



WHEN

A user utilizes their MyAccess account to access multiple certificates and/or applicants

WHERE

FAA SAS External Portal log in webpage

WHY

Monitor and submit proposed changes to Certificate Holder information and authorizations

WHO

Users who have been granted access to multiple CH/As with their MyAccess account

What is it?

Multiple CH/As on a Single MyAccess Account

External users which require access to multiple Certificate Holders/Applicants (CH/A) on a single MyAccess account. Follow the registration request process by selecting the *Sign Up for SAS* link for each CH/A to be granted access to the External Portal.

Registration

- External Users must use the same email address to request access to each CH/A.
- Any previous registration requests must be approved before beginning a new registration request

Note

For additional user/multiple accounts, each user must be granted access on the first account before subsequent user access requests may be submitted (one in process at a time please)





User Role	Using a Single MyAccess Account for Multiple Certificates
Certificate Holders and Applicants	1. Select the Login with MyAccess button.



Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Expiration Date:



Click "Sign Up for SAS" if you wish to request access to one or more certificate holder/applicant (CH/A).

To access the SAS External Portal training, before you sign up for SAS, click here.

To access the SAS External Portal Information Guide, click here.

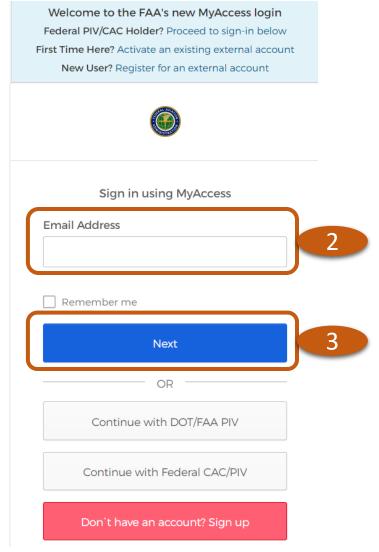
SYSTEM USE NOTICE

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all other computers
 connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information
 system is provided for U.S. Government authorized use only.
- Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties
- By using this information system you consent to the following:
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 At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or





User Role	Using a Single MyAccess Account for Multiple Certificates
Certificate Holders and Applicants	2. Enter your MyAccess account <i>Email Address</i>.3. Select the <i>Next</i> button after entering your email address if you already have an account.







User Role	Using a Single SAS User Name for Multiple Certificates
Certificate Holders and Applicants	4. Select the CH/A to display using the <i>radio button</i> to the left of the CH/A name.5. Select the <i>Select CH/A</i> button.



Select CH/A

Safety Assurance System (SAS)

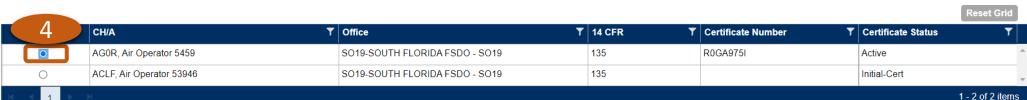
External Portal

OMB Control Number 2120 - 0774

Welcome Theresa Colvard ? Log out

Expiration Date:

Select the certificate holder/applicant (CH/A) to work on



Home

1 - 2 of 2 items





User Role	Using a Single SAS User Name for Multiple Certificates
Certificate Holders	6. Select the Change CH/A button to select a different Certificate Holder or Applicant.
and Applicants	

