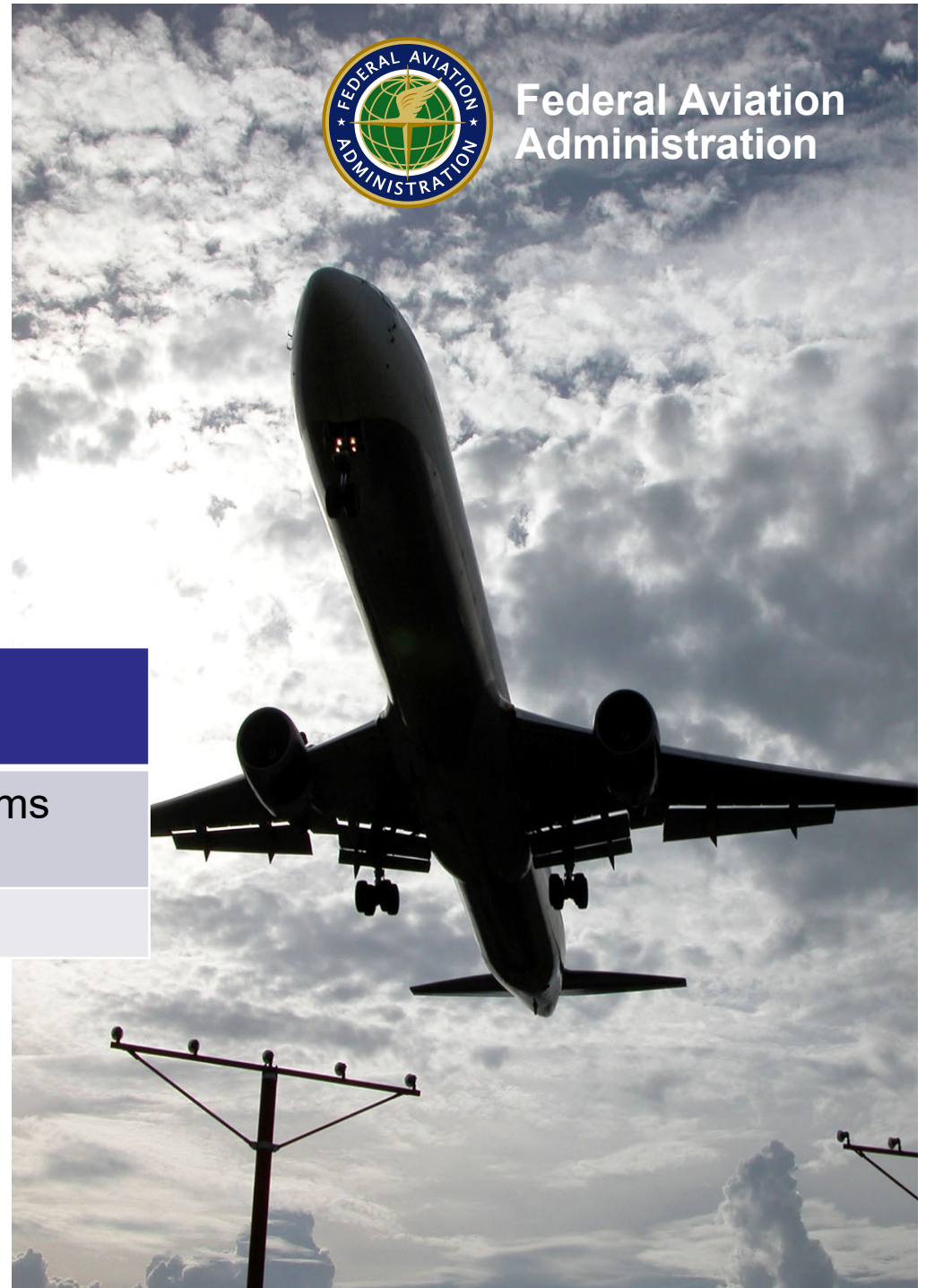


Pilot Records Database

Managing User Roles

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



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



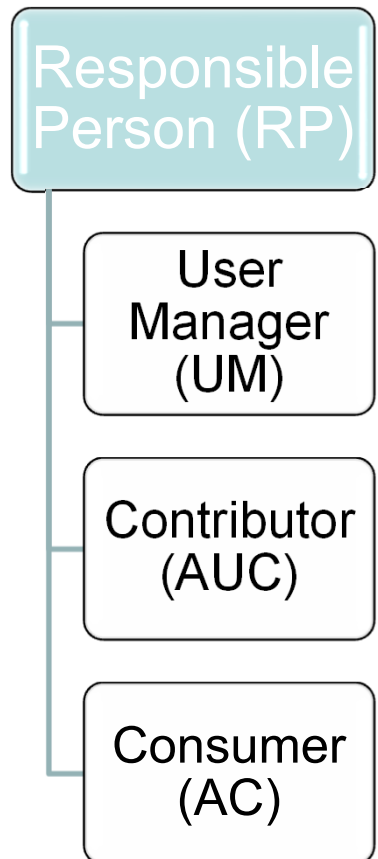
PRD Roles in General

- **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



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?



The screenshot shows a web form titled "Select Access Criteria". It contains two dropdown menus. The first dropdown, labeled "*Select a Role:", has "Authorized Consumer" selected. The second dropdown, labeled "*Select an Air Carrier:", has "TEST APPLICANT 121 FOR SAS (900A)" selected. Below the dropdowns is a "Select" button.

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



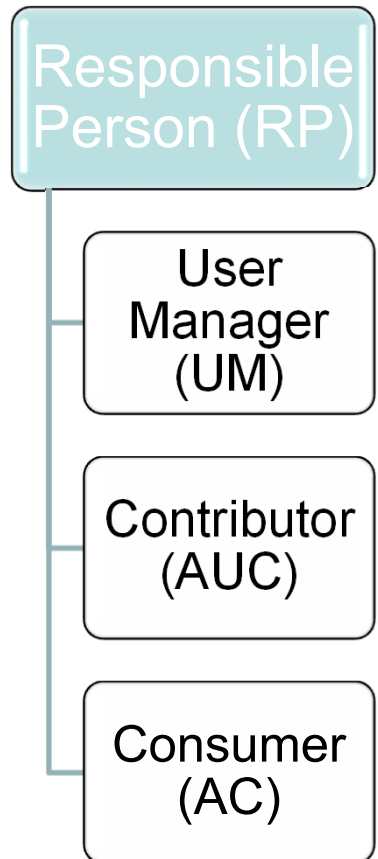
The screenshot shows the same "Select Access Criteria" form. In this instance, the first dropdown, labeled "*Select Role:", has "Authorized Responsible Person" selected. The second dropdown, labeled "*Air Carrier Name:", still has "TEST APPLICANT 121 FOR SAS (900A)" selected. The "Select" button is at the bottom.



Operator User Roles

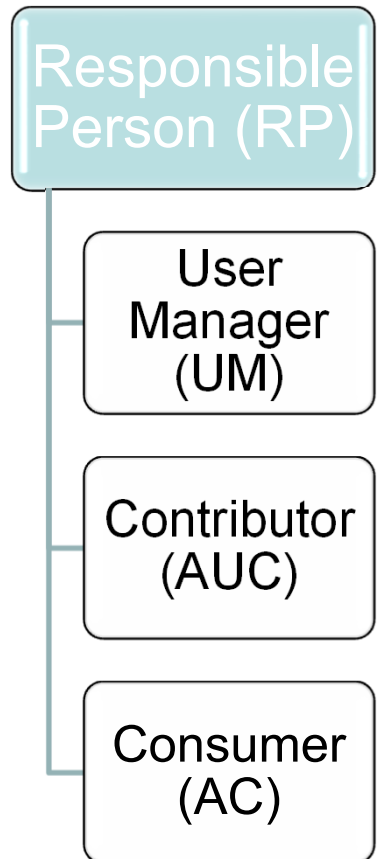
- **User Manager (UM)**

- 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



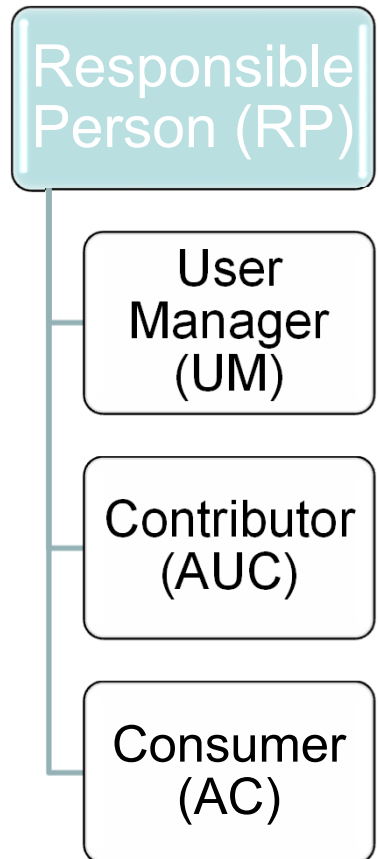
Operator User Roles

- **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



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



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

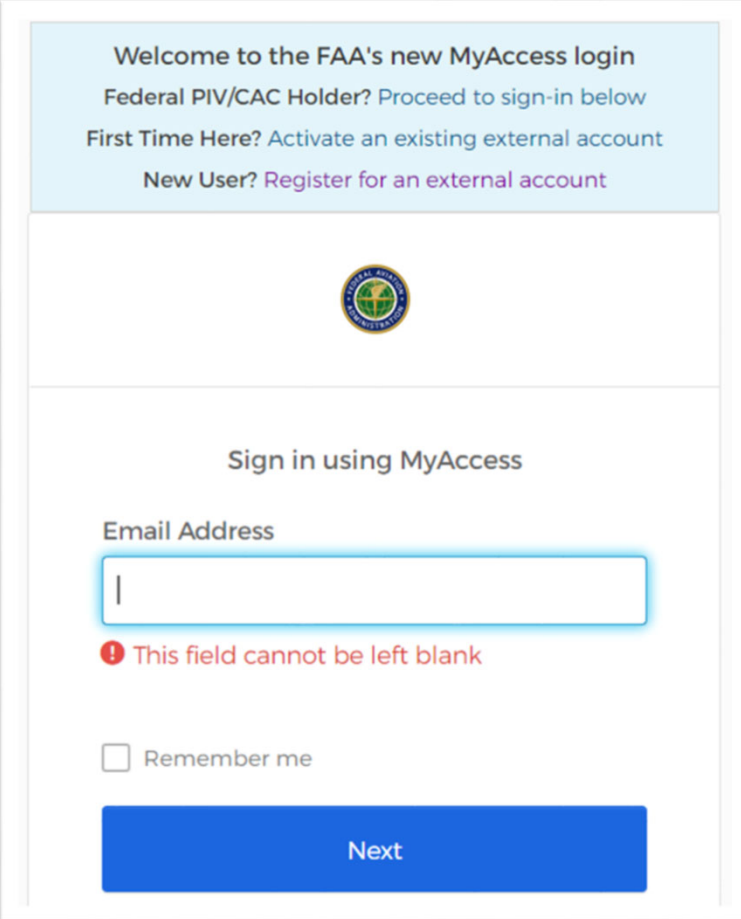
[Tools](#)



**Federal Aviation
Administration**

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

 **Federal Aviation Administration** User Guide | Help | Sign Out

Pilot Records Database

Please select the access criteria for the Air Carrier External PRD application. If the lists do not contain any values, please contact the person who is responsible for creating and managing your Air Carrier External User account.

If you would like to register for Air Carrier access, please click [here](#).

If you would like to register as a Pilot, please click [here](#).

If you would like to register for Proxy access, please click [here](#).

If you would like to register to receive emails about PRD, please click [here](#).

Select Access Criteria

*Select Role:

*Air Carrier Name:



Demonstration – Approving Users

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



Pilot Records Database

Inbox **Security** Pilot Search Air Carrier Search Activity Directory User Profile Email Config Help

Manage Users Manage Air Carrier Proxy

[Back To Role Selection Page](#)

User Information

Air Carrier Name: TEST APPLICANT 135A FOR SAS (1B4A)

Search

First Name: Last Name:
User Name: User Status:
Air Carrier Name: Roles:
Last Updated By: Updated Date: From: To:
Created Date: From: To:

Manage Users

No records found.

Pending Approvals

<input type="checkbox"/>	User Name	First Name	Last Name	Date Submitted	Air Carrier	Roles	Status
<input type="checkbox"/>				12/09/2021	TEST APPLICANT 135A FOR SAS (1B4A)	Authorized Consumer	Pending Approval

20 items per page 1 - 1 of 1 items



Demonstration – Approving Users

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

The screenshot displays a web interface titled "Pending Approvals". At the top right, there are two buttons: "Export To Excel" and "Export To PDF". Below these is a table with the following columns: a checkbox, "User Name", "First Name", "Last Name", "Date Submitted", "Air Carrier", "Roles", and "Status". The first row of data is highlighted in blue and contains a checked checkbox, a redacted user name, redacted first and last names, the date "12/09/2021", the text "TEST APPLICANT 135A FOR SAS (1B4A)", the role "Authorized Consumer", and the status "Pending Approval". Below the table is a pagination bar with navigation icons, a page number "1", a dropdown menu set to "20", the text "items per page", and a status "1 - 1 of 1 items". Below the table, there is a button labeled "Edit Pending Approval". Two white arrows are overlaid on the image: one points to the checkbox in the first row of the table, and the other points to the "Edit Pending Approval" button.

<input type="checkbox"/>	User Name	First Name	Last Name	Date Submitted	Air Carrier	Roles	Status
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	12/09/2021	TEST APPLICANT 135A FOR SAS (1B4A)	Authorized Consumer	Pending Approval

1 20 items per page 1 - 1 of 1 items

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

The screenshot shows the 'User Details' form with the following fields and values:

- Air Carrier Name:** TEST APPLICANT 135A FOR SAS (1B4A)
- *User Name:** [Redacted]
- *First Name:** [Redacted]
- Middle Name:** [Redacted]
- Primary Phone:** [Redacted]
- *Email:** [Redacted]
- *User Role Group:** Air Carrier
- *User Status:** Active (indicated by a blue arrow pointing to the dropdown)
- *Last Name:** [Redacted]
- Name Suffix:** -Select- (dropdown)
- Alternate Phone:** [Redacted]
- Manager Name:** [Redacted]
- Position Title:** [Redacted]

The 'Roles' section shows:

- Role Name:** Authorized Consumer
- Role Status:** Active (indicated by a blue arrow pointing to the dropdown)
- *Effective Date:** 07/08/2022 (indicated by a blue arrow pointing to the date field)
- Expiration Date:** [Redacted] (indicated by a blue arrow pointing to the date field)

The 'Authorized Person Details' section shows:

- Responsible Person Full Name:** Christopher Morris
- Authorized Person Job Title:** Chief of Operations
- Authorized Person Role Status:** Active
- Authorized Person Approved By:** Christopher Morris

At the bottom are buttons for **Save**, **Reset**, and **Clear**. A blue arrow points to the 'Save' button.



Demonstration – Editing Users

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

The screenshot shows the FAA Security Management System (SMS) interface. The top navigation bar includes links for Inbox, Security (selected), Pilot Search, Air Carrier, Search, Activity, Directory, User Profile, Email Config, and Help. Below this, the 'Manage Users' tab is active, with a sub-tab for 'Manage Air Carrier Proxy'. A link for 'Back To Role Selection Page' is visible in the top right corner.

The 'User Information' section displays the 'Air Carrier Name' as 'TEST APPLICANT 135A FOR SAS (1B4A)'. The 'Search' section contains several input fields: 'First Name', 'Last Name', 'User Name', 'Air Carrier Name' (with a hint 'Min first (3) char of Air Carrier Name'), 'Last Updated By' (with a hint 'Min first (3) char of Last Updated By'), and 'Created Date' (with 'From' and 'To' date pickers). There are also dropdown menus for 'User Status' and 'Roles', both currently set to '-Select-'. At the bottom of the search section are 'Search' and 'Clear' buttons. A blue arrow points from the 'Search' button to the 'Manage Users' tab below.

The 'Manage Users' section shows 'No records found.' The 'Pending Approvals' section also shows 'No records found.'



Demonstration – Editing Users

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

Manage Users

Export To Excel Export To PDF

	User Name	User Status	Roles (Role Status)	First Name	Last Name	Last Update Date	Last Updated By	Air Carrier Name	Status of Assigned Air Carrier
<input type="checkbox"/>		Inactive	Authorized User Manager (Active)			05/10/2022	AirCarrier System User	TEST APPLICANT 135A FOR SAS (1B4A)	Active
<input checked="" type="checkbox"/>		Active	Authorized Consumer (Active)			07/08/2022	Christopher Morris	TEST APPLICANT 135A FOR SAS (1B4A)	Active
<input type="checkbox"/>		Active	Authorized Consumer (Active)			05/10/2022	AirCarrier System User	TEST APPLICANT 135A FOR SAS (1B4A)	Active
<input type="checkbox"/>		Active	Authorized Consumer (Active)			05/10/2022	AirCarrier System User	TEST APPLICANT 135A FOR SAS (1B4A)	Active
<input type="checkbox"/>		Active	Authorized Consumer (Rejected)			05/10/2022	AirCarrier System User	TEST APPLICANT 135A FOR SAS (1B4A)	Active
<input type="checkbox"/>		Active	Authorized Consumer (Active), Authorized Responsible Person (Active)			05/10/2022	AirCarrier System User	TEST APPLICANT 135A FOR SAS (1B4A)	Active
<input type="checkbox"/>		Active	Authorized Consumer (Active), Authorized Responsible Person (Active)			06/22/2022	System User	TEST APPLICANT 135A FOR SAS (1B4A)	Active

20 items per page 1 - 7 of 7 items

Edit



Federal Aviation Administration

Demonstration – Editing Users

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

Leave USER STATUS as ACTIVE

User Details

Air Carrier Name: TEST APPLICANT 135A FOR SAS (1B4A)

*User Name:

*First Name:

Middle Name:

Primary Phone:

*Email:

*User Role Group:

Air Carrier

*User Status:

Active

*Last Name:

Name Suffix:

-Select-

Alternate Phone:

Manager Name:

Position Title:

Roles

Role Name: Authorized Consumer

Role Status: Inactive

*Effective Date: 7/8/2022

Expiration Date: 07/08/2022

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

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

Manage Users

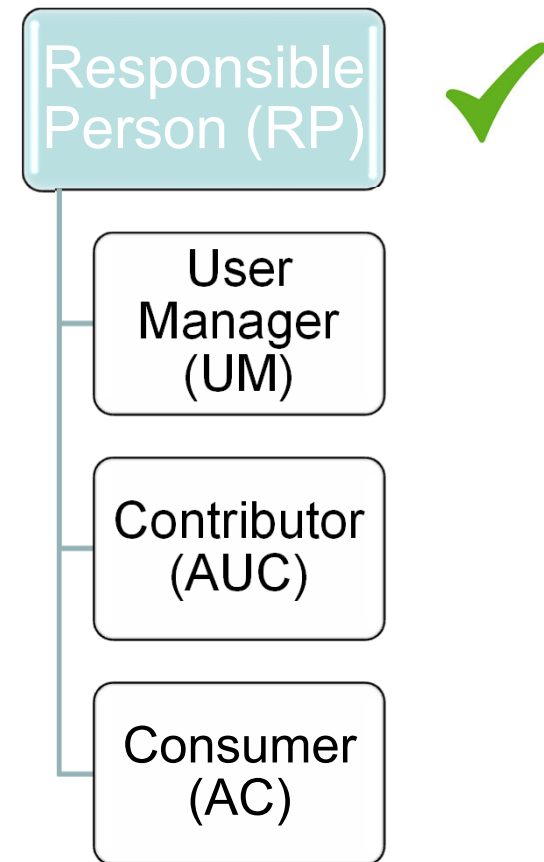
Export To Excel

Export To PDF

<div></div>	User Name	User Status	Roles (Role Status)	First Name	Last Name	Last Update Date	Last Updated By	Air Carrier Name	Status of Assigned Air Carrier
<div></div>		Active	Authorized Consumer (Inactive)			07/08/2022	Christopher Morris	TEST APPLICANT 135A FOR SAS (1B4A)	Active

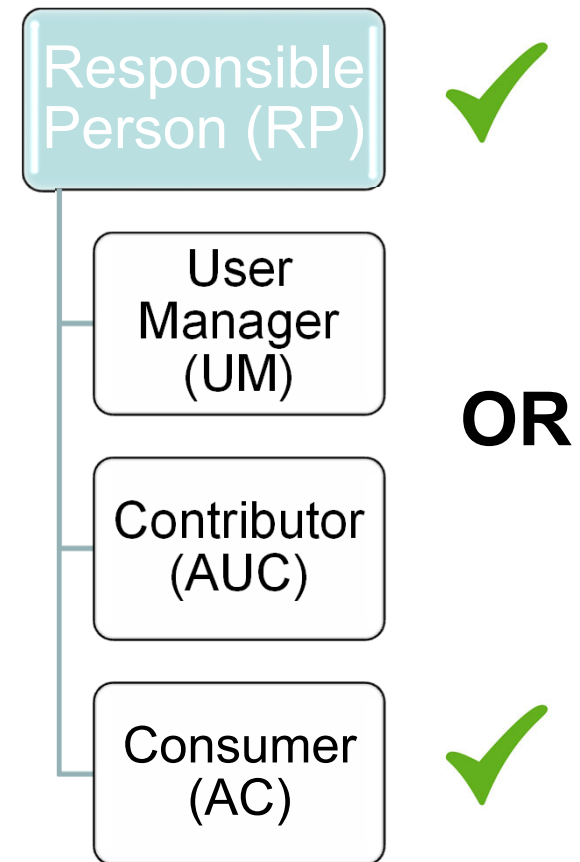
POP Quiz - Which Role do I Need?

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



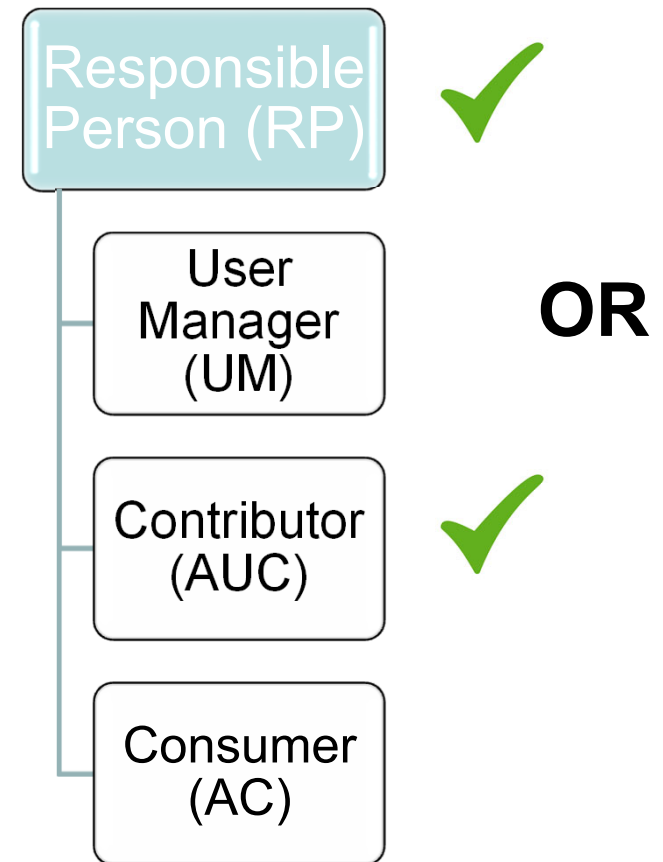
POP Quiz - Which Role do I Need?

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



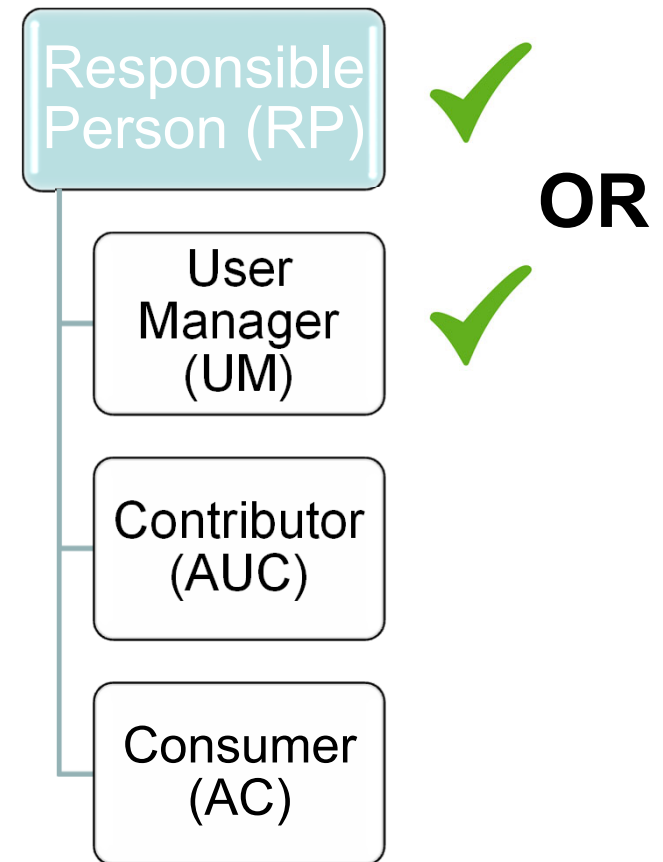
POP Quiz - Which Role do I Need?

- Report records to the PRD?



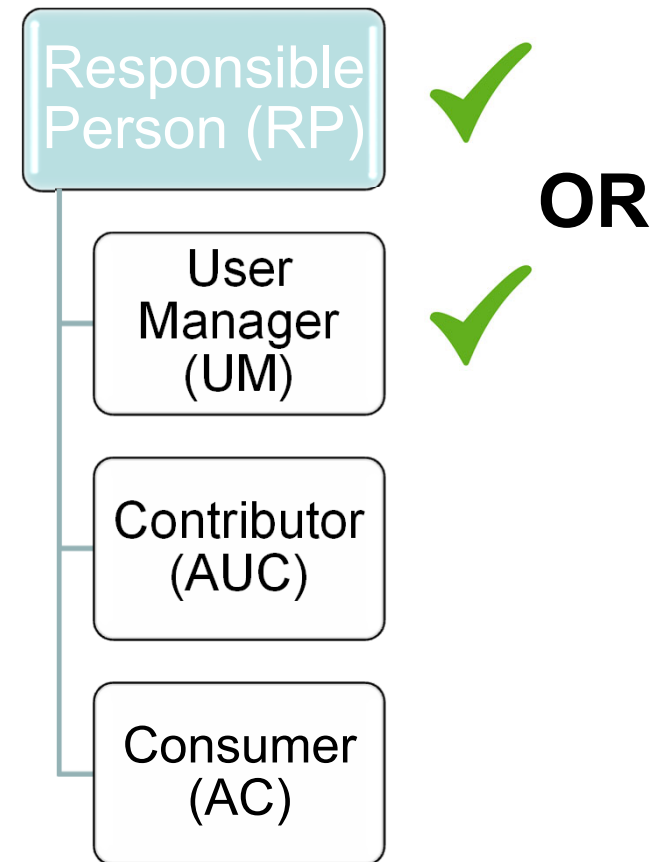
POP Quiz - Which Role do I Need?

- **Edit users for my operator?**



POP Quiz - Which Role do I Need?

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



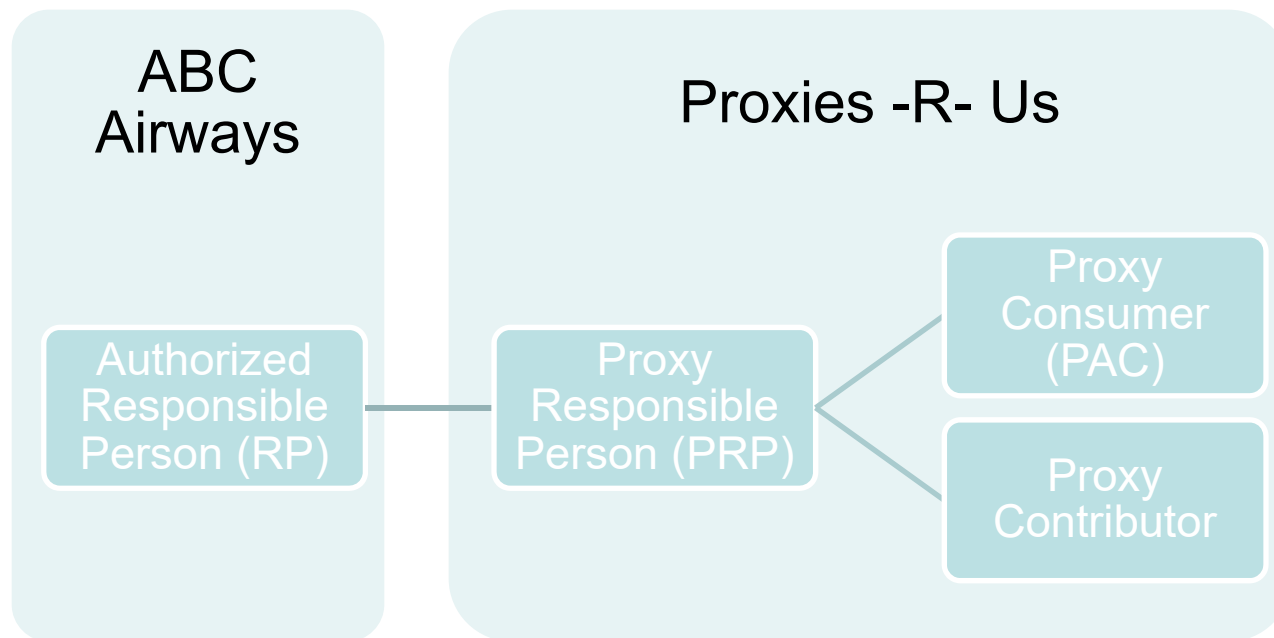
Proxy Roles in General

- 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)**



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

