

Navigating the DIN Portal – Engineering

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DIN Portal Replaces SAR

- SAR has been replaced by the new “DIN Portal,” described in this document.
- The benefits of the new DIN Portal include a simple web interface, no redundant data, improved visibility of information for designees, and improved communication between the FAA and its designees.

Logging In

Go to <http://av-apps.faa.gov/din/dinportal.nsf>

Provide your e-mail address or your numeric DIN ID, and the password you used previously for SAR. If you don't recall your password, use Forgot Password. If you need to register, use Register and follow the prompts.

DIN Portal

Here is the home screen for the DIN Portal.



The DIN Portal has three pages, listed in the left navigation bar.

1. **Home** – Displays System Notification shortcuts that direct you to the Designation Information page to perform current available actions.
2. **Profile** – Lists and allows you to edit your contact information.
3. **Designation Display** – Shows five sections: the available action tabs across the top of the page; the **Designee Information**, a summary of a designation's information; **Designation Record--Current**, the designation's performance history for the current performance period; **Function Information**, the functions and function descriptions for that designation; and **Training Information**, the designation's training records.

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Home

Home shows general actions that can be performed at any time, and time-sensitive actions.

These available action tabs are also listed at the top of the **Designee Information** page. Here on the **Home** page, they are shown to provide shortcuts that you will probably use in relation to a specific designation, saving you extra mouse clicks to get to the action you want to perform.

The screenshot shows the Home page interface. On the left, there are navigation tabs: Home, Profile, and DER (Consultant). The DER (Consultant) tab is selected. In the center, there is a 'System Notifications' section with a table showing a notification on 11/23/10 with the subject 'Portal User Guide - Engineering'. Below this, there is an 'Available Actions' section with three buttons: 'Add Comment (DERT)', 'Add File (DERT)', and 'Request Renewal (DERT)'. Each button has a right-pointing arrow.

The Profile Display

Profile let you view and manage your personal contact and log-in information:

The screenshot shows the Profile page. At the top, there are navigation tabs: Home, Profile, and DER (Consultant). The Profile tab is selected. Below the tabs, there are three buttons: 'Change Name', 'Change Password', and 'Change Contact Info'. The main content area displays personal information in a form-like layout: Prefix (Ms), First Name (Jane), Middle Name (A), Last Name (Doe), Suffix, Email address (DOE123@company.co), Birth date (02/20/77), Address, Mail stop, City, State, Postal code, Country, Phone, Business phone, Mobile phone, Business fax, and Pager.

Clicking on any of the three “**Change [Data Item]**” buttons opens a form that lets you change the relevant information. For example, clicking on “**Change Name**” opens the name entry form:

The screenshot shows the 'Update Individual Profile' dialog box. It contains input fields for: Prefix (Ms), First name (Jane), Middle name (A), Last name (Doe), and Suffix. At the bottom, there are 'Submit' and 'Cancel' buttons.

To change the information, make the changes and click **Submit**. The changes are sent to the back-end database, and then a re-display of the **Profile** page shows the updated information.

The Designation Display

The **Designation Display** shows information for the selected designation. Use the Edit button to change address information as needed.

The screenshot shows the Designation Display page. At the top, there are navigation tabs: Home, Profile, and DER (Consultant). The DER (Consultant) tab is selected. Below the tabs, there are three buttons: 'Add Comment', 'Add File', and 'Request Renewal'. The main content area displays detailed information for a designation: Name (Ms Jane A Doe), DINID (123456), Designation (DER (CONSULTANT)), Appointment date (02/30/06), Approving office (Springfield ACO (ACE-123)), Physical Address (123 Main Street, Springfield, Oklahoma, United States of America), Mailing Address, Manager Name (Joe Manager), Manager Email (jmanager@faa.gov), Manager Phone (555) 555-1212, Advisor Name (Jane Advisor), Advisor Email (jadvisor@faa.gov), Advisor Phone (555) 555-1313, Renewal Status (Renewable), Designee number (DERT-123456-OK), Status (Active), Expiration date (11/31/18), and Managing office (Springfield ACO (ACE-123)). There is an 'Edit' button next to the Physical Address.

Available Action Tabs

While viewing a designation, blue available action tabs, which allow you to add comments and files and to request renewal (when applicable) are shown at the top of the display:

To add a comment, click the **Add Comment** tab to display the comment text fields, enter the information, and click **Submit**:

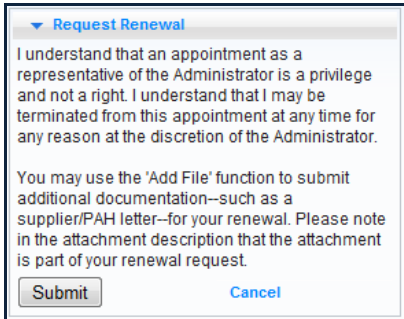
The screenshot shows the 'Add Comment' form. It has a 'Subject' input field and a 'Comment' text area. At the bottom, there are 'Submit' and 'Cancel' buttons.

To submit a file to become part of your designation’s FAA record, click the **Add File** tab to display the comment fields, attach the desired document or spreadsheet via the **Browse** button, and click **Submit**:

The screenshot shows the 'Add File' form. It has a 'Description' input field and an 'Attachment' input field with a 'Browse...' button next to it. At the bottom, there are 'Submit' and 'Cancel' buttons.

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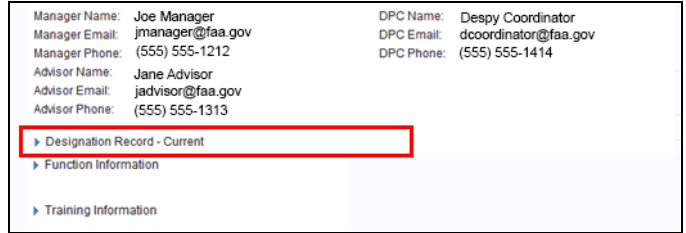
You will see the **Request Renewal** tab for a designation when the system determines that you are less than 60 days away from that designation’s expiration date. To request renewal, click the **Request Renewal** tab, then click **Submit** to acknowledge the text and request renewal.



Request Renewal

I understand that an appointment as a representative of the Administrator is a privilege and not a right. I understand that I may be terminated from this appointment at any time for any reason at the discretion of the Administrator.

You may use the 'Add File' function to submit additional documentation—such as a supplier/PAH letter—for your renewal. Please note in the attachment description that the attachment is part of your renewal request.



Manager Name: Joe Manager
Manager Email: jmanager@faa.gov
Manager Phone: (555) 555-1212
Advisor Name: Jane Advisor
Advisor Email: jadvisor@faa.gov
Advisor Phone: (555) 555-1313

DPC Name: Despy Coordinator
DPC Email: dcoordinator@faa.gov
DPC Phone: (555) 555-1414

▶ Designation Record - Current
▶ Function Information
▶ Training Information

To access this section, click on the arrow (▶) next to **“Designation Record—Current”**.



Date	Description
2/3/10	eCOA - Author(s) Bill Latham
1/22/10	General Attachment - Author(s) Steven C Emery - Supplier Letter, Attachment: DMR SUPPLIER Renewal Request Test.pdf

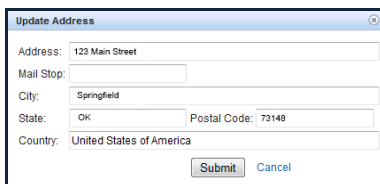
This read-only section lists the designation-specific performance history for the current performance period. Designation Record – History provides details about the previous period of performance.

Designation Information

The designation and contact information is displayed below the available action tabs:

In addition to the basic contact information for this designation, this area lists the designee’s type of designation, DIN ID, expiration and appointment dates, and approving and managing offices, and contact information. While most of the designation dates and office information are read-only, you can edit the designation’s address information here.

To edit the designation address, click the **Edit** button, enter the desired information, and click **Submit**:



Update Address

Address: 123 Main Street
Mail Stop:
City: Springfield
State: OK Postal Code: 73148
Country: United States of America

The address listed here is particular to the selected designation. To edit the personal contact information, you must return to the **Profile** page via the left navigation bar.

Designation Record – Current

The current **Designation Record** data is located below the designation contact information:

Resources

The Resources are files intended for you to take offline. Currently, the resources available consist of versions of the DER/FAA Interaction Tracking Form that must be submitted along with your renewal request. Choose from RTF, Open Document Format, Word Template or Word formats. Other resources may be posted in the future.



Date	Description	
11/9/10	DER/FAA Interaction Tracking Form (RTF Format)	8110_29.rtf
11/9/10	DER/FAA Interaction Tracking Form (Open Document Format)	8110_29.odt
11/9/10	DER/FAA Interaction Tracking Form (MS Word Template Format)	8110_29.doc
9/29/10	DER/FAA Interaction Tracking Form (MS Word Format)	8110_29.DOC

Charts Information

The **Chart Information** is located below the **Designation Record – Current** section:

To access this section, click on the arrow (▶) next to **“Chart Information”**.

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Chart Information						
Previous 1 Next						
FAR	Chart	Auth Areas	Rec Areas	Limitation	Specialties	Software Level
23	C2 - Elect. Equip.	A1, B1, C1, E1, F1, H1, I1, J1, K1, A4, B4, C4, E4, F4, H4, I4, J4, K4, A5, B5, C5, E5, F5, H5, I5, J5, K5	L1, A2, B2, C2, E2, F2, H2, I2, J2, K2, L2, A6, B6, C6, E6, F6, H6, I6, J6, K6	EWIS	C2 - Elect. Equip.	NIA
25	C2 - Elect. Equip.	A1, B1, C1, E1, F1, H1, I1, J1, K1, L1, A4, B4, C4, E4, F4, H4, I4, J4, K4, A5, B5, C5, E5, F5, H5, I5, J5, K5	A2, B2, C2, E2, F2, H2, I2, J2, K2, L2, A6, B6, C6, E6, F6, H6, I6, J6, K6	EWIS	C2 - Elect. Equip.	NIA

This read-only section lists the designation-specific codes and descriptions of the functions the designation is authorized to perform. Toggle through function listings by clicking either a specific page number or the “Next” link located in the upper right corner of the **Chart Information** section.

Training Information

The **Training Information**, located below the **Functions Information** section, is the last section on the page:

To access this section, click on the arrow (▶) next to **Training Information**.

Training Information		
Previous 1 Next		
Training Date	Training Title	Training Description
11/4/09	DER Recurrent Seminar	General Session in Anchorage
10/24/07	DER Recurrent Seminar	General and Technical sessions in Anchorage
10/27/05	DER Recurrent Seminar	Technical Session in Anchorage
10/26/05	DER Recurrent Seminar	General Session in Anchorage
10/25/05	DER Standardization Seminar	Anchorage, Alaska

This read-only section lists the designation-specific training history. Toggle through training listings by clicking either a specific page number or the “Next” link located in the upper right corner of the **Training Information** section.

Things to Consider While Using DIN

- The DIN Portal is designed to be compatible with Internet Explorer (IE) version 8 and Firefox version 3.5 or higher.
- The current DIN timeout setting is approximately 15 minutes.

Help

If you need assistance using the DIN Portal, contact the AVS National IT Service Desk by phone at 1-844-FAA-MYIT (844-322-6949) or by email at helpdesk@faa.gov

Service Outage Instructions

Please promptly report any suspected service outages to the AVS National IT Service Desk. During a service outage, Designees should contact their Advisor concerning time sensitive communications, such as renewal requests. The requirements of FAA Order 8100.8, as amended, will be met through manual procedures.