

PRD Authorized Responsible Person Role First Time Registration



Federal Aviation Administration

The purpose of this Job Aid is to describe the steps needed for first time registration and logon process for the Air Carrier Pilot Record Database (PRD).

Table of Contents

Getting Started.....	1
Application Process.....	1
First Time User Registration.....	1
Resources.....	2

Getting Started

The following sections describe the registration and login process for the Air Carrier PRD application. The logon process is managed through FAA MyAccess. In order to log into the Air Carrier PRD application, a user must have an active FAA MyAccess account.

Application Process

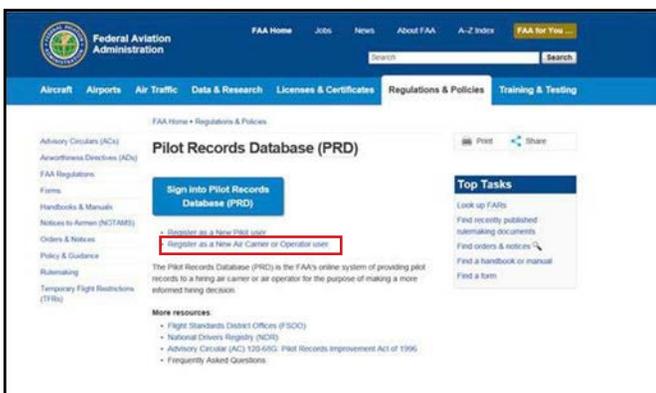
Prior to logging into the Air Carrier PRD application for the first time, all air carrier users except the Air Carrier Administrator must submit a registration request and have that registration request approved. This Job Aid describes the registration process for Authorized Responsible Person users.

To submit an Air Carrier PRD registration request, Authorized Responsible Person users should follow the steps below.

First Time User Registration

To submit a PRD External application registration request:

- 1) <https://prd.faa.gov/>
- 2) Click **Register as a New Air Carrier or Operator User**.



The MyAccess page will appear.

- 3) Enter the email address that you used to register with FAA MyAccess. Click **Agree & Continue**.

The second MyAccess Sign In Screen will appear.

- 4) Enter your registered PIN number, answer one of your security questions, and click **Sign In**.

The PRD Air Carrier/Operator First Time User Registration screen is displayed.

- 5) Complete the registration form by entering the appropriate data in the mandatory fields (marked with a red asterisk *) and the relevant non-required fields. Some boxes will have a drop down list for your choices.
- 6) In the **Role** field select **Air Carrier Responsible Person**. This person will be responsible for managing individuals they choose to delegate the ability to access PRD for this air carrier.

NOTE: The User Name is displayed in READ ONLY format and cannot be changed.

NOTE: If you modify the email address that was pre-populated from your MyAccess registration, the new email address you enter will be used for all PRD notifications.

- 7) Once the FAA PRD Administrator has reviewed and approved your request in the FAA PRD application, you will receive an email that your registration has been approved.

Resources

MyIT
Service Center

(844) FAA-MYIT
(844) (322-6948)
helpdesk@FAA.gov
MyIT.faa.gov

