Center (3)	ENROLL BY STATUS Available OFFERING DATE Online LOCATION Online			
> ? Help				
🗭 Logout	INCLUDED LMS COURSES			
	COURSE NAME	COMPLETION		
	⊘ Initial Aircraft Certification Final Test	REQUIRED		
	DMS Updates	REQUIRED		
	You have not met the course restrictions in place based on your current designation(s) and/or application status.		\$90.00	ENROLL
			← Back	X Cancel

Figure 32: Offering Details Page with Restricted Designation Message and Disabled Enroll Button

5.6 Full Enrollments

Course Offerings may have a maximum class size. Once the maximum class size has been met, the system will not allow the external user to enroll. The external user can join a wait list in the event a spot may open up and a notification will be sent to the external users on the wait list that enrollment is available.

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- Step 2. Use the search functions to locate the course offering.

Step 3. Click on the Course Name hyperlink of the desired training.

Step 4. Click on the Offering Name hyperlink of the desired training.

Andrew Roshell					🛢 FAA Ord	ler 🛛 ? Help 🗸	🕞 Logout
# Home	🖻 Cour	se					
Update Personal Profile Change Designation Location Create Application ODA Information Training My Training	JR - Stu AFS-13516- DESIGNAT DPE, SAE This the o uat test	t ident Course 4 I ON(S) course summary text box.			Contact Inform Joanie Smalls 333-444-8789 jsmall@tester.com	ation	
Q Find a Course >	Offering	S OFFERING TITLE	DATE	COST		NE 🚢 ILT 💽 (STATUS	DNLINE + ILT
		AFS-135164-2025-004 JR - Course Offering Full	04/29/2025	\$50.00	Oklahoma City, Oklahoma	• Full	
		AFS-135164-2025-004 JR - Course Offering On-Site	04/29/2025	\$125.00	Oklahoma City, Oklahoma	Available	_
						🗲 Back	× Cancel

Figure 33: Enrolling in an Offering with Full Status

The Offering detail page displays. A message indicating the offering is not accepting enrollments displays along with a 'Join The Waitlist' button.

Andrew Roshell		🖉 FAA Order 🛛 🕈 Hel	o 🗸 🕞 Logout
# Home	Contering		
 Update Personal Profile Change Designation Location Create Application 	JR - Course Offering Full Ar5s-135164-2025-004 DESIGNATION(S)	🗮 шт	
	DPE, SAE This is the details section of the offering.	Contact Inform Joanie Smalls (333) 444-8789 jsmall@tester.cor	nation
 Message Center (8) ? Help Logout 	ENROLL BY 04/28/2025 STATUS Full OFFERING DATE 04/29/2025 to 04/30/2025 LOCATION Oklah	uma City, Oklahoma	
	JOIN THE WAITLIST This offering is not accepting enrollments. Join the wait list on a first-come-first-serve basis to be notified when offer	ng becomes available \$50.00 J	oin The Waitlist

Figure 34: Offering Detail Page with Join The Waitlist Message and Button

Step 5. Click on the *'Join The Waitlist'* button to be put on the wait list for the offering. The button changes to *'Remove The Waitlist'*.

Note: From the Offering details page, the user can join/remove themselves from the waitlist by clicking the button. A system warning will display when user is successfully added/removed from the waitlist.

Andrew Roshell				🖉 FAA Order 🛛 🕈 Help 🖌 🖨 Logout
# Home	Coffering			
Update Personal Profile Change Designation Location Create Application Training My Training Lind a Course Course Description D	JR - Course Offering Full AFS-135164-2025-004 DESIGNATION(5) DPF, SAE This is the details section of the offering.			Contact Information Joanie Smalls (333) 444-8789 jsmall@tester.com
 Message Center (8) ? Help (* Logout 	ENROLL BY 04/28/2025 OFFERING DATE 04/29/2025 to 04/30/2025 You Are On The Waiting List This offering is not accepting enrollments. Join the wait list on a first-come	STATUS LOCATION	Full Oklahoma City, Oklahoma hen offering becomes available	\$50.00 Remove The Waitlist
				♦ Back X Cancel

Figure 35: Offering Detail Page with Remove The Waitlist Button

When the user has joined the waitlist, the offering is moved to the 'Current Enrollments' page under the 'Tentative/Full Classes' section.

🛔 Andrew Roshell								┛ FAA Order	? Help 🗸	🗈 Logout		
🖀 Home		I≣ Current I	Enrollments									
 Update Personal P Change Designation Location 	rofile on	Current Enroll	Iments									
 + Create Application ✓ ➡ Training 	1	ТҮРЕ	TYPE COURSE NAME OFFERING ID/NAME LMS COURSES LOCATION DUE DAT									
→		No current en	rollments found									
Required		Tentative/Full	ive/Full Classes									
History Complimentation	ary	ТҮРЕ	COURSE NAME	, ,	OFFERING ID/NAME		STATUS	OFFERING DATE				
Q Find a Course >		*	JR - Student Course		AFS-135164-2025-004 JR - Course Offering Full		WAITLIST	04/29/2025	Remove			
Message Center (i	8)	Surveys										
🗭 Logout		OFFERING ID/	OFFERING ID/NAME DUE DATE									
		No current sur	o current surveys found									
									🗲 Back	X Cancel		

Step 6. Click on navigation menu options Training > My Training > Enrollments.

Figure 36: Waitlisted Offering on the Current Enrollments Page in the Tentative/Full Classes Section

If the offering status changes to 'Available', the button on the 'Tentative/Full Classes' section displays 'Go to Enroll'.

Note: The user can also remove themselves from the wait list by selecting the *'Remove'* button. If 'Remove' is selected, the offering will be removed from the 'Current Enrollments' page.

Andrew Roshell							🖨 FAA Order	? Help ∨	🕞 Logout		
眷 Home	III Current E	nrollments									
 Update Personal Profile Change Designation Location 	Current Enrollr	nents									
Create Application ODA Information	ТҮРЕ	TYPE COURSE NAME OFFERING ID/NAME LMS COURSES LOCATION D									
► Training	No current enro	ollments found									
✓ ■ My Training Enrollments ■ Required	Tentative/Full (C lasses ed in these Offerings. You will be n	notified when and/or if they b	ecome available.							
ා History	ТҮРЕ	COURSE NAME		OFFERING ID/NAME	5	STATUS	OFFERING DATE				
 Complimentary Find a Course 		JR - Student Course		AFS-135164-2025-004 JR - Course Offering Full	N	WAITLIST	04/29/2025	Go to Enroll			
> Payment Message Center (9)		JR - Student Course		AFS-135164-2025-005 JR - Student Course	r	NOTIFICATION	04/29/2025	Remove			
 Help Logout 	Surveys										
	OFFERING ID/M	JAME					DUE DAT	E			
	No current surv	current surveys found									
		← Back × Cancel									

Figure 37: Previously Full Class Offering on Waitlist Is Open For Enrollment

Step 7. Click on the 'Go to Enroll' button to navigate to the Offering details page and enroll in the offering.

Step 8. Click 'Enroll' button to enroll in the offering. The system will place the offering in the user's 'Cart' if payment is needed.

Andrew Roshell				🖨 FAA Order	? Help 🗸	🕩 Logout
# Home	🎓 Offering					
Update Personal Profile Change Designation Location Create Application ODA Information Training C Image My Training Q Find a Course	JR - Student Course AFS-135164-2025-005 DESIGNATION(5) DPE, SAE This is the details section of the offering.			Contact Joanie Si (333) 44 jsmall@t	t Information mails 4-8789 ester.com	
 > Payment Message Center (8) ? Help 	ENROLL BY 04/28/2025 OFFERING DATE 04/29/2025 to 04/30/2025	STATUS LOCATION	Available Virtual			
🗭 Logout					\$87.00	ENROLL

Figure 38: Offering Detail Page with Enroll Button Enabled

5.7 Tentative Enrollments

Course Offerings may have a status of 'Tentative' at the discretion of management. The system will not allow the external user to enroll. The external user can join a wait list in the event that status is changed to 'Available'. A notification will be sent to the external users on the wait list that the enrollment is available.

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- *Step 2.* Use the search functions to locate the course offering.
- *Step 3.* Click on the Course Name hyperlink of the desired training.

Step 4. Click on the Offering Name hyperlink of the desired training.

Andrew Roshell					🗐 FAA Order	? Help ~	🕞 Logout
# Home	🔁 Cours	se					
🛔 Update Personal Profile							
Change Designation Location	JR - Cou	urse Creations					
+ Create Application	AFS-765828						
ODA Information	DPE, SAE, A	dmin-PE			Contact Inform	nation	
✓ ➡ Training	Course su	ımmary			Erica Hewell 223-453-9087 ehewell@tester.c	om	
> 🔲 My Training	Schedule co	burse description.					
Q Find a Course							
> 🖃 Payment							
Message Center (4)	Offerings						
> ? Help						 🖪	ONLINE + ILT
🗭 Logout		OFFERING TITLE	DATE	COST	LOCATION	STATUS	
	*	AFS-765828-2025-002 JR - Course Creations Offering Tentative	04/28/2025	\$64.00	Riverside, California	Tentative	
		AFS-765828-2025-001 JR - Course Creations Offering Full	04/29/2025	\$90.00	Redlands, California	• Full	
						🗲 Back	× Cancel

Figure 39: Enrolling in an Offering with Tentative Status

The Offering detail page displays. A message indicating the offering is not accepting enrollments displays along with a 'Notify Me' button.

-	Andrew Roshell				🖨 FAA Order	? Help ∽	🗈 Logout
	# Home	Coffering					
	Update Personal Profile Change Designation Location Create Application	JR - Course Creations Offering Tentative AFS-765828-2025-002 DESIGNATION(5) DESIGNATION(5)			** ILT		
~	CDA Information Training My Training G Find a Course	Offering details			Contact Erica Hev (223) 45: ehewell@	t Information well 3-9087 @tester.com	
>	> 🖬 Payment 🖸 Message Center (4) ? Help	ENROLL BY 04/27/2025 STAT OFFERING DATE 04/28/2025 to 04/28/2025 LOCA	TUS ATION	Tentative Riverside, California			
	Թ Logout	NOTIFY ME This offering is not accepting enrollments. Join the notification list on a first-come-first-serve	e basis to be notifi	ied when offering becomes available		\$64.00 N	otify Me X Cancel

Figure 40: Offering Detail Page with Notify Me Button

Step 5. Click on the *Notify Me'* button to be put on the wait list for the offering. The button changes to *Remove Notification'*.

Note: From the Offering details page, the user can join/remove themselves from the waitlist by clicking the button. A system warning will display when the user is successfully added/removed from the waitlist.

Andrew Roshell				FAA Order	? Help ∽	🕞 Logout
# Home	Coffering					
Update Personal Profile Change Designation Location Create Application ODA Information	JR - Course Creations Offering Tentative AF5-765828-2025-002 DESIGNATION(S) DPF, SAE, Admin-PE			** ILT		
 ✓ ☎ Training >	offering details			Contact Erica Hev (223) 45: ehewell@	: Information vell 3-9087 @tester.com	
Payment Message Center (4) Help	ENROLL BY 04/27/2025 ST OFFERING DATE 04/28/2025 to 04/28/2025 LO	TATUS T DCATION R	rentative Riverside, California			
🗭 Logout	You Are On The Notification List This offering is not accepting enrollments. Join the notification list on a first-come-first-ser	rve basis to be notified	d when offering becomes available	\$64.00	Remove Not	ification
					🗲 Back	× Cancel

Figure 41: Offering Detail Page with Remove Notification Button

When the user elects to be notified, the offering is moved to the 'Current Enrollments' page under the 'Tentative/Full Classes' section.

Step 6. Click on navigation menu options Training > My Training > Enrollments.

-	Andrew Roshell							🗐 FAA Order	î Help ∨	🕞 Logout		
1	Me Home	I Current	Enrollments									
	Update Personal Profile Change Designation Location	Current Enro	llments									
-	 Create Application 	ТҮРЕ	COURSE NAME	OFFERING ID/NAME		LMS COURSES	LOCATION	DUE DATE				
4 ~ 1	 ODA Information Training 	No current er	lo current enrollments found									
``	🗸 🔲 My Training											
	Enrollments	Tentative/Ful	ative/Full Classes									
	Required	You are not enr	olied in these Offerings, you will be	notified when and/or if they b	become availab	e.						
	D History	TYPE	COURSE NAME		OFFERING IE	D/NAME	STATUS	OFFERING DATE				
	 Complimentary Find a Course 	*	JR - Course Creations		AFS-765828- JR - Course C	2025-002 Creations Offering Tentative	NOTIFICATION	04/28/2025	Remove			
>	> 🚍 Payment											
6	Message Center (4)	Surveys										
> 1	? Help	OFFERING ID	OFFERING ID/NAME DUE DATE									
0	Logout	No current su	o current surveys found									
									🗲 Back	X Cancel		

Figure 42: Notify Me Offering on the Current Enrollments Page in the Tentative/Full Classes Section

If the offering status changes to 'Available', the button on the 'Tentative/Full Classes' section displays 'Go to Enroll'.

Note: The user can also remove themselves from the wait list by selecting the *'Remove'* button. If 'Remove' is selected, the offering will be removed from the 'Current Enrollments' page.

Andrew Roshell							FAA Order	? Help ∽	🗘 Logout
# Home	III Current Er	nrollments							
 Update Personal Profile Change Designation Location 	Current Enrollm	nents							
+ Create Application	ТҮРЕ	COURSE NAME	OFFERING ID/NAME		LMS COURSES	LOCATION	DUE DATE		
 ODA Information > Training 	No current enro	Ilments found							
Message Center (3) Help	Tentative/Full C	Classes ed in these Offerings. You will be n	otified when and/or if they be	ecome availabl	e.				
er Logour	ТҮРЕ	COURSE NAME		OFFERING I	D/NAME	STATUS	OFFERING DATE		
	*	JR - Course Creations		AFS-765828 JR - Course	-2025-002 Creations Offering Tentative	WAITLIST	04/28/2025	Go to Er	nroll
	Surveys								
	OFFERING ID/N	IAME					DUE DAT	E	
	No current surve	eys found							
								🗲 Back	× Cancel

Figure 43: Previously Tentative Offering on Notify List Is Open For Enrollment

Step 7. Click on the 'Go to Enroll' button to navigate to the Offering Details page and enroll in the offering.

Step 8. Click 'Enroll' button to enroll in the offering. The system will place the offering in the user's 'Cart' if payment is needed.

Andrew Roshell					8	FAA Order	? Help ∨	🕩 Logout
# Home	🕿 Offering							
Update Personal Profile Change Designation Location Create Application Training My Training Chind a Course Chind a Course Description Description Description Description Description Description Description Description Description Description Description Description Description Description Desc	JR - Course Cre AFS-765828-2025-002 DESIGNATION(5) DPE, SAE, Admin-PE offering details	eations Offering Tentative				Contact Erica Hew (223) 453 ehewell@	Information rell -9087 rtester.com	
Message Center (3) Help Logout	ENROLL BY OFFERING DATE	04/27/2025 04/28/2025 to 04/28/2025	STATUS LOCATION	Available Riverside, California				
							\$64.00	ENROLL
							🗲 Back	× Cancel

Figure 44: Offering Detail Page with Enroll Button Enabled

5.8 Cancelling an Enrollment

An external user may cancel their enrollment in an offering prior to completion if the offering was set-up to allow the cancellation by the external user.

Step 1. Click on the Training menu 'My Training > Enrollments' menu options to navigate to the 'Current Enrollments' page.

	Andrew Roshell						🛢 FAA Order	? Help ∨	🕩 Logout
4	Home	📰 Current Er	nrollments						
	Update Personal Profile Change Designation Location	Current Enrolln	nents						
4	 Create Application 	ТҮРЕ	COURSE NAME	OFFERING ID/NAME	LMS COURSES	LOCATION	DUE DATE		
4 ~	ODA Information Training	**	JR - Course Creations	AFS-765828-2025-004 JR - Course Creations		Redding, California	04/11/2025		
~	✓ ■ My Training IIII Enrollments ↓ Required	Tentative/Full C	C lasses ed in these Offerings. You will be no	tified when and/or if they become avai	able.				
	 History Complimentary 	ТҮРЕ	COURSE NAME	OFFERIN	5 ID/NAME	STATUS	OFFERING DATE		
	Q Find a Course	No waitlist/noti	fication found						
>	Payment	Surveys							
> ?	' Help	OFFERING ID/N	IAME				DUE DATE		
0	Logout	AFS-740090-202 JR - Course Con	25-001 <u>itent Offering 1</u>				04/25/2025	5	Survey
								← Back	× Cancel

Figure 45: Current Enrollments Page with Pending Offering



Andrew Roshell		🖅 FAA Order 🛛 ? Help 🖌 🕞 Logout
📽 Home	A Offering	
 Update Personal Profile Change Designation Location Create Application 	JR - Course Creations AFS-765828-2025-004 DESIGNATION(5)	KT
ODA Information Training My Training EnrolIments	DPE, SAE, Admin-PE Offering details section	Contact Information Erica Hewell (223) 453-9087 ehewell@tester.com
 Required History Complimentary Find a Course 	ENROLL BY 04/10/2025 STATUS Available OFFERING DATE 04/11/2025 to 04/11/2025 UC4/11/2025	
> 🚍 Payment 🗹 Message Center (11)		\$0.00 ENROLLED
> ? Help	Cancel this Errollment	← Back X Cancel

Figure 46: Current Enrollments – Offering Detail Page with Cancel Button

Step 3. Click on the *'Cancel this Enrollment'* button. The 'Confirm Cancel' pop-up displays.

Step 4. Select 'Yes'. A system message indicates user has been removed from the offering 'You have been successfully removed from <Course ID/Offering Name>'.

Andrew Roshell			FAA Order ? Help ~ @ Logout
# Home	P Offering		
Update Personal Profile Change Designation Location Create Application ODA Information	JR - Course Creations AFS-765828-2025-004 DESIGNATION(5) DPE, SAE, Admin-PE		Contact Information
✓ ➡ Training ✓ ➡ My Training ➡ Enrollments	Offering details section	Confirm cancel A Are you sure you want to cancel this enrolled offering?	Erica Hewell (223) 453-9087 ehewell@tester.com
Required History Complimentary Find a Course	ENROLL BY 04/10/2025 OFFERING DATE 04/11/2025 to 04/11/2025	No Yes STATUS Availabule LOCATION The Place,12567 Harbor, Red WeBSITE URL www.theplace.com PHONE	ding, California, United States, 90002
> 🚍 Payment 🖸 Message Center (11)			\$0.00 ENROLLED
> ? Help G Logout	Cancel this Enrollment		♦ Back ★ Cancel

Figure 47: Offering Detail Page with Cancel Pop-up

The external user is directed back to the 'Current Enrollments' page where the offering is no longer displayed. A Message Center notification is sent indicating the user cancelled the offering.

Andrew Roshell						🖨 FAA Order	? Help ~	🕩 Logout
🗳 Home	I≣ Current	Enrollments						
 Update Personal Profile Change Designation Location 	Current Enro	llments						
Create Application	ТҮРЕ	COURSE NAME	OFFERING ID/NAME	LMS COURSES	LOCAT	ION DUE DATE		
 ODA Information Training 	No current e	nrollments found						
✓ ■ My Training Enrollments	Tentative/Fu	II Classes rolled in these Offerings. You	will be notified when and/or if they becor	me available.				
 Required History 	ТҮРЕ	COURSE NAME	0	FFERING ID/NAME	STATUS	OFFERING DATE		
o Complimentary	No waitlist/n	otification found						
Q Find a Course								
> Payment	Surveys							
> ? Help	OFFERING IE	D/NAME				DUE DAT	E	
 Logout 	AFS-740090- JR - Course (-2025-001 Content Offering 1				04/25/20	25	Survey
							← Back	× Cancel

Figure 48: Current Enrollments Page with Cancelled Offering No Longer Displayed

Note: If the offering was not set-up to allow the external user to cancel an offering, the 'Cancel this Enrollment' button would not display on the Offering details page. The external user may enroll in the offering again and will have to again pay the cost.

Section 6. Training on Learning Management System

For Offering Types Online and Online+ILT, the external user will have to complete the training by completing the curriculum on the LMS site. DMS will direct the user to the LMS from their 'Current Enrollments' page.

6.1 Completing the LMS Course

DMS will direct the external user to the LMS site when taking an online course. Once a course offering has been enrolled in and paid for, the offering displays on the 'Current Enrollments' page of the external user.

- *Step 1.* Click on the Training menu 'My Training > Enrollments' menu options to navigate to the 'Current Enrollments' page.
 - **Note:** The 'LMS Course' column indicates how many online courses are included in the offering. All required courses and final tests must be completed before the offering is considered closed. The orange icon LMS courses indicates a non-final test course. The green icon LMS course indicates it is a final test course.
- Step 2. Click on the 'Go To Course' button. The 'Go To Course' button displays for all the LMS courses except for the final test.
 - **Note:** The *'Final Test'* button will display when all the required course offerings are completed and only the final test course is left. A course offering may only include one LMS course that is also the final test.

Andrew Roshell							🛢 FAA Order	? Help ∨	🕒 Logout
# Home	III Current En	rollments							
Update Personal Profile									
Change Designation Location	Current Enrollm	ents							
+ Create Application	ТҮРЕ	COURSE NAME	OFFERING ID/NAME		LMS COURSES	LOCATION	DUE DATE		
ODA Information Figure Training My Training		JR - Course Content	AFS-740090-2025-001 JR - Course Content Offering	1	DMS Updates OMS Unitial Aircraft Certification Final Test	Oklahoma City, Oklahoma	04/30/2025	Go to Cou	se
Enrollments 모 Required 한 History	Tentative/Full Cl	asses d in these Offerings. You will be notified	when and/or if they become ava	ilable.					
Complimentary	TYPE	COURSE NAME		OFFERING ID	/NAME	STATUS	OFFERING DATE		
 Q. Find a Course > Description Payment 	No waitlist/notifi	cation found							
Message Center (9)	Surveys								
Logout	OFFERING ID/N/	AME					DUE DAT	E	
	No current surve	ys found							
								← Back	× Cancel

Figure 49: Current Enrollments Page – Go to Course Button

The external user is directed to their LMS site 'Courses' page. The page displays the course(s) included in the offering.

	Courses	Course Catalog
A Jane Rich	Image: Search your courses Terms 9 results Fitters	25 🔹 items per page
Courses	Others	
Calendar	DMS_Updates DMS Updates Original Course View Oper ^C -Start nom Multiple Instructors More info ~	☆
Grades		
Tools		
Gen Out		
Privacy Terms Accessibility		

Figure 50: Learning Management System User Courses Page

Step 3. Click on the 'Start Now' hyperlink to start the course.

Note: The site will direct the user through the course materials and taking the test.

Once the course is completed, the external user can view their grade.

Note: Users may need to refresh the 'Courses' page before the grade appears.

Step 4. Click on the 'Grades' navigation menu option.

Note: Users may need to refresh the 'Courses' page before the grade appears.

	Grades
A Jane Rich	Current Courses and Organizations
Activity	•
Courses	DM5_Updates
Calendar	DMS Updates (10 / 10
Messages	Recent Grades
🗐 Grades	
Tools	
⊖ sign Out	

Figure 51: Learning Management System Site – Grade Page

- Step 5. Repeat Step 3 until there are no more courses to complete with the 'Start Now' hyperlink.
- *Step 6.* Click on the 'Sign Out' navigation menu option to sign out of and leave the LMS site.

If the external user was directed to the LMS site by clicking the 'Go To Course' button, the external user will have to log in to the DMS site again to complete the final online test. A Message Center notification is sent to the user when the final test is ready to be taken ('Take Test' button is available). If the external user clicked the 'Take Test' button, the offering is considered completed.

To complete the final online test:

- *Step 7.* Click on the Training menu 'My Training > Enrollments' menu options to navigate to the 'Current Enrollments' page.
- Step 8. Click on the 'Take Test' button.
- Step 9. Repeat Steps 3-6 above.

The DMS system calculates the final grade and a Message Center notification is sent when the final grade is available with grade status: 'Pass' or 'Not Passed'. The user's <u>'Current Enrollments'</u> page is cleared of the offering and the <u>'Training History'</u> page is updated with the completed course offering information.

Section 7. Payment

The external user's 'Payment' menu options includes information pertaining to their shopping cart, training payment history, and, if needed, generating a payment code.

7.1 Cart – Self Pay

When an external user enrolls in an offering, the offering is placed in the user's 'Cart' so payment can be made.

- **Note:** If no payment is required, the cart will be bypassed and the enrollment will directly be placed on the 'Current Enrollments' page.
- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- *Step 2.* Use the search functions to locate the course offering.
- *Step 3.* Click on the Course Name hyperlink of the desired training.
- *Step 4.* Click on the Offering Name hyperlink of the desired training.

-	Andrew Roshell				🖉 FA	A Order 🛛 📍 Help 🗸	🕩 Logout
A	Home	🛱 Course					
*	Update Personal Profile						
	Change Designation Location	JR - Course Creations					
+	Create Application	AFS-765828					
4	ODA Information	DPE, SAE, Admin-PE				rormation	
~ 🖻	Training	Course summary			223-453-908 ehewell@tes	37 ster.com	
>	My Training	Schedule course description.			-		
	Q Find a Course						
>	E Payment						
	Message Center (3)	Offerings					
> ?	Help					ONLINE 🚢 ILT 🖳	ONLINE + ILT
۵	Logout	OFFERING TITLE	DATE	COST	LOCATION	STATUS	
		AFS-765828-2025-005 JR - Course Creations Offering 1	04/18/2025	\$110.00	Redlands, California	Available	
						🗲 Back	× Cancel

Figure 52: Course Detail Page with List of Available Offerings

The Offering Details page displays.

Step 5. Click on the enabled *'Enroll'* button. A system message indicating *'Course added into Cart!'* displays.

Step 6. The user is directed back to the Course detail page.

Step 7. Click on the Training menu option 'Payment > Cart'.

The 'Cart' page displays with the following information:

- Banner Bar indicating the time limits of payment before offering is removed
- Your Selections Section self pay has one hour to pay for an offering
- Pay For Others Section paying for others has 24 hours to pay for an offering

Andrew Roshell	1								FAA Order	? Help 🗸	🗘 Logout
# Home	🗔 CART										
 Update Personal Profile Change Designation Location Create Application 	A Self pay	r items in your c	art will be removed after 60	minutes fro	m time enrolled. Items assigned a payer will be removed	d 24 hours after pay	er was assigned	l.			
ODA Information	Your Selection	ns									
> My Training	EXPIRE			TYPE	OFFERING ID/NAME	DATE	COST	LOCATION	NAME	6	
 Q Find a Course ✓	•				AFS-765828-2025-005 JR - Course Creations Offering 1	04/18/2025	\$110.00	Redlands, California	Assign Payer	۵	
Cart	Pay For Other	rs									
🕲 Payment History	EXPIRE	ТҮРЕ	OFFERING ID/NAME		DATE	COST	LOCATION	NAME		۵	
🗱 Payer Code	No offerings a	are available at	this time.								
Message Center (3)					Total					\$0.00	PAY
🗭 Logout										🗲 Back	X Cancel

Figure 53: Cart with Enrolled Offering – Waiting Payment in Cart

- **Note:** Each section will display an 'Expire' clock indicating how much time is left to make payment.
- *Step 8.* Click on the check box under the 'Your Selection's' section.
 - **Note:** The *'Pay'* button is disabled until an offering check box is enabled. Once enabled, the cost of the offering also displays.

Andrew Roshell	1								FAA Order	? Help ~	🕒 Logout
# Home	🗔 CART										
🛔 Update Personal Profile											
Change Designation Location	▲ Self pay	items in your c	art will be removed after 60	minutes fro	m time enrolled. Items assigned a payer will be removed	d 24 hours after pay	/er was assigned				
+ Create Application											
ODA Information	Your Selection	ns									
reining My Training	EXPIRE			TYPE	OFFERING ID/NAME	DATE	COST	LOCATION	NAME	Œ	ð 🔽
Q Find a Course	ľ			*	AFS-765828-2025-005 JR - Course Creations Offering 1	04/18/2025	\$110.00	Redlands, California	Assign Payer	Ē	
Cart	Pay For Other	rs									
Payment History	EXPIRE	TYPE	OFFERING ID/NAME		DATE	COST	LOCATION	NAME		۵	
器 Payer Code	No offerings a	are available at	this time.								
Message Center (3)											
> ? Help					Total					\$110.00	PAY
🗭 Logout										← Back	X Cancel

Figure 54: Cart with Enabled Pay Button and Cost of Offering Displayed

Step 9. Click the 'Pay' button.

The external user is directed to the payment vendor's site. The site includes the tracking ID and amount of the transaction.

Please provide the	ayment information bel	ow. Required fields are n	marked with an *
Agency Tracking ID			
TR-6387851604894	4772		
Payment Amount			
\$110.00			
 Cardholder Name 			
* Cardholder Billing	Address		
]
Billing Address 2			
City			
* Country			
Select Country			\$
State/Province			
ZIP/Postal Code			
* Card Number			
	- 19 a		
t market and a market			
Expiration Date			
Select	Select	:	\$
Security Code			
What's this?			
contract of contract			

Figure 55: Payment Vendor Site – Enter Credit Card Information

- Step 10. Enter all required credit card information.
- Step 11. Click the 'Continue' button.

A confirmation screen displays for review.

- Step 12. Check the box at the bottom to confirm information and authorize the transaction.
- Step 13. Click the 'Continue' button. A system message indicates 'Payment was successful'.

< <u>Cancel</u>

ł	Please review the payment information. Required fields are marked with an *
1	Agency Tracking ID TR-638785160489464772
	Payment Amount \$110.00
	Payment Method Plastic Card
(Cardholder Name card holder
(Card Type MASTERCARD
(Card Number
	Cardholder Billing Address 123 ab
•	City river
(Country United States
(State/Province CA
2	ZIP/Postal Code 90012
l	I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Figure 56: Payment Vendor Site – Confirm and Authorize

The external user is directed back to the 'Cart' page. The paid for item is no longer in the cart.

Andrew Roshell										🛢 FAA Order	? Help ∨	🗭 Logout
# Home	🗔 CART											
Update Personal Profile												
Change Designation Location	🛕 Self pay	items in your o	art will be removed after 60 n	ninutes fror	n time enrolled. Items assigne	d a payer will be remove	d 24 hours after pay	er was assigned.				
+ Create Application												
ODA Information	Your Selection	ns										
Message Center (5)	EXPIRE			TYPE OFFERING ID/NAME			DATE	COST	LOCATION	NAME		
> ? Help	No offerings a	ire available at	this time.									
🕒 Logout	Pay For Other	s										
	EXPIRE	TYPE	OFFERING ID/NAME			DATE	COST	LOCATION	NAME		0	
	No offerings a	ire available at	this time.									
						Total					\$0.00	PAY
											← Back	X Cancel

Figure 57: Cart After Payment Made

The paid for offering will be placed in the '<u>Current Enrollments'</u> page. A Message Center notification will be sent upon successful payment.

7.2 Cart – Pay For Others

Payment for enrolled offerings may be assigned to another if the enrolled user assigning the payment is given a *Payer Code*. The Payer Code is used while the offering is in the 'Cart'.

Note: If no payment is required, the cart will be bypassed and the enrollment will be directly placed on the 'Current Enrollments' page.

The steps below are performed by the person enrolling in an offering who will then assign another user payment.

- *Step 1.* From the 'Training' menu, click on 'Find a Course' menu option.
- *Step 2.* Use the search functions to locate the course offering.
- *Step 3.* Click on the Course Name hyperlink of the desired training.
- *Step 4.* Click on the Offering Name hyperlink of the desired training.

The Offering Details page displays.

- *Step 5.* Click on the enabled *'Enroll'* button. A system message indicating *'Course added into Cart!'* displays.
- *Step 6.* The user is directed back to the Course detail page.
- *Step 7.* Click on the Training menu the options 'Payment > Cart'.

The 'Cart' page displays with the following information:

- Banner Bar indicating the time limits of payment before offering is removed
- Your Selections Section self pay
- Pay For Others Section paying for others

Michelle Lee Dolin	1							Sto	op Impersonate	FAA Order	? Help ∨	🕒 Logout	
# Home	🗔 CART												
🌢 Update Personal Profile													
Change Designation	A Self pay	y items in your o	cart will be removed after 60	minutes fro	om time enrolled. Items assigned	a payer will be removed	d 24 hours after paye	er was assigned	L.				
ODA Information	Your Selectio	r Selections											
✓ Training > ■ My Training	EXPIRE			TYPE	OFFERING ID/NAME		DATE	COST	LOCATION	NAME	ť	ð 🗌	
Q Find a Course	•			*	AFS-765828-2025-005 JR - Course Creations Offering	g 1	04/18/2025	\$110.00	Redlands, California	Assign Payer	۵		
Cart	Pay For Othe	ers											
Payment History	EXPIRE	TYPE	OFFERING ID/NAME			DATE	COST	LOCATION	NAME		0		
器 Payer Code	No offerings	are available at	this time.										
Message Center (6)												_	
> ? Help					Т	otal					\$0.00	PAY	
🗭 Logout												X Cancel	

Figure 58: Cart of Enrolled User Prior to Assigning Payment to Another

- Step 8. Click on the 'Assign Payer' hyperlink. The 'Enter Code' pop-up displays.
- Step 9. Enter in the payment code given to user.
- Step 10. Click 'Check Code' button.

2	Michelle Lee Dolin	. 1					🔳 St	op Impersonate	🛢 FAA Order	? Help ~	🕩 Logout	
1	Home	🗔 CART										
ä	Update Personal Profile											
>	Change Designation Location	▲ Self pay	items in your c	art will be removed after 6	50 minutes from time enrolled. Items assig	ned a payer will be remov	ved 24 hours after pa	yer was assigned	I.			
	 Create Application 											
â	ODA Information	Your Selection	าร		ENTER CODE		×					
~ 1	Training My Training	EXPIRE			*Enter the payment code provided			COST	LOCATION	NAME	6	
	Q Find a Course						'2025	\$110.00	Redlands, California	Assign Payer	0	
``	🗸 🚍 Payment					Che	ck Code					
	Cart	Pay For Other	s									
	Payment History	EXPIRE	ТҮРЕ	OFFERING ID/NAME		DATE	COST	LOCATION	NAME		D	
	👪 Payer Code	No offerings a	are available at	this time.								
E	Message Center (6)											
> 1	? Help					Total					\$0.00	PAY
0	➔ Logout										🗲 Back	× Cancel

Figure 59: Cart with Assign Payer Check Code Pop-up

If payer code was correct, a 'Confirm Payer' pop-up displays with the payer code owner name. If not a match, a no match message would display.

2	Michelle Lee Dolin	0						Ste	op Impersonate	🛢 FAA Order	? Help ~	🕩 Logout
	# Home	CART										
	Update Personal Profile											
>	Change Designation Location	🛕 Self pay	items in your c	art will be removed after	60 minutes from time enrolled. Items a	ssigned a payer will be re	moved 24 hours after pa	yer was assigned	I.			
	+ Create Application											
	ODA Information	Your Selection	ns									
~ '	🖻 Training				CONFIRM PAYER		×					
	> 🔳 My Training	EXPIRE			LYUVM5GYV - Andrew Roshell			COST	LOCATION	NAME		
	Q Find a Course					× No	✓ Yes 1/2025	\$110.00	Redlands, California	Assign Payer	۵	
	Cart	Pay For Other	rs									
	D Payment History	EXPIRE	ТҮРЕ	OFFERING ID/NAME		DATE	COST	LOCATION	NAME		.	
	Payer Code	No. officiants		della Alexa								
	Message Center (6)	No offerings a	are available at 1	inis time.								
> '	? Help					Total					\$0.00	PAY
	🕒 Logout										🗲 Back	× Cancel

Figure 60: Cart with Confirm Payer Pop-up

Step 11. Click 'Yes' on the 'Confirm Payer' pop-up. A system message indicates assignment was successful.

The system directs the user back to their cart. The offering displays in the user's cart with the addition of the Name field indicating the assigned payer's name.

Michelle Lee Dolin	1						Sto	op Impersonate	🗐 FAA Order	î Help ∨	🕩 Logout	
# Home	🗔 CART											
Update Personal Profile Change Designation Location												
+ Create Application	🚹 Self pay	items in your o	art will be removed after 60	minutes fro	im time enrolled. Items assigned	a payer will be removed	d 24 hours after paye	er was assigned	l.			
ODA Information Training	Your Selection	Selections										
> 🗐 My Training	EXPIRE	EXPIRE T			OFFERING ID/NAME		DATE	COST	LOCATION	NAME		
Q Find a Course					AFS-765828-2025-005 JR - Course Creations Offerin	g 1	04/18/2025	\$110.00	Redlands, California	Andrew Roshell	۵	
Cart	Pay For Other	s										
Payment History	EXPIRE	TYPE	OFFERING ID/NAME			DATE	COST	LOCATION	NAME		団	
躍 Payer Code	No offerings a	ire available at	this time.									
Message Center (6)											¢0.00	
> ? Help					1	otal					\$0.00	PAY
🗭 Logout										[🗲 Back 🛛 🗧	K Cancel

Figure 61: Cart of Enrolled User After Payment Was Assigned to Another

After the payment assignment, the offering is placed in the Assigned Payer's cart waiting to be paid.

Andrew Roshell	1									FAA Order	? Help ∨	🗭 Logout	
🏶 Home	: CART												
🛔 Update Personal Profile													
Change Designation Location	🔥 Self pay	y items in your c	art will be removed after 60 mi	nutes fror	n time enrolled. Items assigned	l a payer will be remove	ed 24 hours after pay	ver was assigned.					
+ Create Application													
ODA Information	Your Selectio	ins											
Training My Training	EXPIRE			TYPE	OFFERING ID/NAME		DATE	COST	LOCATION	NAME	1		
Q Find a Course	No offerings	No offerings are available at this time.											
∨ 🚍 Payment	Pay For Othe	rs											
Cart	EXPIRE	ТҮРЕ	OFFERING ID/NAME			DATE	COST	LOCATION	NAME		₩		
器 Payer Code	•		AFS-765828-2025-005 JR - Course Creations Offeri	ng 1		04/18/2025	\$110.00	Redlands, California	Michelle	e Lee Dolin	l		
Message Center (6)		i											
> ? Help					I	otal					\$0.00	PAY	
🗭 Logout											← Back	X Cancel	

Figure 62: Cart of Assigned Payer – Pay for Others Section

Step 12. Assigned Payer checks the box for the offering. The 'Pay' button is enabled and cost displays.

Step 13. Click the 'Pay' button.

The external user is directed to the payment vendor's site. The site includes the tracking ID and amount of the transaction.

Please provide the	payment information below. Required fields are marked with an *
Agency Tracking ID	
TR-6387851604894	164772
Payment Amount	
\$110.00	
* Cardholder Name	e
* Cardholder Billin	g Address
Billing Address 2	
City	
* Country	
Country	
Select Country	÷
State/Province	
ZIP/Postal Code	
 Card Number 	
	🚾 📫 🔤 🕕
* Expiration Date	
Select	
Security Code	
-	
What's this?	

Figure 63: Payment Vendor Site – Enter Credit Card Information

- Step 14. Enter all required credit card information.
- Step 15. Click the 'Continue' button.

A confirmation screen displays for review.

- Step 16. Check the box at the bottom to confirm information and authorize the transaction.
- Step 17. Click the 'Continue' button. A system message indicates 'Payment was successful'.

< Cancel

Please revie	w the payment information. Required fields are marked with an *
Agency Trac TR-6387851	king ID 50489464772
Payment Am \$110.00	iount
Payment Me Plastic Card	thod
Cardholder card holder	Name
Card Type MASTERCAR	D
Card Numbe	۲ 5100
Cardholder 123 ab	Billing Address
Billing Addre	255 2
City	
Country United State	15
State/Provin	ice
ZIP/Postal C 90012	ode
	iorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Figure 64: Payment Vendor Site – Confirm and Authorize

The external user (assigned payer) is directed back to the 'Cart' page. The paid for offering is no longer in the cart for both the assigned payer and the external user who assigned the payer. A Message Center notification will be sent upon successful payment. The paid for offering will now be placed in the '<u>Current Enrollments'</u> page.

7.3 Payment History

Payments made for offerings by the individual external user will display on the user's 'Payment History' page.

Step 1. Click on Training menu options 'Payment > Payment History'.

Andrew Roshell				🖉 FA	A Order 🛛 🕈 Help 🗸	🕞 Logout								
# Home	ව Payment History													
Update Personal Profile														
Change Designation Location	My Courses													
+ Create Application	hese are payments made for my enrolled courses.													
ODA Information	DMS Transaction ID ↑↓	PAY.GOV Transaction ID ↑↓	DATE ↑↓	COST ↑↓	Refund ↑↓									
∨ 🖻 Training														
> 🔳 My Training	Search	Search	Search	Search	Search									
Q Find a Course	TR-638785160489464772	<u>3FPVUV7J</u>	03/25/2025	\$110.00										
V 🚍 Payment														
∵ Cart		$\langle \langle 1 \rangle \rangle > 10$	~											
Payment History					🗲 Back 🗙	Cancel								
BR Payer Code														
Message Center (6)														
> ? Help														
🕒 Logout														

Figure 65: Payment History Page



Andrew Roshell				🛢 FAJ	A Order 🛛 📍 Help 🗸	🕒 Logout
🏶 Home	:≣ Payment D	Petail				
Update Personal Profile Change Designation Location Create Application ODA Information	ß			DMS Trans	Pay.gov Transaction ID: action ID: TR-638785160 Date: (Tot	: 3FPVUV7J 1489464772 03/25/2025 tal: \$110.00
> 🖬 My Training		OFFERING ID	OFFERING NAME	STUDENT NAME	PAID	
Q Find a Course ∨		AFS-765828-2025-005	JR - Course Creations Offering 1	Andrew Roshell	\$110.00	
∵ Cart ⊃ Payment History ■ Payer Code					🗲 Back 🛛	< Cancel
Message Center (6)						
🗭 Logout						

Figure 66: Payment History – Transaction Details

7.4 Payer Code

Payment Codes can be used by an organization when the organization decides to cover the costs for their personnel enrollments. Payment Codes are generated on an individual basis. The person who generates the code is the owner of the code for their organization.

Step 1. From the 'Training' menu, click on 'My Training > Payment > Payer Code' menu option.

Andrew Roshell								🖨 FAA Order	User Guide	? Help ~	🕞 Logout
. Homo	My Designatio	n(s)									
Update Personal Profile	Designation $\uparrow\downarrow$	Desig	nation Status	†↓	Effective Date 1	Expiration Date $\uparrow \downarrow$	Termination Da	te↑↓	View D	Designee Action	(s)
Change Designation	No records found	ł									
+ Create Application	Action Require	d Items									
ODA Information	Designation $\uparrow\downarrow$			Subject ↑↓		Action Status $\uparrow\downarrow$	Due Da	te †↓	,	Action(s)	
✓ ☎ Training	No records found	1									
> 🖬 My Training						«< < > >> 5					
Q Find a Course	Mr. Application										
V 📰 Payment	му аррисацог	IS									
😳 Cart	ID †↓	Type ↑↓	Applica	tion Status ↑↓		Submission Date 1	Expiration Date $\uparrow\downarrow$		Version(s)	Actio	n(s)
 Payment History Payer Code 	80038	DMIR	Submitt	ed		3/14/2025	3/14/2026		Version(s)	œ	
Message Center (3)	80037	DAR-F	Submitt	ed		3/14/2025	3/14/2026		Version(s)	œ	
> ? Help											

Figure 67: Payer Code Page Menu

The 'Generate a payment code' page displays.

Step 2. Click the 'Generate New Code' button.

Step 3. Click 'Yes' to the question, 'Do you want to generate a new code?'.

Andrew Roshell		🖨 FAA Order	₽ Help ∨	🕩 Logout
🛱 Home	器 Generate a payment code			
 Update Personal Profile Change Designation Location 	A payer code is generated when a user wants to pay for another user's training. This may typically occur when an organization wants to pay for their user's training. The generated associated to the user. This association helps the system to manage and track proper payment. If a user generates a code, the code can be given to the users the payer intends to p	ode is unique to tl ay for training.	he user payer ar	nd is
+ Create Application	CURRENT CODE:		Generate N	New Code
■ ODA Information ✓ P Training				
> 🔳 My Training				
Q Find a Course				
V 🚍 Payment				
D Payment History				
🖩 Payer Code				
Message Center (3)				
> ? Help				
🕒 Logout				

Figure 68: Payer Code – Generate a Payment Code Page

A system generated code is created.

Note: This code is given to enrollees to be used when an assigned payer (the person who generated the code) is selected from the <u>'Cart – Pay For Others'</u> page.

	Andrew Roshell				FAA Order	₽ Help Υ	Logout
4	Home	≌ Generate a payment code					
4	Update Personal Profile						
	Change Designation Location	A payer code is generated when a user wants to pay for another user's trai to the user. This association helps the system to manage and track proper	ation wants to pay for their user's training. The generated co- can be given to the users the payer intends to pay for training	de is unique to the g.	user payer and	is associated	
4	 Create Application 	CURRENT CODE:	×			Generate N	lew Code
4	ODA Information		Do you want to generate a new code?				
~ 1	Training						
>	My Training		Yes No				
	Q Find a Course						
~	Payment						
	👾 Cart						
	D Payment History						
	B Payer Code						
Ε	☑ Message Center (3)						
> 7	P Help						
0	Logout						



-	Andrew Roshell	L ₂	FAA Order	? Help ∨	🕞 Logout
4	Home	₩ Generate a payment code			
4	Update Personal Profile Change Designation Location	A payer code is generated when a user wants to pay for another user's training. This may typically occur when an organization wants to pay for their user's training. The generated c associated to the user. This association helps the system to manage and track proper payment. If a user generates a code, the code can be given to the users the payer intends to p	ode is unique to th ay for training.	ne user payer an	d is
+	Create Application	CURRENT CODE: LYUVMSGYV		Del	ete Code
1	Training				
>	My Training				
~	Payment				
	Cart				
	 Payment History Payer Code 				
E	Message Center (3)				
> ?	Help				
0	Logout				

Figure 70: Payer Code Generated

Note: When a code is generated, the '*Generate New Code*' button displays '*Delete Code*'. Deleting the code will remove it from the page and disable future uses of the deleted code. There is no limit to how many times a code can be generated and deleted.





Section 8. Surveys

Surveys are presented to external users if the completed offering was set-up to include a survey. A Message Center notification is sent to the external user as a reminder. Surveys are displayed on the 'Current Enrollments' page in their own section. If no surveys are associated to the offering, the 'Surveys' section displays, '*No current surveys found*'.

Note: Surveys expire 30 days from the date the offering was completed.

Stei	o 1.	Click on the	Training menu	options 'Mv	/ Training >	Enrollments'.
	• • •	•				

Noah Ranallo (Impersonated)						Stop Impersonate	FAA Order	? Help ∨	🕞 Logout
f Home	I≡ Current Enrollments								
Update Personal Profile Change Designation Location	Current Enrollments								
+ Create Application	ТҮРЕ	COURSE NAME	OFFERING ID/NAME	LMS COURSES		LOCATION	DUE DATE		
 ODA Information Training 	No current e	enrollments found							
✓ ■ My Training ■ Enrollments ■ Required	Tentative/Fu You are not en	III Classes rolled in these Offerings. You will							
🕲 History	TYPE	TYPE COURSE NAME OFFERING ID/NAME STATUS OFFERING DATE							
Complimentary No waitlist/notification found									
Q Find a Course									
> 🚍 Payment	Surveys								
Message Center (6)	OFFERING II	D/NAME					DUE DAT	E	
> ? Help (Logout	AFS-765828- JR - Course (-2025-005 Creations Offering <u>1</u>					04/24/20	25	Survey
	🔶 Back 🛛 🗶 Cancel							× Cancel	

Figure 72: Current Enrollments with Survey

Step 2. Click on the 'Survey' button.

The survey is generated with questions and optional comment sections.

Noah Ranallo		Stop Impersonate	🛢 FAA Order	? Help ~	Image: Provide the second
# Home	I≣ Course Evaluation				
Lindate Personal Profile					
Change Designation	JR - Course Creations				
+ Create Application	IN - COUSE Cleaning Criening (TH) - ACALET ACA				
ODA Information	1 * Was the course pertinent to your designation work?				
∨ 🖻 Training	Strongly Agree				
✓	Agree				
Enrollments	Disagree Straph Disarree				
Required	storage disaget sector of the secto				
D History					
Complimentary	Very satisfied				
O Find a Course	Somewhat satisfied				
	Not very satisfied Not satisfied all				
Marriage Cambra (5)	3 * Was the offering helpful to advance your designation knowledge?				
Est Message Center (5)					
> ? Help	Strongly Agree				
Ge Logout	Neither agree nor disagree				
	Usagree				
	4 · Was the building comfortable?				
	O Very satisfied				
	Satisfied				
	Somewhat statistice				
	Not satisfied at all				
	5 * What beverages should be available?				
	Coffee				
	Water				
	Energy Drinks				



FEEDBACK You survey answers remain anonymous unless you indicate you want to be contacted.	
Compliment	-
(Max length: 4000 / 4000 heft)	Contact me about this
Citique	-
(Mar langet: 4000 / 4000 laft)	Contact me about this
Suggestions	-
(Max Hergth: 4000 / 4000 HH)	Contact me about this
€ Rac	k 🗶 Cancel 🖺 Submit Survey

Figure 74: Survey Optional Comment Sections

Optional comments can be submitted. There are three types of comments:

- Compliment
- Critique
- Suggestions

If the user wants to be notified with a response, they can check the 'Contact me about this' box.

Step 3. Click on the *'Submit Survey'* button. The survey is completed and removed from the 'Current Enrollments' page.