

Job Aid: Update your DRS Profile | 2018

This job aid provides guidance on updating your profile. Designee Registration System (DRS) tracks and manages enrollments and completions for courses and seminars offered by the Engineering Designee Training Program. It is necessary for all DRS users to maintain their profile information current. Users must update their profile to indicate their role and designee number. Updating this information will assure that your seminar attendance and course completions are accurately updated in the Designee Information Network (DIN). This applies to:

- Designated Engineering Representatives (DER)
- Organization Designation Authorization (ODA) Administrators
- ODA Unit Members (UM)

NOTE: Do **NOT** create a new account if you have previously created one. If you have forgotten your username or password, use one of the following options to recover your information:

- Click on **Forgot your Password**
- Click on **Forgot your Username**
- Click on **Contact Us**

If you have more than one account send your information to the registration help desk: 9-AMC-Aircraft-Certification-Designees@faa.gov

Updating your profile:

1. Log into the [Designee Registration System](#).
2. Student Menu, click on **Your Profile** to go to the User Profile Options page
3. Click on **Manage Your Role (if applicable)**
4. Edit Your Role
5. Select Your Role
6. Select Designee and click on the Next button.
7. Your Designations:

Student Schedule Login **Contact Us**

Login

Please Enter Your Username and Password:

Username:

Password:

Forgot your Password? Click here.

Forgot your Username? Click here.

[New User? Create Account Here](#)

Federal Aviation Administration

Welcome, air110 - Logout \$0.00

Student

Home - View Schedules

Your Enrollments

Your Profile

Helpful Links

Contact Us

User Profile Options

Print View

- View Your User Profile Information
- Edit Your User Profile Information
- Manage Your Role (if applicable)**
- Payment History
- Change Your Profile
- Logout of

Edit Your Role

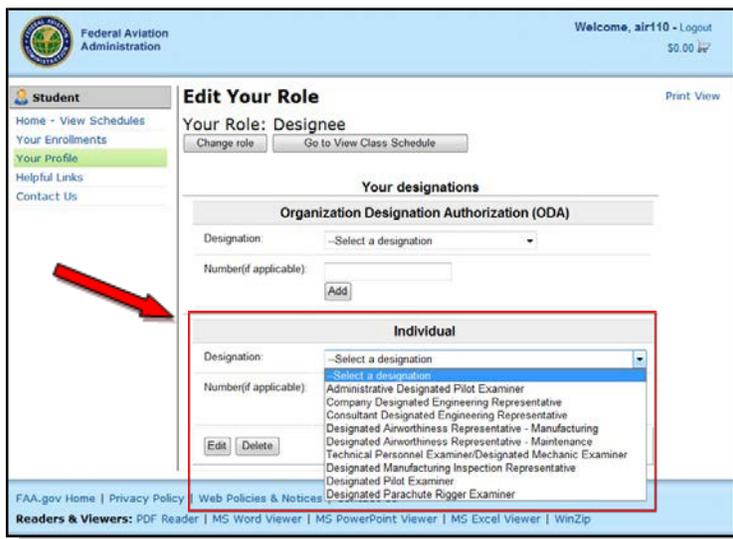
Select your role:

- Applicant
- Designee
- FAA Employee
- Training Observer

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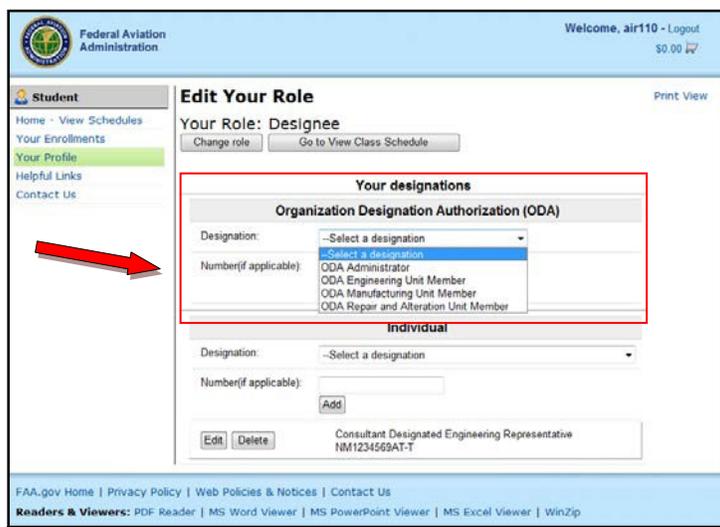
DER - Under the Individual section:

1. Designation Field: Click on the Designation Drop down and Select a role.
2. Number Field: Enter your DER Number.
3. Click on the Add button.



ODA Administrators - Under the Organization Designation Authorization (ODA) Section:

1. Designation Field: Click on the Designation Drop down and Select a role.
2. Number Field: Enter your ODA number.
3. Click on the Add button.



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ODA Ums - Under the Organization Designation Authorization (ODA) Section

1. Designation Field: Click on the Designation Drop down and Select a role.
2. Number Field: Leave Blank (ODA UM do not have a designee number).
3. Click on the Add button.

Multiple Designations:

DRS will allow you to include as many designations as you have. If you are both a Company and a Consultant DER or if you are an ODA Administrator for multiple ODAs, you should have separate, Roles (and respective Designee Numbers) listed for each.

Designee Training Program

Visit our webpage for program information and updates:

[Engineering Designee Training Information \(DER & ODA UM\)](#)