How to Approve or Edit Users in the PRD

You must be an Authorized Responsible Person or User Manager to perform this task. The person needing approval must have already submitted a registration request via the PRD. You will only be able to access users within your same company.

1) Login from prd/faa.gov and click the “Tools” button.

2) Login via MyAccess.
3) Select your role as Authorized Responsible Person or User Manager as appropriate and then select your company if needed. Press Select button to continue.

![Select Access Criteria](image1)

4) You will arrive on the Manage User page. There are two ways to locate and select which user you want to update. A) You may search for them by name by typing in their last name in the form and pressing Search:

![Search](image2)
If results are found, they will be displayed in the table below the search box. Select the checkbox on the left and click Edit.

B) If the user has submitted a registration request, they may be listed near the bottom of the page without you needing to search for them. If they are listed there, select the checkbox to the left and click Edit Pending Approvals:

NOTE: If you are expecting a pending user, but do not see them in the pending approval list, try searching for them by name as shown in A) above.
5) After selecting the user to edit, the User Details page opens. If you are **approving** a user registration for a particular role such as Authorized Consumer or User Manager, follow these steps:

a) Check that the User Status is set to Active.

b) Check that the Role Status is set to Active. Do **NOT** enter an expiration date.

c) Click Save.

If you want to **remove** the role privileges for a user, follow these steps:

a) Check that the User Status is set to Active. Do not change this. If you set the User Status to something other than Active, it may lock the person out of the PRD entirely.

b) Check that the Role Status is set to INACTIVE. Enter today’s date in the Expiration Date box.

c) Click Save.