The purpose of this document provides guidance on how to gain access to the FAA’s Internal Network.

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Getting Started

Note: Users must have a FAA MyAccess account in order to log into the PRD application. FAA MyAccess manages user IDs and security questions to control access. In addition, external users must go through an initial registration and approval process to be accorded an active role within the PRD External application. For help with External MyAccess procedure please see the corresponding Job Aid.

First Time User Registration

To submit a PRD External application registration request complete the following steps.

1) From your web browser please type https://www.prd.faa.gov.

2) Select “Register as a New Pilot User”.

![Image of PRD Website](image-url)
If You Do Not Have an FAA User Account

Note: If you do not have a FAA MyAccess user account, follow the procedure in the External MyAccess Job Aid.

If You Have an FAA User Account

3) MyAccess page will appear.
   a) For FAA Employees who have a PIV card, click “Agree & Continue” on the left side.
   b) For external users, enter the email address that you gave when setting up your External MyAccess then click “Agree and Continue” on the right side.

4) Confirm your account.
   a) For FAA Employees that have a PIV card, select “Continue”.
   b) For external users enter the temporary access code provided to you in the email you received and click “Continue”.
5) Create a MyAccess PIN number by entering a 6-8 digit number. Confirm your MyAccess PIN number by re-entering it, and clicking “Continue.”

Note: Your MyAccess PIN Number CAN be the same as your PIV Card PIN number. However, your MyAccess PIN number is not associated with your PIV Card PIN number.

6) Select a Security Question from each of the drop-down boxes and provide an answer to each question. Click “Save” to proceed.

7) Once the information you provide is validated, you will receive the following confirmation. Select “Continue to Website” to proceed.
First Time Register For Roles

Note: First time users need to register and sign up for roles. There are two roles: one for Airmen and one for Air Carriers. Below is what will appear on the screen during this process.

1) Enter your First Name, Middle Name, Last Name, Certificate Number and Certificate Date of Issue EXACTLY as they appear on your most recent certificate. Click the “Submit” button.

Note: Your FAA Access ID is displayed as Read Only.

2) The next page is displayed if the credentials entered are validated against the data in the Comprehensive Airman Information System (CAIS) database.

Note: If the Pilot record is not found, a message is displayed indicating that the data cannot be validated, please try again.
3) Several fields on this page will be auto-populated based on the entries and the data in the CAIS database. Enter your phone number, mobile number, and fax number in the appropriate fields. Select “Submit”.

Note: Only your primary phone number and email address are required. The email address that is entered will be the one used for all notifications from the PRD application.

4) If your registration data passes validation, the System Use Notice is displayed.

5) You must read the Notice and select the Accept button to proceed.

6) You have now completed the First time Pilot User Registration and ready to log into the PRD.