

Other Type: Air Carrier/Operator Roles Registration Process

!! This process applies to users (except Responsible Person roles) registering for Air Carriers or Operators roles that need access to PRD. !!

Complete the following steps in this order:

1. Create a MyAccess account, and
2. Register for a Role in PRD
3. Approving other company users

Operations eligible to register for PRD:

- Part 121 air carriers
- Part 135 air carriers and operators
- Part 125 operators and 125 LODA holders
- Part 91K (subpart K Fractional operators)
- Air tour operators
- Public Aircraft Operations (PAO)
- Part 91 (Operators that operate two or more type-rated aircraft or turbine powered rotorcraft in furtherance of a business)

Create a MyAccess account

NOTE: If you already use MyAccess for other government purposes then you may be able to skip these steps and proceed to “Register for a Role in PRD” section below.

IMPORTANT: You will be required to verify your account through a Multifactor Authenticator process. This will require you to use either Google Authenticator, Okta Verify, Security Key or Biometric Authenticator. You will need to have two devices to accomplish this, for example use a computer for the registration and a phone/tablet for the authentication app. It would be best to have the preferred method of authentication already installed on your device (phone/tablet) prior to starting this MyAccess registration. To understand this process more you can read this: [Enroll in Multifactor Authenticators](#)

- Complete MyAccess External User Registration ([Click here](#)) ([Instruction guide](#))

Register for a Role in PRD

IMPORTANT: You can select any of the following roles; Authorized Consumer, Authorized User Contributor, or Authorized User Manager. These roles are approved by the company’s Authorized Responsible Person or Authorized User Manager. To learn more about these roles and their privileges refer to advisory circular 120-68 (latest release) section 2.5.2.

- Register your role here prd.faa.gov ([External](#))

NOTE: Ensure you select the applicable “Role” from the dropdown field (except for Authorized Responsible Person). Complete all required fields, leave “Proxy” field empty and then click Submit.

Welcome to the Pilot Records Database Air Carrier/Operator First

User Name :

*Air Carrier/Operator:

Role:

Title:

*First Name:

Middle Name:

Authorized Consumer
Authorized Responsible Person
Authorized User Contributor
Authorized User Manager

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Approving other company users

- The company's Authorized Responsible Person can approve or deny all other roles in the PRD system.
- When the Authorized Responsible Person has approved a person for the Authorized User Manager role, then that person can also approve or deny roles in PRD going forward. If you require a status update regarding your access, you need to contact the Authorized Responsible Person or Authorized User Manager as appropriate.
- Remember, each person seeking a role in PRD must also create a MyAccess Account and then they can register for a user role in PRD.
- It is also important to remember that only one Authorized Responsible Person role per company is allowed.
- Watch Youtube: [Pilot Records Database: July 14, 2022 – Managing User Roles](#)
PDF Guide: [How to Approve or Edit Users in the PRD \(faa.gov\)](#)

Next Steps:

- Additional Training Material: [Pilot Records Database Webinar Series](#)

