Pilot Records Database
Managing User Roles

Presented to:	Operator and Proxy Employees
By:	FAA, Aviation Data Systems Branch
Date:	July 14, 2022

Federal Aviation Administration
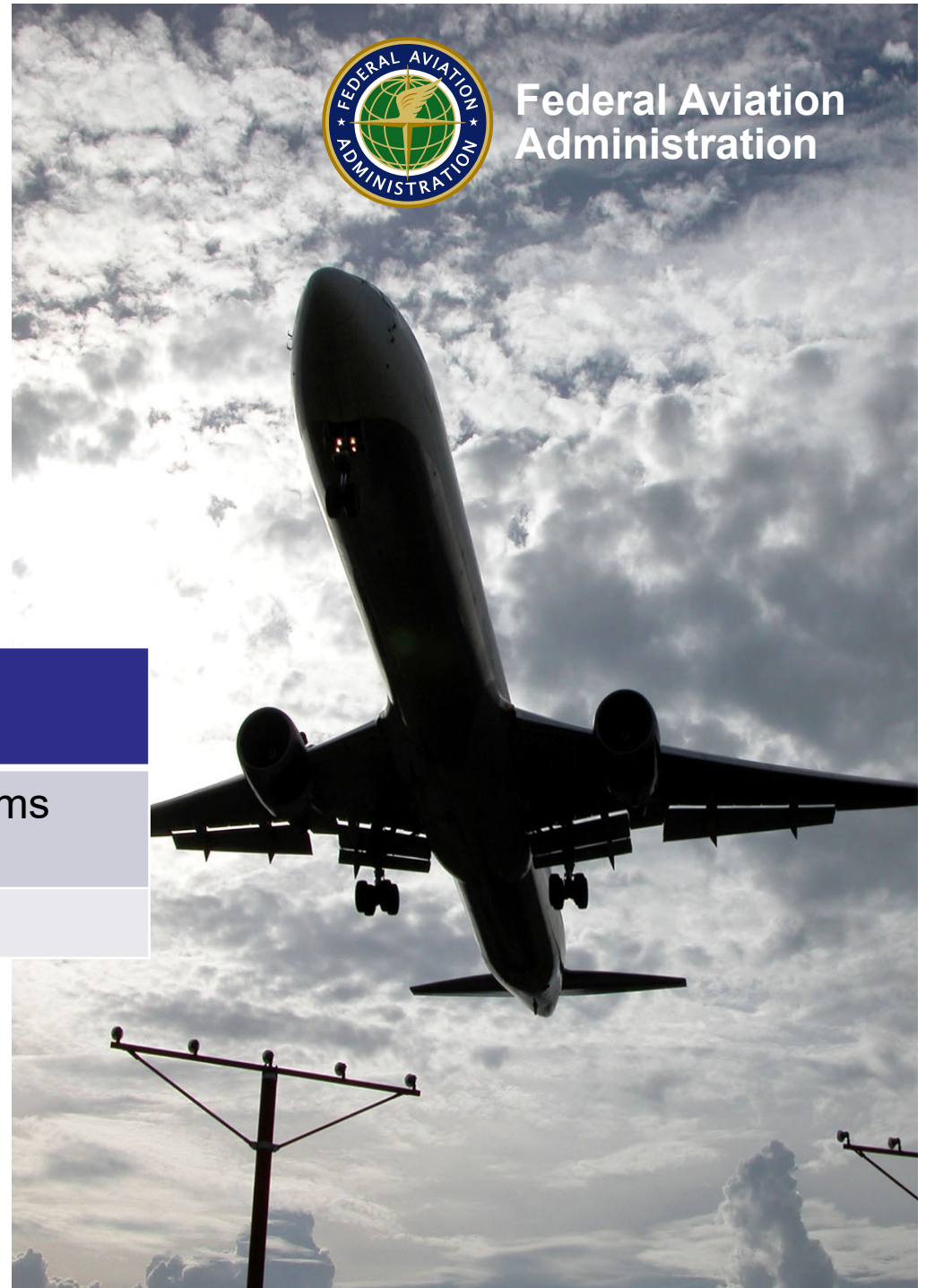
PRD Program Office

- **FAA, Aviation Data Systems Branch, Oklahoma City, Oklahoma**
- **Chris Morris – PRD Program Manager**
- **Stacey Smith – Assistant PRD PM**
- **PRD Support Team (prdsupport@faa.gov)**

Questions?

- Please submit questions via the Q/A Box.
- We will either reply via the Q/A box, reply at the end of the presentation, or email you a reply soon after.

- This presentation will be available at PRD.FAA.GOV in the resources section.

Overview

- **PRD User Roles in General**
- **Operator User Roles**
  - What roles are available
  - How roles are requested and approved
- **Demonstration how to Approve (or reject) users**
- **Proxy User Roles**
  - What roles are available
- **Questions**

PRD Roles in General

- Every person who wants a role in PRD must 1st create a MyAccess account

- Tip: Use a personal email address, not a work email address

- If you add more PRD roles later, you still only need one MyAccess account; never create multiple MyAccess accounts

Single User

Single MyAccess Account

PRD Roles in General

- **MyAccess is used with other FAA websites, not just PRD**

- **NEW: MyAccess Self-Service Web Site**
  - Change your email
  - Change your password
  - Change your MFA settings
  - Even Change your name (requires new ID verification)
  - https://myaccessreg.faa.gov/profile/

- **PRD Support Team ≠ MyAccess Support Team**

- **If you have trouble with the ID verification, email prdsupport@faa.gov for your options**

Operator User Roles

- **Authorized Responsible Person (RP)**
  - Every applicable operator must register a qualified person as the RP IAW § 111.15(a) by 9/8/2021
  - There can only be a single RP at a time for each operator
  - Registrations are approved by the FAA
  - Certain eligibility requirements must be met, Part 119 position holder or other management
  - RP can perform all tasks in the PRD and do not need any additional roles; RPs can hold other roles for other operators as needed

Responsible Person (RP)

User Manager (UM)

Contributor (AUC)
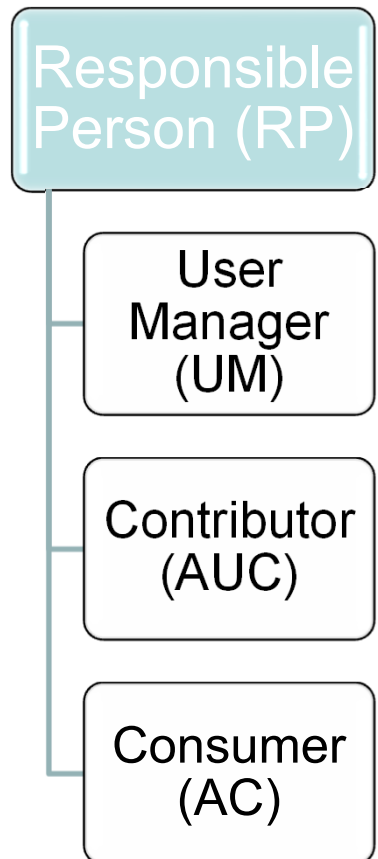
Consumer (AC)

Operator User Roles - RP

- **Frequently Asked Questions**
  - When I login to view records, I don't see RP in the list, only Authorized Consumer. What's wrong?

  - This is normal. You will see your RP role from the Tools button.
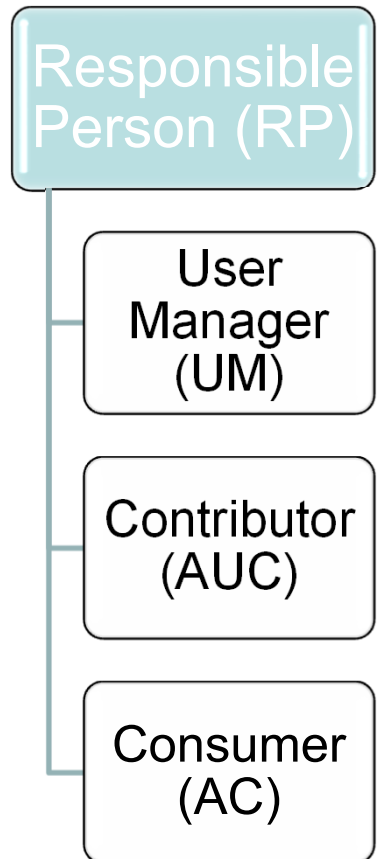
Operator User Roles

- **User Manager (UM)**
  - Can edit other users for the same operator including proxy users (except for the RP)
  - A way for the RP to delegate user management tasks to another operator employee
  - Approved by the operator RP or another User Manager for same operator (UM can't edit their own roles)
  - Can login via the Tools button, no access to records
 - Operator can have as many UMs as they need

Responsible Person (RP)

User Manager (UM)

Contributor (AUC)

Consumer (AC)
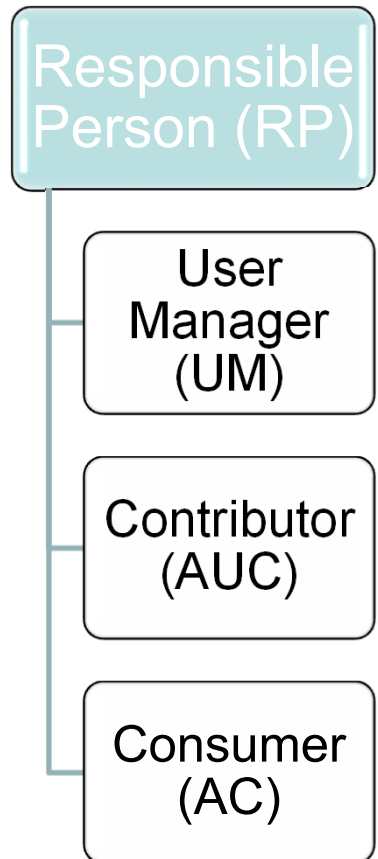
Operator User Roles

- **Authorized User Contributor (AUC)**
  - Can report pilot records for the operator
  - A way for the RP to delegate reporting records to another operator employee
  - Approved by the operator RP or UM
  - Can login via the "Tools" button
  - User can have other roles as needed for same operator such as UM or AC
  - Operator can have as many AUCs as they need

Responsible Person (RP)

User Manager (UM)

Contributor (AUC)

Consumer (AC)

Operator User Roles

- **Authorized Consumer (AC)**
  - Can review pilot records for pilots who have given consent
  - A way for the RP to delegate reviewing records to another operator employee
  - Approved by the operator RP or UM
  - Can login via the "View Records" button
  - User can have other roles as needed for same operator such as UM or Contributor
  - Operator can have as many ACs as they need

Responsible Person (RP)

User Manager (UM)

Contributor (AUC)

Consumer (AC)
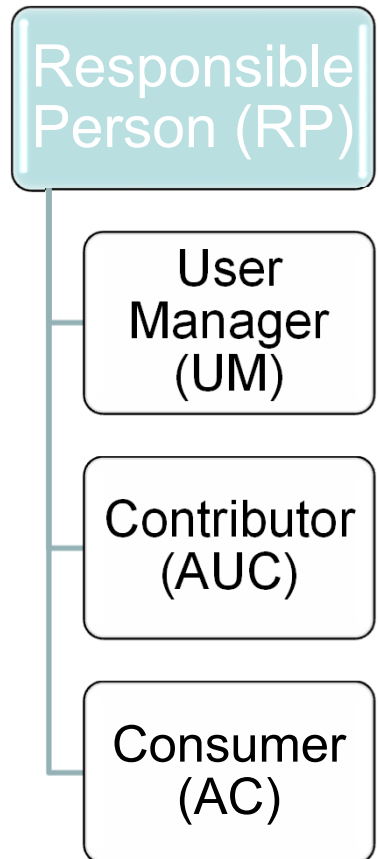
Operator User Roles

Role	Can	Approved By	Help Files
Authorized Responsible Person (RP)	Perform all operator functions in the PRD	FAA	How to Register
User Manager (UM)	Edit other users in PRD assigned to the same operator	RP or other UM	How to Register How to Approve
Authorized Consumer (AC)	Review pilot records for new pilots	RP or UM	How to Register How to Approve
Authorized User Contributor (AUC)	Report records to the PRD	RP or UM	How to Register How to Approve

Demonstration – Approving Users

- **Must be an RP or UM to review pending registrations or edit existing users**
- **Start from PRD.FAA.GOV**

Air Carriers, Operators, and Proxies

- View pilot records

View Records*

*Requires an Authorized Responsible Person or an Authorized Consumer Role

- Register for access
- Manage users
- View Logs
- Report pilot records
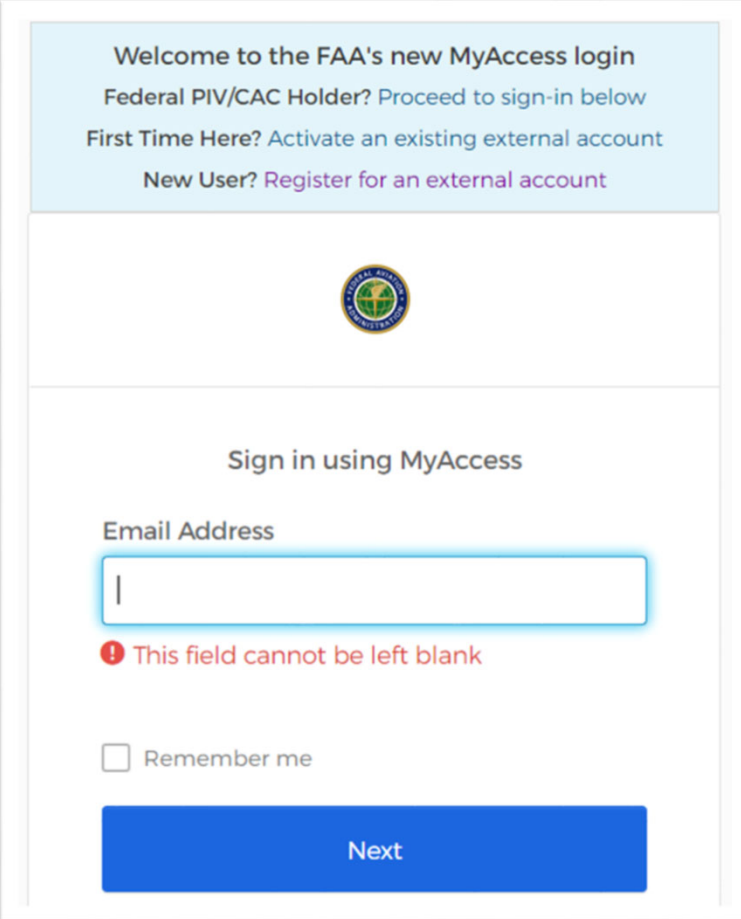
Tools

Demonstration – Approving Users

- **Login via MyAccess**

Welcome to the FAA's new MyAccess login
Federal PIV/CAC Holder? Proceed to sign-in below
First Time Here? Activate an existing external account
New User? Register for an external account

Sign in using MyAccess

Email Address

⊘ This field cannot be left blank

☐ Remember me

Next

Demonstration – Approving Users

- **Select your RP or UM role and the operator**

Demonstration – Approving Users

You will see any pending approvals near the bottom of the page

Demonstration – Approving Users

- **To edit a pending user, select the check box and then click "Edit Pending Approval"**

Demonstration – Approving Users

Set the User Status to "ACTIVE"

Set the Role(s) Status to "ACTIVE"

Set the Effective Date to today

Do NOT enter an expiration date

User Details

Air Carrier Name: TEST APPLICANT 135A FOR SAS (1B4A)   *User Role Group: Air Carrier

*User Name: *User Status: Active

*First Name: *Last Name:

Middle Name: Name Suffix: -Select-

Primary Phone: Alternate Phone:

*Email: Manager Name:

                                                            Position Title:

Roles

Role Name: Authorized Consumer   Role Status: Active

*Effective Date: 07/08/2022   Expiration Date:

Authorized Person Details

Responsible Person Full Name: Christopher Morris   Authorized Person Job Title: Chief of Operations

Authorized Person Role Status: Active   Authorized Person Approved By: Christopher Morris

Save   Reset   Clear

Demonstration – Editing Users

You can search for a specific user or just click "Search" to see all your users

Federal Aviation Administration

Demonstration – Editing Users

Locate the user you want to edit, select the box by their name, then click "Edit"

Federal Aviation Administration

Demonstration – Editing Users

If you want to inactivate a user, set the Role Status to INACTIVE, enter today's date in the Expiration date, click "Save"

Leave USER STATUS as ACTIVE

Demonstration – Editing Users

- **User's role is now Inactive.**
- **They no longer have access to those functions**
- **Note they will still appear in your list of users**

POP Quiz - Which Role do I Need?

- **Register my operator in the PRD to meet 14 CFR Part 111.15(a)?**

Responsible Person (RP) ✔

User Manager (UM)

Contributor (AUC)

Consumer (AC)
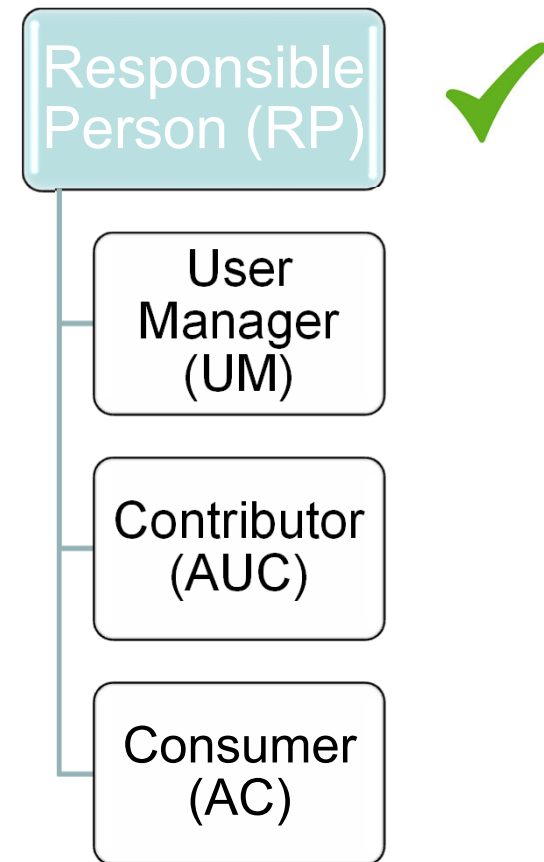
POP Quiz - Which Role do I Need?

- **Review pilot records when hiring a pilot?**

Responsible Person (RP) ✓

User Manager (UM)

OR

Contributor (AUC)

Consumer (AC) ✓
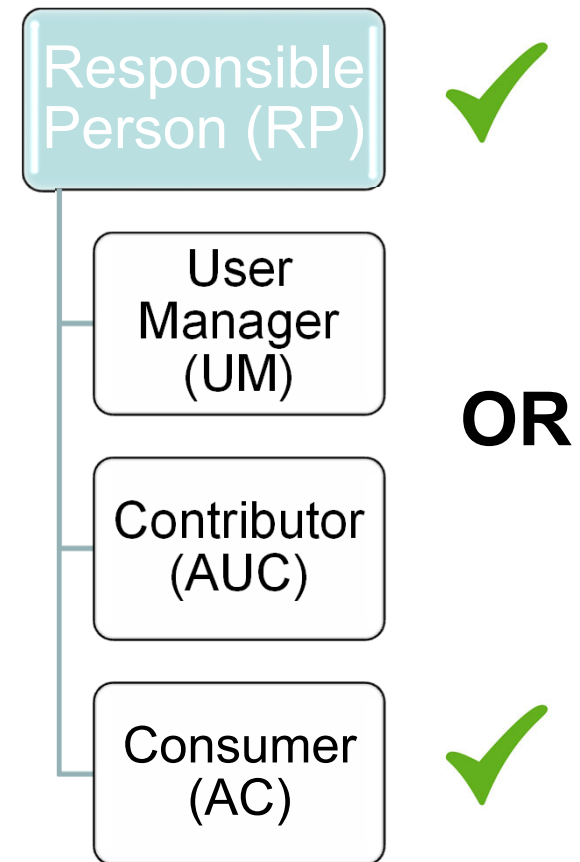
POP Quiz - Which Role do I Need?

- **Report records to the PRD?**

```
┌──────────────┐
│ Responsible  │   ✓
│ Person (RP)  │
└──────┬───────┘
       │  ┌──────────────┐
       ├──│    User      │     OR
       │  │  Manager     │
       │  │    (UM)      │
       │  └──────────────┘
       │  ┌──────────────┐
       ├──│ Contributor  │   ✓
       │  │    (AUC)     │
       │  └──────────────┘
       │  ┌──────────────┐
       └──│  Consumer    │
          │    (AC)      │
          └──────────────┘
```
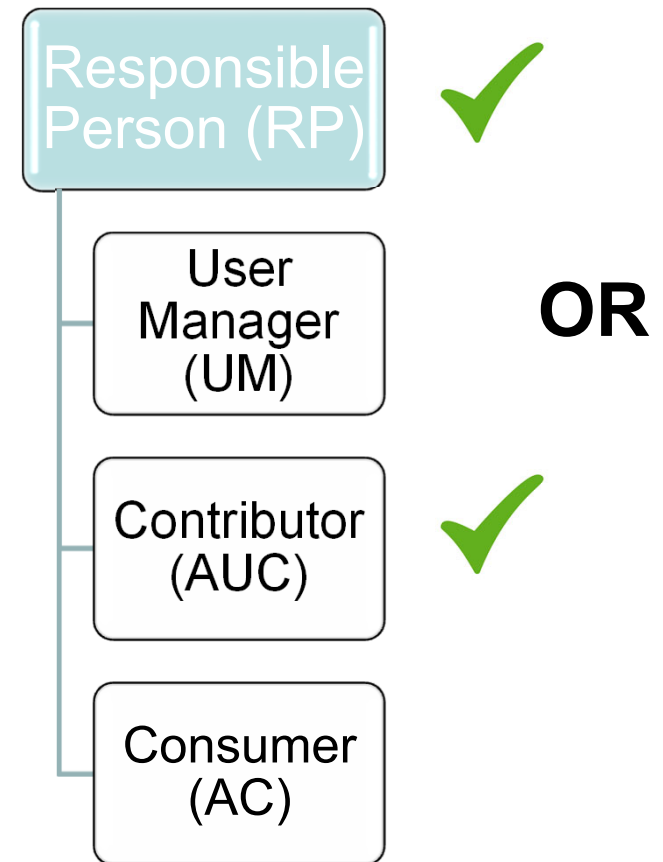
POP Quiz - Which Role do I Need?

- **Edit users for my operator?**

Responsible Person (RP) ✓

OR

User Manager (UM) ✓

Contributor (AUC)

Consumer (AC)
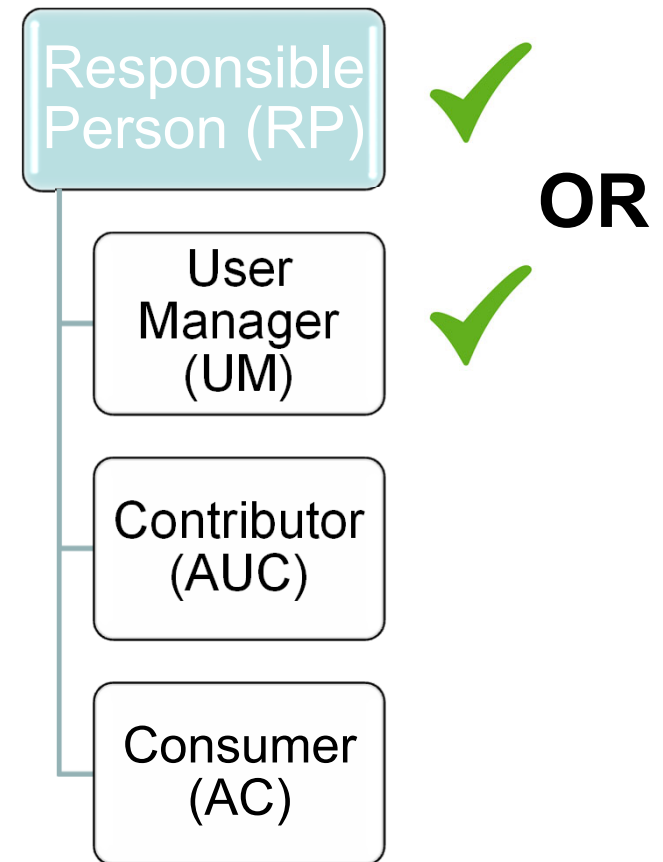
POP Quiz - Which Role do I Need?

- **BONUS: I work for an air carrier and need to edit our proxy users?**

Responsible Person (RP) ✓ **OR**

User Manager (UM) ✓

Contributor (AUC)

Consumer (AC)
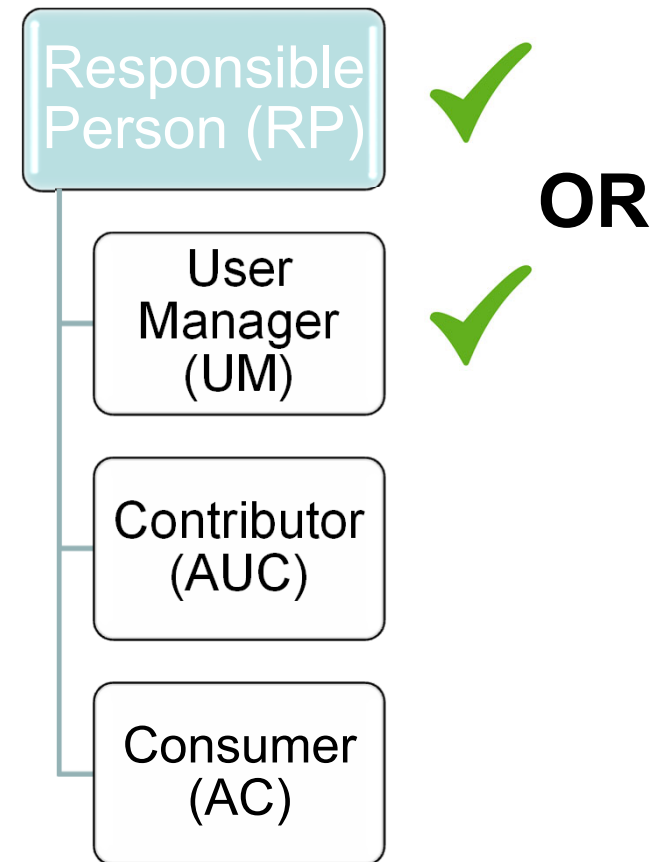
Proxy Roles in General

- Proxies are 3rd parties who can assist operators with functions in the PRD.

- For example, an operator may hire a proxy to help them collect all the pilot records required when hiring a pilot such as NDR, D&A, and PRD records.

- Proxies can both obtain records from the PRD as well as report pilot records for an operator.

- Both the RP and UM can edit the ability for proxy users to access the operator's records, or even completely block the proxy.

- The operator retains the ultimate responsibility for compliance even when using a proxy.

Proxy Roles in General

- **Proxies are linked to an operator, and thus given access to the PRD on behalf of that operator, by a key user who works for the proxy; a Proxy Responsible Person (PRP)**

ABC Airways

Proxies -R- Us

Authorized Responsible Person (RP)

Proxy Responsible Person (PRP)

Proxy Consumer (PAC)

Proxy Contributor
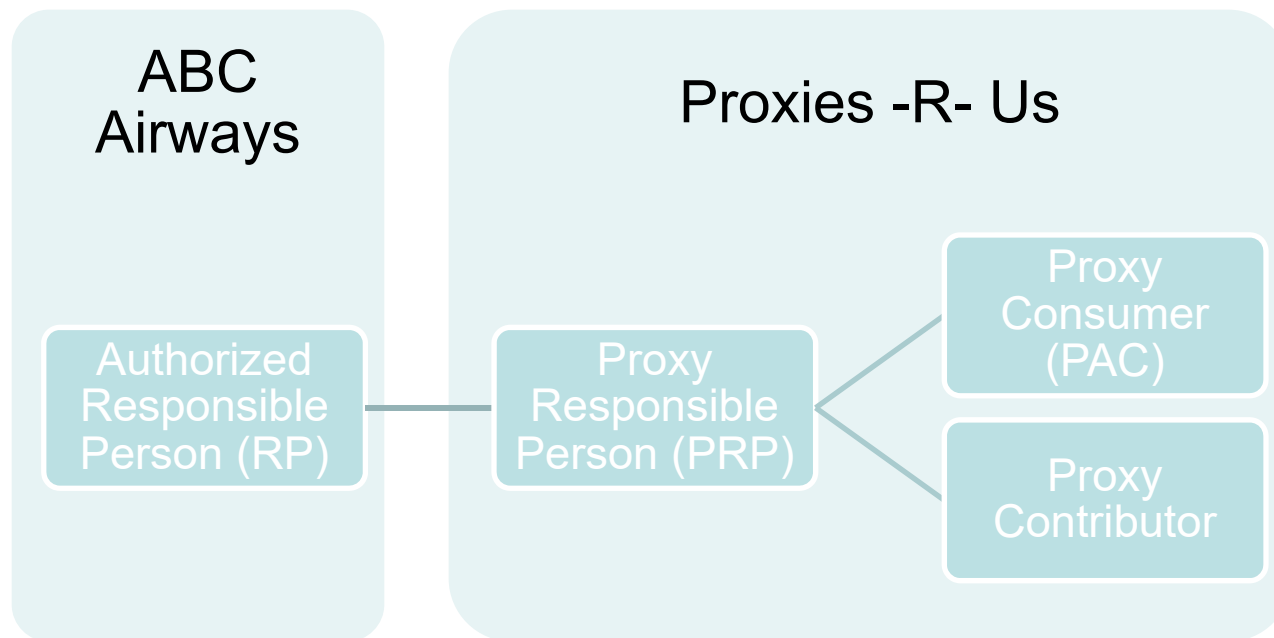
Proxy User Roles

- **Proxy Responsible Person (PRP)**
  - Required role which binds an operator and a proxy
  - Can review records released to the operator as well as report records on behalf of the operator
  - Approved by both the RP and the FAA (future update will allow the RP to approve without FAA assistance)
  - Can delegate functions to other proxy employees such as to a Proxy User Manager and Proxy Authorized Consumer
  - Same proxy employee can be PRP for multiple operators as needed.

Proxy User Roles

- **Otherwise, proxies have same roles as operators, such as:**
  - Proxy Authorized Consumer
  - Proxy User Manager
  - Proxy Authorized Contributor

- **Important concept to understand is that every operator and proxy combination needs a PRP registered in the PRD.**

- **The same proxy employee can be PRP for multiple operators.**

Resources

- **PRD Web Site**
- **49 U.S. Code § 44703(i) Pilot Records Database**
- **14 CFR Part 111**
- **AC 120-68J**
- **PRD Resources for Industry**
- **How-To report records guide**
- **PRDsupport@faa.gov**

Next Webinars

- **July 28: Pilot's Guide to Using the PRD**
- **Schedule posted at PRD.FAA.GOV.**

Questions