

PRD Authorized Responsible Person Role User Logon



Federal Aviation Administration

The purpose of this Job Aid is to describe the steps the responsible person needs to follow to log onto the Pilot Record Database (PRD).

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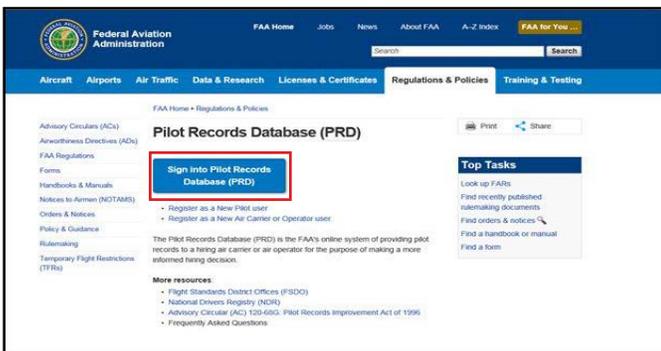
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Getting Started

Users must have completed the first time registration before using this Job Aid. For help with first time registration please see the “PRD Authorized Responsible Person First Time Registration” Job Aid.

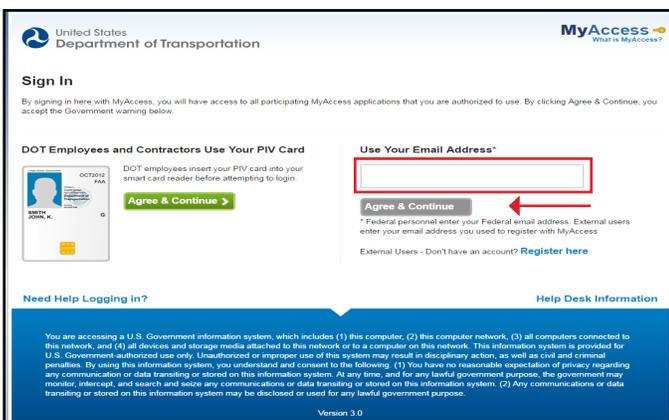
Responsible Person Logon

- 1) <https://prd.faa.gov/>
- 2) **Sign into Pilot Record Database.**



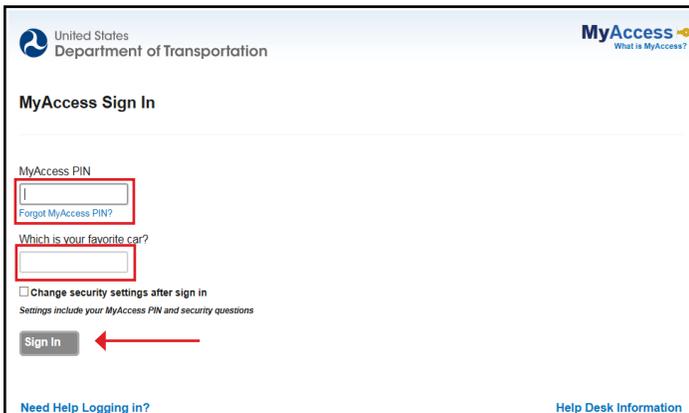
The MyAccess page will appear.

- 3) Enter the email address that you gave when setting up your External MyAccess. Click **Agree & Continue**.



The second MyAccess Sign In screen will appear.

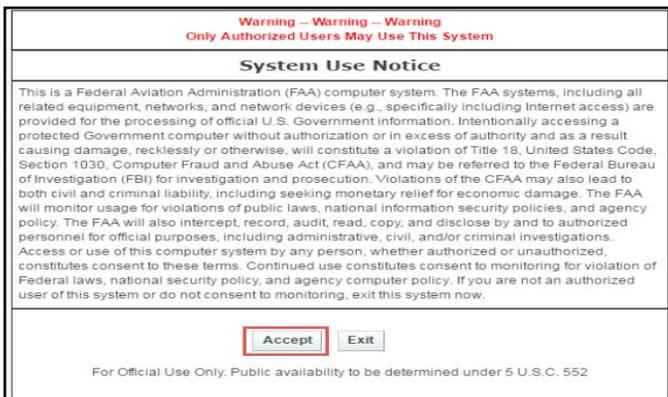
- 4) Enter your registered PIN number, answer one of your security questions, and click **Sign In**.



The screenshot shows the MyAccess Sign In page for the United States Department of Transportation. It features a 'MyAccess PIN' input field, a 'Forgot MyAccess PIN?' link, and a security question 'Which is your favorite car?' with a corresponding input field. There is a checkbox for 'Change security settings after sign in' and a 'Sign In' button. A red arrow points to the 'Sign In' button. The page includes a 'Need Help Logging in?' link and a 'Help Desk Information' link.

The System Use Notice screen will be displayed.

- 5) Click **Accept**.



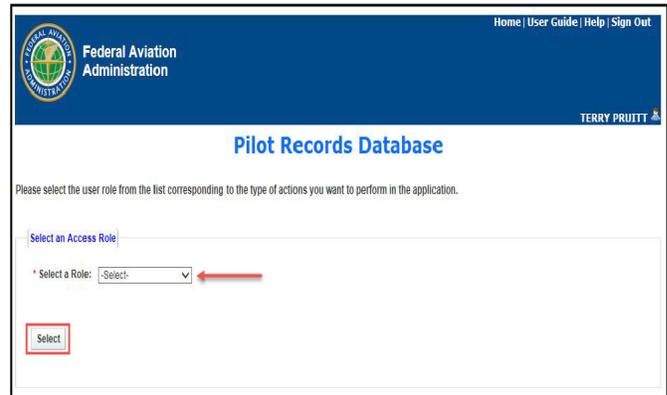
The screenshot displays a 'System Use Notice' with a red warning header: 'Warning -- Warning -- Warning Only Authorized Users May Use This System'. The notice text states that this is a Federal Aviation Administration (FAA) computer system and that users are responsible for their actions. At the bottom, there are 'Accept' and 'Exit' buttons. A red box highlights the 'Accept' button. Below the buttons, it says 'For Official Use Only. Public availability to be determined under 5 U.S.C. 552'.

More Than One Role

If you have more than one role with this air carrier, the select **Access Role/Air Carrier** page will be displayed.

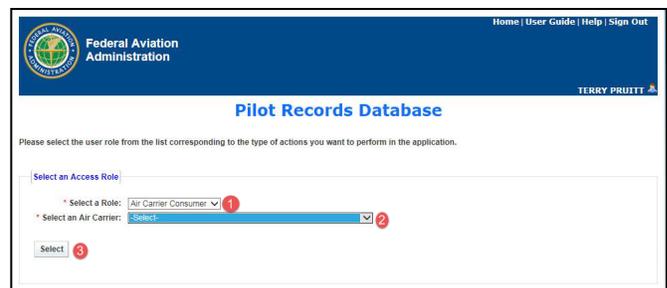
- 6) Make a selection from the **Access Role** drop-down list. If you are associated with more than one air carrier for that role, you will see a second drop-down list; select an **Air Carrier**, after you select the role.

If you have only one role but are associated with multiple air carriers, you will only see a **Select Air Carrier** drop-down list.



The screenshot shows the 'Pilot Records Database' interface. It prompts the user to 'Please select the user role from the list corresponding to the type of actions you want to perform in the application.' There is a 'Select an Access Role' section with a dropdown menu currently set to '-Select-'. A red arrow points to this dropdown. Below it is a 'Select' button.

- 7) If you are associated with more than one air carrier for the role selected, the **Select Access Role/Air Carrier** page will refresh after the role is selected and a new drop-down list will be displayed; select an **Air Carrier**.

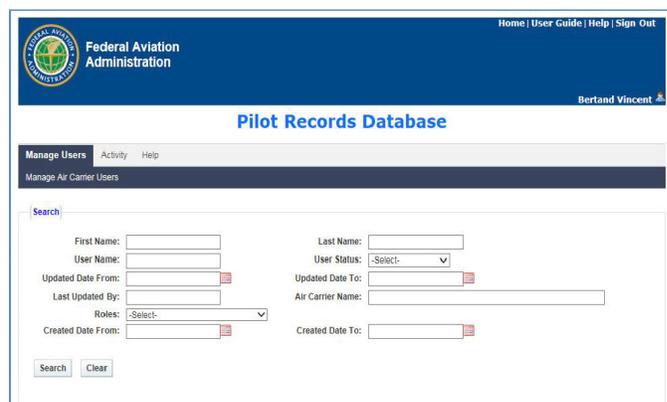


The screenshot shows the 'Pilot Records Database' interface after a role has been selected. The 'Select an Access Role' dropdown is now set to 'Air Carrier Consumer'. A second dropdown, 'Select an Air Carrier', is now visible and set to '-Select-'. A red arrow points to this second dropdown. A 'Select' button is also present.

To switch Air Carriers, the user must first log out of the Air Carrier PRD application, log back in, and then repeat these steps.

One Role

If you have only the Authorized Responsible Person role, the Air Carrier PRD application is opened and the home page is displayed.



The screenshot shows the 'Pilot Records Database' interface with a search form for 'Manage Air Carrier Users'. The form includes fields for 'First Name', 'Last Name', 'User Name', 'User Status', 'Updated Date From', 'Updated Date To', 'Last Updated By', 'Air Carrier Name', 'Roles', and 'Created Date From'. There are 'Search' and 'Clear' buttons at the bottom.



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