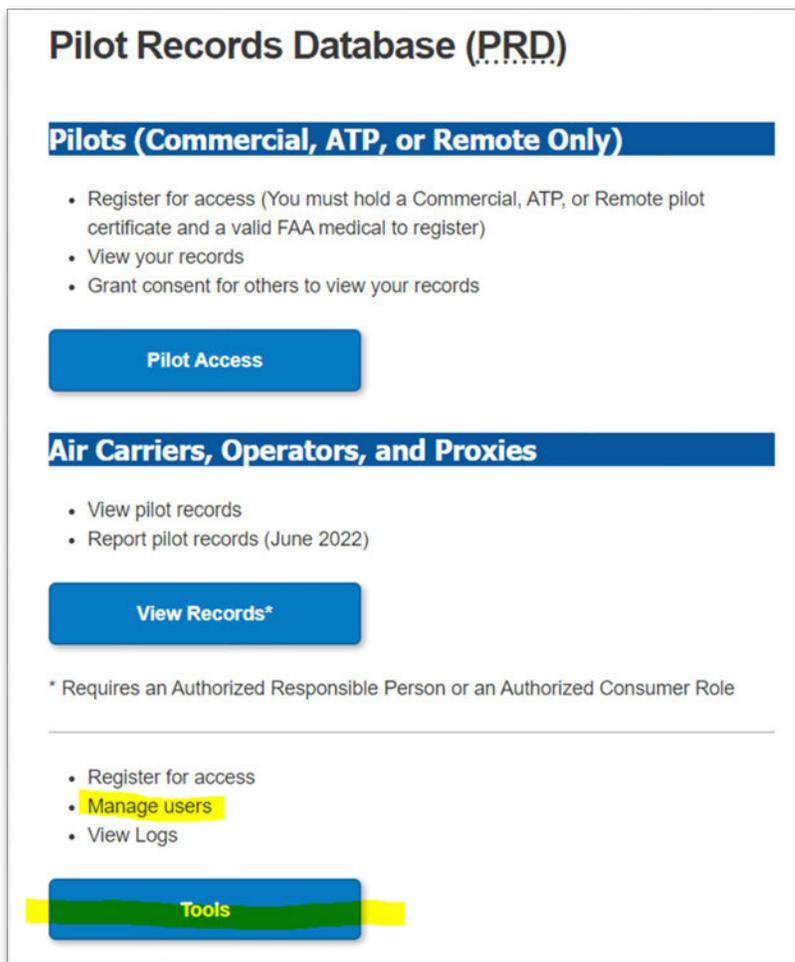


## How to Approve or Edit Users in the PRD

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.



**Pilot Records Database (PRD)**

**Pilots (Commercial, ATP, or Remote Only)**

- Register for access (You must hold a Commercial, ATP, or Remote pilot certificate and a valid FAA medical to register)
- View your records
- Grant consent for others to view your records

**Pilot Access**

**Air Carriers, Operators, and Proxies**

- View pilot records
- Report pilot records (June 2022)

**View Records\***

\* Requires an Authorized Responsible Person or an Authorized Consumer Role

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- Register for access
- **Manage users**
- View Logs

**Tools**

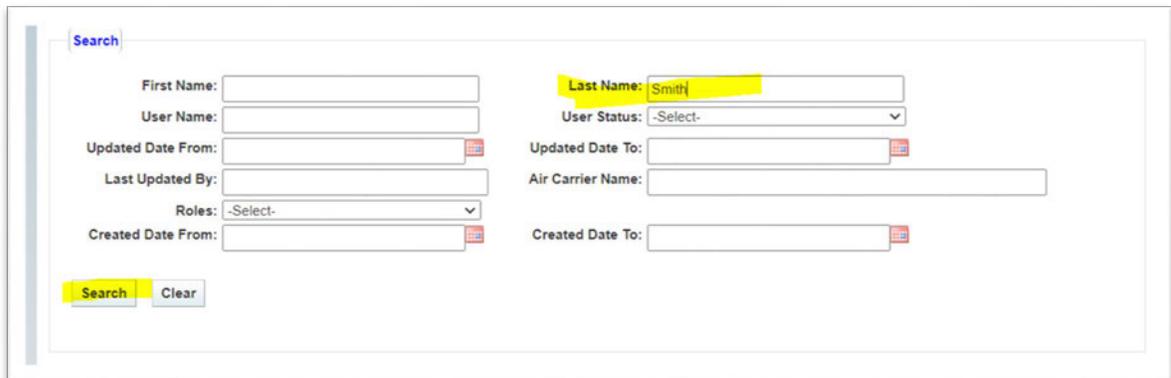
2) Login via MyAccess.

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.



The screenshot shows a web form titled "Select Access Criteria". It contains two dropdown menus: "Select Role:" with the value "Authorized Responsible Person" and "Air Carrier Name:" with the value "TEST APPLICANT 121 FOR SAS (900A)". A "Select" button is located below the dropdowns.

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:



The screenshot shows a "Search" form with various input fields. The "Last Name" field is highlighted in yellow and contains the text "Smith". Other fields include "First Name:", "User Name:", "Updated Date From:", "Last Updated By:", "Roles:", "Created Date From:", "User Status:", "Updated Date To:", "Air Carrier Name:", and "Created Date To:". There are "Search" and "Clear" buttons at the bottom left.

If results are found, they will be displayed in the table below the search box. Select the checkbox on the left and click Edit.

Manage Users

Export To Excel Export To PDF

<input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	54124	Pending Approval	Authorized Consumer (Pending Approval)	RYAN	Smith	10/08/2019	AirCarrier System User	TEST APPLICANT 121 FOR SAS (900A)	Active

20 items per page 1 - 1 of 1 items

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:

Pending Approvals

Export To Excel Export To PDF

<input type="checkbox"/>	User Name	First Name	Last Name	Date Submitted	Air Carrier	Roles	Status
<input type="checkbox"/>	47189	Christopher	Morris	07/16/2021	TEST APPLICANT 121 FOR SAS (900A)	Authorized Consumer, Authorized Responsible Person, Authorized User Manager	Pending Approval
<input checked="" type="checkbox"/>	54124	RYAN	Smith	07/16/2021	TEST APPLICANT 121 FOR SAS (900A)	Authorized Consumer	Pending Approval
<input type="checkbox"/>	781933	Abbie	Konecny Otis	07/16/2021	TEST APPLICANT 121 FOR SAS (900A)	Authorized Consumer	Pending Approval
<input type="checkbox"/>	92162	Surafiel	Berek	07/16/2021	TEST APPLICANT 121 FOR SAS (900A)	Authorized Consumer	Pending Approval

20 items per page 1 - 4 of 4 items

Edit Pending Approval

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.

The screenshot displays a web form titled "User Details" with three main sections: "User Details", "Roles", and "Authorized Person Details".

- User Details:** Includes fields for Air Carrier Name (TEST APPLICANT 121 FOR SAS (900A)), User Name (54124), First Name (RYAN), Middle Name, Primary Phone, Email, User Role Group (Air Carrier), User Status (Active), Last Name (Smith), Name Suffix (-Select-), Mobile Phone, Manager Name, and Position Title.
- Roles:** Includes Role Name (Authorized Consumer), Effective Date (10/8/2019), Role Status (Active), and Expiration Date.
- Authorized Person Details:** Includes Responsible Person Full Name (Christopher Morris), Authorized Person Job Title, Authorized Person Role Status (Active), and Authorized Person Approved By.

At the bottom of the form are three buttons: Save, Reset, and Clear.

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.