



The purpose of this Job Aid is to describe the steps needed for a pilot to grant or revoke consent their records to be viewed by a potential employer in the Pilot Record Database (PRD).

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Background

You use the Consent page to grant or revoke consent for one or more potential employers (Air Carriers) to view your complete airman record for a specified period of time.

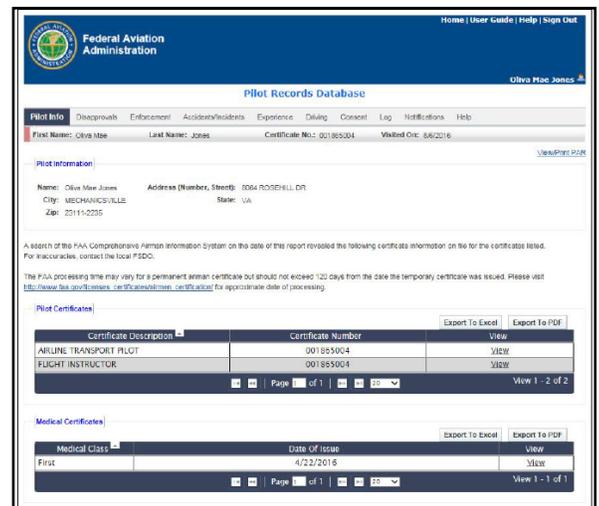
Grant Consent

When you logon to PRD the home page will appear.

- 1) Select “Consent” from the title bar.



- 2) The next page will appear.
- 3) Start typing the first few letters of the potential employer’s name and then select it from the drop down menu.
- 4) From the “Consent Period” box, select the time desired for the air carrier to have access to your information.
- 5) Next select “Grant Consent”.
- 6) Read certification information and then select “Agree”.



You will receive the screen that your consent has been granted. Select “OK” and the potential employer will be added to your consent list.



You will notice the addition of the air carrier with the effective date and expiring date.

Revoke Consent

To revoke consent start at the PRD main page

- 1) Select **“Consent”** from the title bar.



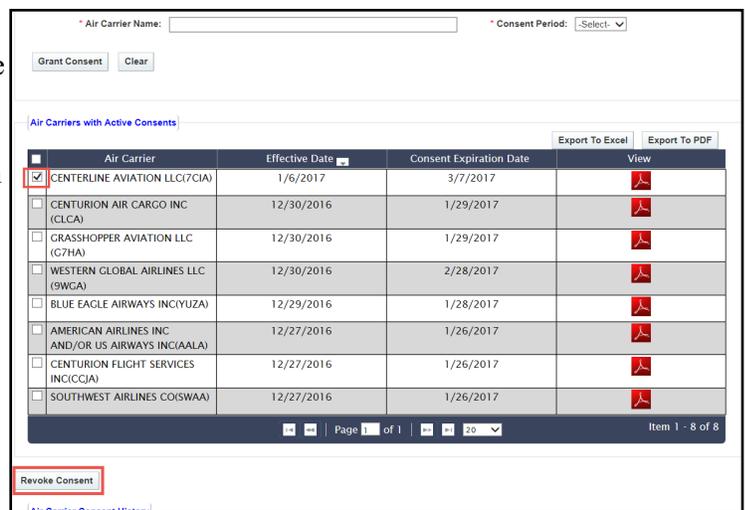
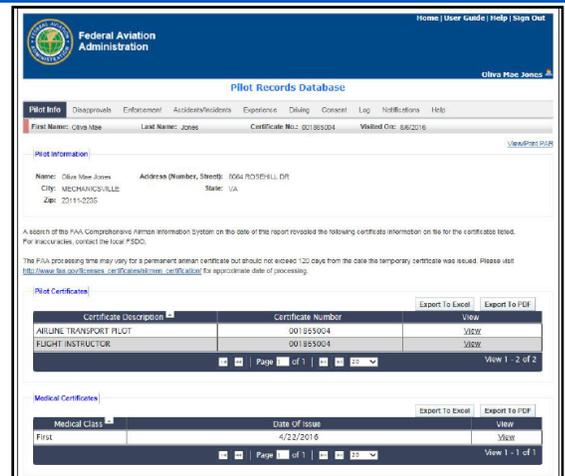
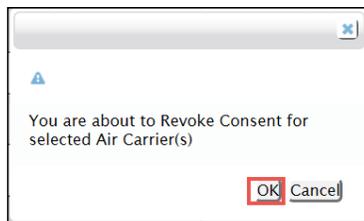
- 2) Scroll down to the **“Air Carriers with Active Consents”**. Select the box to the left of the one you wish to revoke.

- 3) Select the **“Revoke Consent”** box.

- 4) You will receive a warning that you are going to revoke consent. Select **“OK”** to revoke the selected item.

- 5) You will receive confirmation that the consent has been revoked.

- 6) Select **“OK”** to complete the process.



Resources

For technical assistance, please contact:



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