

How to Update your DRS Profile

The Designee Registration System (DRS) tracks and manages the training program for AIR 110. 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, among other things, assure that your seminar attendance and course completions are accurately updated in the Designee Information Network (DIN).

This applies to:

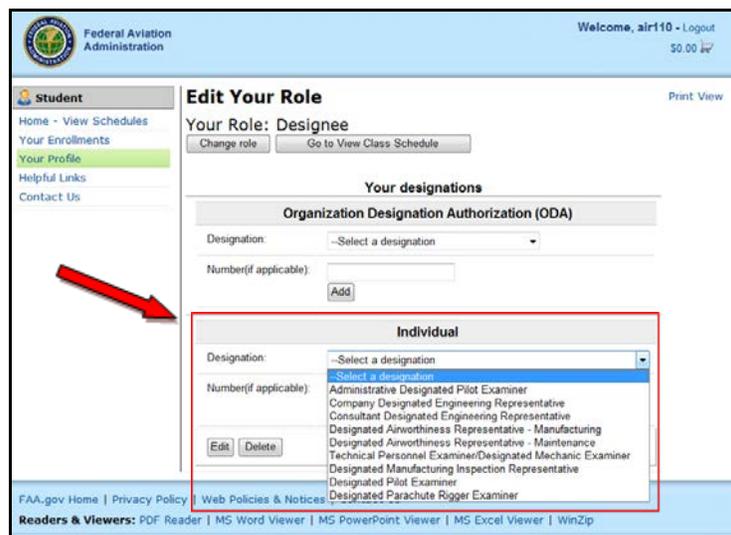
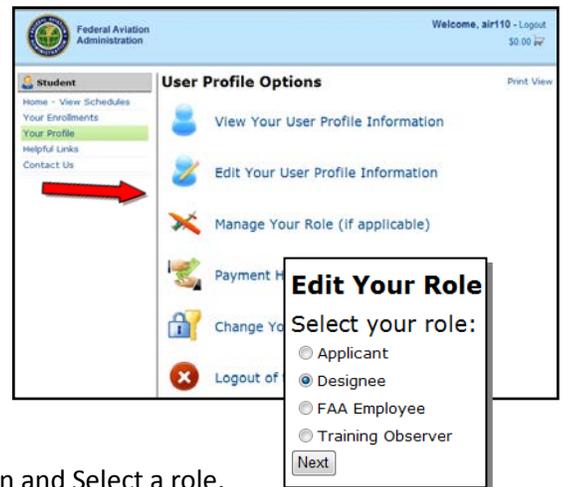
- Designated Engineering Representatives (DER)
- Organization Designation Authorization (ODA) Administrators
- ODA Unit Members (UM)

Updating your profile:

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

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.

The screenshot shows the 'Edit Your Role' page in the FAA Student portal. The page is titled 'Edit Your Role' and shows 'Your Role: Designee'. Below this, there are two sections: 'Organization Designation Authorization (ODA)' and 'Individual'. The 'ODA' section has a 'Designation' dropdown menu with options: '-Select a designation', '-Select a designation', 'ODA Administrator', 'ODA Engineering Unit Member', 'ODA Manufacturing Unit Member', and 'ODA Repair and Alteration Unit Member'. A red arrow points to the 'ODA Administrator' option. The 'Individual' section has a 'Designation' dropdown menu with '-Select a designation', a 'Number(if applicable)' field, and an 'Add' button. At the bottom, there are 'Edit' and 'Delete' buttons and a list of roles: 'Consultant Designated Engineering Representative' and 'NM1234569AT-T'. The footer contains links for 'FAA.gov Home', 'Privacy Policy', 'Web Policies & Notices', and 'Contact Us', along with 'Readers & Viewers' for various file formats.

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.

6. 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.