

## Getting Registered with FAASafety.gov

Over the last few years, the FAA has moved a number of its programs to be web based. This includes safety seminar notifications, the Aviation Learning Center and WINGS Pilot Proficiency Program. These changes mean that pilots, mechanics, inspectors, parachute riggers, control tower operators and anyone else who has a FAA Certificate need to be registered on the FAASafety.gov website to participate in these programs and receive WINGS credits or completion certificates.

The FAA lists all the Safety Seminars on the SPANS – Safety Program Airman Notification System website. This site will send emails notifying you of upcoming seminars that meet the selection criteria you set when you set up your account.

The WINGS program is Internet based. You create a profile and find out what credits have to be completed to earn your Basic, Advanced and Master WINGS. This site is for pilots, including student pilots.

These programs rely on your registering, or creating an account, on the **FAASafety.gov** website and giving them a current email address that you check frequently.

The instructions below will show how to register on the FAASafety.gov Website. If you have trouble, check the website for minimum computer system requirements. If the issue is your cookies setting, search your web browser help for how to customize your browser's privacy or security setting to allow cookies from **FAASafety.gov**. You can also email **webmaster@faasafety.gov** for help with the site.

Information on some of the FAASafety.gov features is at the end of this document.

<ol style="list-style-type: none"> <li>1. Type <b>http:// faasafety.gov</b> into your web browser address bar.</li> <li>2. Press <b>Enter</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>3. Single click on the <b>Get Registered with FAASafety.gov</b> button. Be patient while the page opens.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Click <b>OK</b> if you see the Security Alert box.</li> </ol> <p><b>Note:</b> Your Internet security settings will determine if you will see this box. You will see this box a number of times as you use the website. Just click <b>OK</b> each time you see this box.</p>	

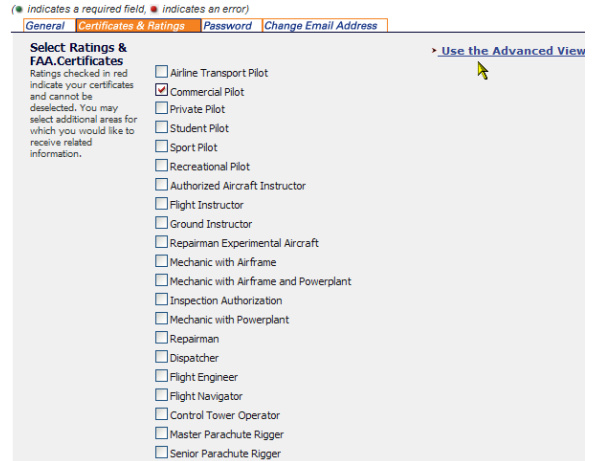
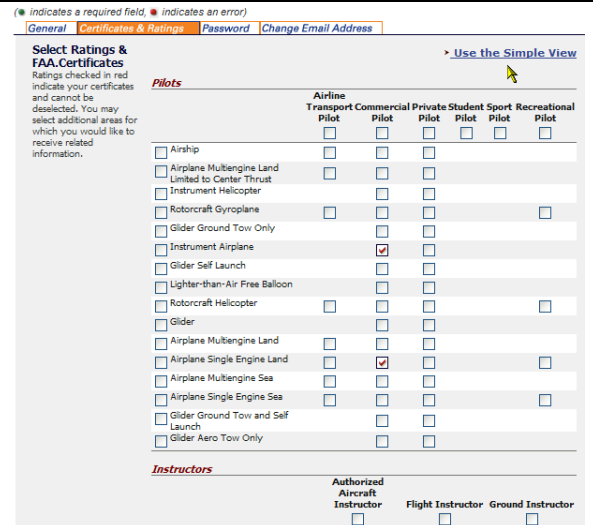
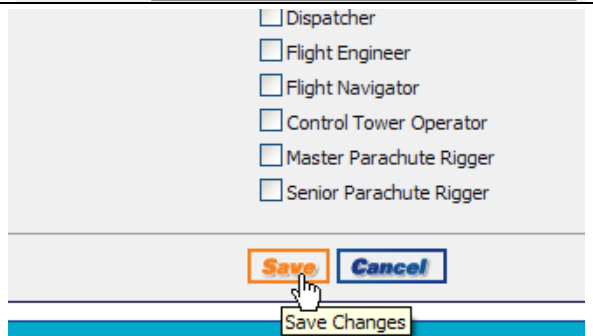
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<p>5. Read the instructions on the page.</p> <p>6. Fill in your email address.</p> <p><b>Note:</b> <i>If you do not have an e-mail address, follow the link under <b>Don't have an email address?</b></i></p> <p>7. Indicate if you have a <b>Current Airman Certificate</b>.</p> <p>8. Click the <b>Continue</b> button.</p>	
<p>9. Fill in your <b>Last Name</b>.</p> <p>10. Fill in your <b>Current Certificate Number</b>.</p> <p>11. Click on the <b>Continue</b> button.</p>	
<p>12. You will see a message indicating that your account has been set up and that you will be getting an email with your initial password.</p> <p><b>Note:</b> <i>Be sure to check any spam blocking software to make sure that email will be allowed to you from FAASafety.gov.</i></p> <p><b>Note:</b> <i>This email will arrive in five to ten minutes at the most.</i></p>	
<p>13. Go into your email program.</p> <p>14. Open the email that comes in from faasafety.gov with the subject: Your Registration at <a href="http://FAASafety.gov">http://FAASafety.gov</a>.</p> <p>15. Your initial password for getting into the system will be in the email.</p>	

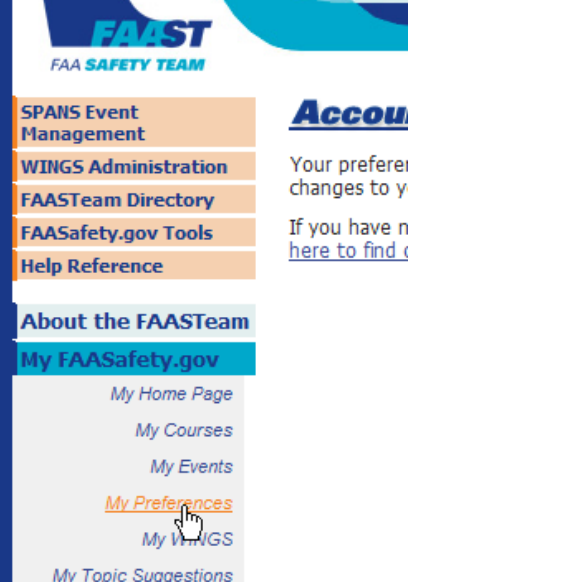
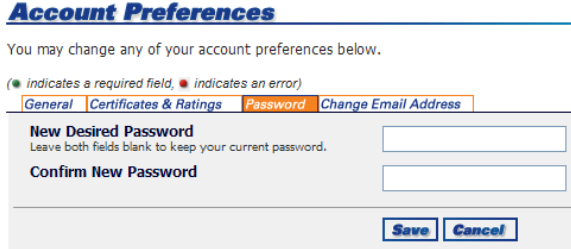
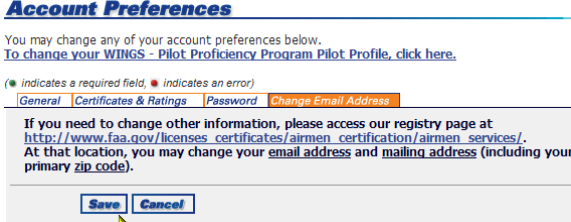
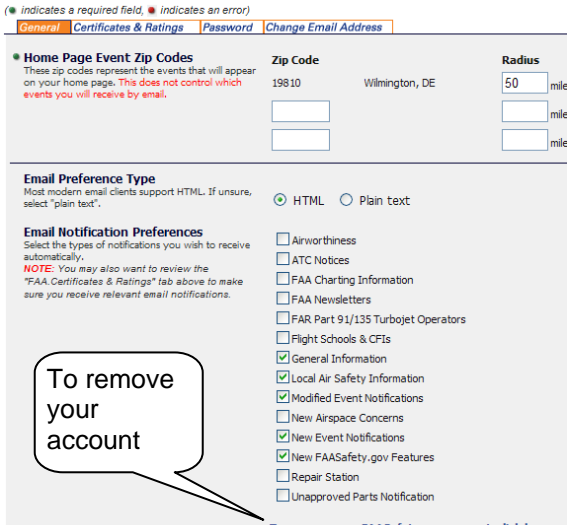
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<p>16. Go to the FAASafety.gov website.</p> <p>17. Login to Your Account</p> <p>18. Fill in your email address</p> <p>19. Fill in the password that you received in the email from the FAA.</p> <p>20. Click the arrow to the right of the login blocks.</p>													
<p>21. Make sure that your name is displayed correctly. This should be the name the FAA has on file with your certificate number.</p> <p>22. Select your <b>Email Preference Type</b>.</p> <p><b>Note:</b> <i>email preference hint:</i></p> <p style="padding-left: 40px;"><i>Use <b>HTML</b> if you use a high speed or cable Internet connection.</i></p> <p style="padding-left: 40px;"><i>Use <b>Plain Text</b> if you use a dial up modem. Fill in your <b>New Desired Password</b>.</i></p> <p>23. Fill in <b>Confirm New Password</b>.</p>	<p style="text-align: right;"><small>Search FAASafety.g</small></p> <h3 style="color: blue;">Establish Your Profile</h3> <p>In order to best serve you, we need to have your user profile established to information on this page.  <small>(● indicates a required field, ● indicates an error)</small></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>● <b>Full Name / Company Name</b>  <small>Make any changes as necessary.</small> <input type="text" value="iampilot"/></p> <p>● <b>Email Preference Type</b>  <small>Most newer email programs can support HTML. If unsure, select "plain text".</small> <input checked="" type="radio"/> HTML <input type="radio"/> Plain text</p> </div> <p>You will also need to change your password from the temporary password you were assigned to something you can easily remember, but is hard for others to guess.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>● <b>New Desired Password</b> <input type="password" value="....."/></p> <p>● <b>Confirm New Password</b> <input type="password" value="....."/></p> <p style="text-align: right;"><a href="#" style="border: 1px solid blue; padding: 2px 5px; color: blue;">Continue</a></p> </div>												
<p>24. Set your account preferences.</p> <p>25. On the General tab, your zip code will be filled in. You can change the <b>Radius</b> for event notification. You can also add two other <b>Zip Codes and Radii</b> if you desire.</p> <p>26. Select your <b>Email Notification Preferences</b>. Suggested starting preferences are:</p> <p style="padding-left: 40px;">General Information          Local Air Safety Information          Modified Event Notifications          New Event Notifications          New FAASafety.gov Features</p> <p><b>Note:</b> <i>if you find that you are getting too much email from FAASafety.gov, you can go to Account Preferences and change your selection(s).</i></p>	<p><small>(● indicates a required field, ● indicates an error)</small></p> <p style="text-align: center;"> <a href="#">General</a>   <a href="#">Certificates &amp; Ratings</a>   <a href="#">Password</a>   <a href="#">Change Email Address</a> </p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Home Page Event Zip Codes</b>  <small>These zip codes represent the events that will appear on your home page. This does not control which events you will receive by email.</small></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Zip Code</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Radius</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="19810"/></td> <td>Wilmington, DE</td> <td><input type="text" value="50"/> miles</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td><input type="text"/> miles</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td><input type="text"/> miles</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Email Preference Type</b>  <small>Most modern email clients support HTML. If unsure, select "plain text".</small> <input checked="" type="radio"/> HTML <input type="radio"/> Plain text</p> <p><b>Email Notification Preferences</b>  <small>Select the types of notifications you wish to receive automatically.</small>  <small><b>NOTE:</b> You may also want to review the "FAA, Certificates &amp; Ratings" tab above to make sure you receive relevant email notifications.</small></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Airworthiness</li> <li><input type="checkbox"/> ATC Notices</li> <li><input type="checkbox"/> FAA Charting Information</li> <li><input type="checkbox"/> FAA Newsletters</li> <li><input type="checkbox"/> FAR Part 91/135 Turbojet Operators</li> <li><input type="checkbox"/> Flight Schools &amp; CFIs</li> <li><input checked="" type="checkbox"/> General Information</li> <li><input checked="" type="checkbox"/> Local Air Safety Information</li> <li><input checked="" type="checkbox"/> Modified Event Notifications</li> <li><input type="checkbox"/> New Airspace Concerns</li> <li><input checked="" type="checkbox"/> New Event Notifications</li> <li><input checked="" type="checkbox"/> New FAASafety.gov Features</li> <li><input type="checkbox"/> Repair Station</li> <li><input type="checkbox"/> Unapproved Parts Notification</li> </ul> <p style="text-align: right;"><small><a href="#">To remove your FAASafety.gov account, click here.</a></small></p> </div>	Zip Code	Location	Radius	<input type="text" value="19810"/>	Wilmington, DE	<input type="text" value="50"/> miles	<input type="text"/>		<input type="text"/> miles	<input type="text"/>		<input type="text"/> miles
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<p>27. Click on the Certificates and Ratings.</p> <p>28. Click in the check box for your Certificates and Ratings.</p> <p>29. If you would like to be more detailed in your account profile, click on the <b>Use the Advanced View</b>. This is entirely optional.</p>	 <p style="font-size: small;">(* indicates a required field, (x) indicates an error)</p> <p style="font-size: x-small;">General   <b>Certificates &amp; Ratings</b>   Password   Change Email Address</p> <p><b>Select Ratings &amp; FAA Certificates</b> <span style="float: right;">&gt; Use the Advanced View</span></p> <p style="font-size: x-small;">Ratings checked in red indicate your certificates and cannot be deselected. You may select additional areas for which you would like to receive related information.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Airline Transport Pilot</li> <li><input checked="" type="checkbox"/> Commercial Pilot</li> <li><input type="checkbox"/> Private Pilot</li> <li><input type="checkbox"/> Student Pilot</li> <li><input type="checkbox"/> Sport Pilot</li> <li><input type="checkbox"/> Recreational Pilot</li> <li><input type="checkbox"/> Authorized Aircraft Instructor</li> <li><input type="checkbox"/> Flight Instructor</li> <li><input type="checkbox"/> Ground Instructor</li> <li><input type="checkbox"/> Repairman Experimental Aircraft</li> <li><input type="checkbox"/> Mechanic with Airframe</li> <li><input type="checkbox"/> Mechanic with Airframe and Powerplant</li> <li><input type="checkbox"/> Inspection Authorization</li> <li><input type="checkbox"/> Mechanic with Powerplant</li> <li><input type="checkbox"/> Repairman</li> <li><input type="checkbox"/> Dispatcher</li> <li><input type="checkbox"/> Flight Engineer</li> <li><input type="checkbox"/> Flight Navigator</li> <li><input type="checkbox"/> Control Tower Operator</li> <li><input type="checkbox"/> Master Parachute Rigger</li> <li><input type="checkbox"/> Senior Parachute Rigger</li> </ul>																																																																																																																							
<p>30. The Advanced View gives a pilot the option of indicating aircraft covered by the Certificates or Ratings. It is also separated into sections for Pilot, Instructors, Mechanics and Others.</p> <p>31. Click on Use the Simple View to get back to the view in Step 27.</p>	 <p style="font-size: small;">(* indicates a required field, (x) indicates an error)</p> <p style="font-size: x-small;">General   <b>Certificates &amp; Ratings</b>   Password   Change Email Address</p> <p><b>Select Ratings &amp; FAA Certificates</b> <span style="float: right;">&gt; Use the Simple View</span></p> <p style="font-size: x-small;">Ratings checked in red indicate your certificates and cannot be deselected. 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<p>32. Click <b>Save</b> button at the bottom of the page (you may need to scroll down to see it).</p>	 <ul style="list-style-type: none"> <li><input type="checkbox"/> Dispatcher</li> <li><input type="checkbox"/> Flight Engineer</li> <li><input type="checkbox"/> Flight Navigator</li> <li><input type="checkbox"/> Control Tower Operator</li> <li><input type="checkbox"/> Master Parachute Rigger</li> <li><input type="checkbox"/> Senior Parachute Rigger</li> </ul> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center; font-size: small;">Save Changes</p>																																																																																																																							

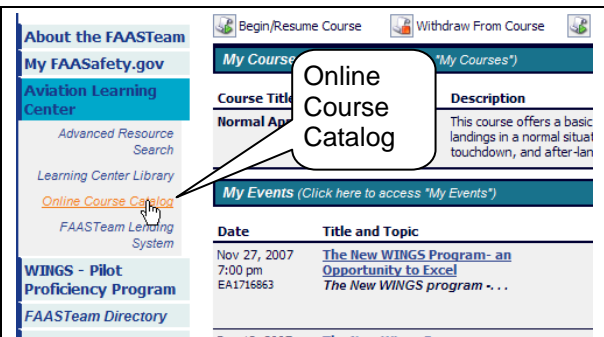

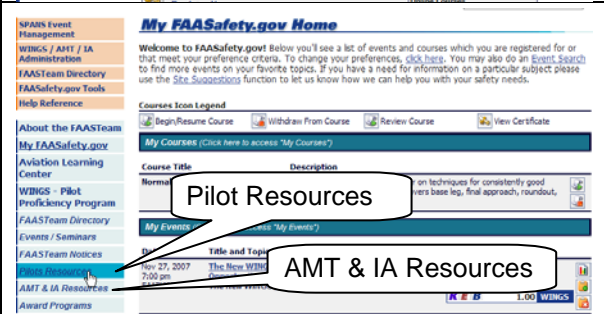
## Getting Registered with FAASafety.gov

<p>33. To change your Account Preferences once you have completed your initial registration, login to <b>FAASafety.gov</b>.</p> <p>34. Go to the left side of the FAASafety.gov page.</p> <p>35. Click on <b>My FAASafety.gov</b> to open the submenu.</p> <p>36. Click on <b>My Preferences</b>.</p>	
<p>37. Any time you want to change your password, you can click on the <b>Password</b> tab.</p> <p>38. After you have filled in your <b>New Desired Password</b> and <b>Confirmed</b> it, click the <b>Save</b> button.</p>	
<p>39. Clicking on the Change Email Address tab will give you a link for changing your email address and mailing address including your primary zip code.</p>	
<p>40. To change your <b>Email Notification Preferences</b>, click on the <b>General</b> tab and make your changes.</p> <p>41. To remove your FAASafety.gov account, click on the <b>General</b> tab.</p> <p>42. Click on To remove your FAASafety.gov account, click here.</p> <p><b>Note:</b> <i>deactivating your account will mean that you cannot register for SPANS events or have a WINGS profile.</i></p>	

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<p>43. Click on the “I understand and Wish to Deactivate my FAASafety.gov Account” button.</p>	<p><b><u>FAASafety.gov Account Deactivation</u></b></p> <p>If you are considering deactivating your account from FAASafety.gov because you are receiving too much or unwanted email, consider changing your <a href="#">preferences</a> to control which email messages you will receive. If you are currently registered with SPANS for any events, your event registration will not be automatically removed. You may still attend these events. If you wish to unregister for any events, <a href="#">click here</a> before proceeding.</p> <p>If you do not want to receive any notifications from the Federal Aviation Administration's Safety Program, except for emergency notices, simply log into the site and from the "Preferences" page under the "General" tab, uncheck all "Notification Preferences" boxes.</p> <p>If you would like to deactivate your account from FAASafety.gov, click the button below and your account will be deactivated. If you deactivate your account, you will not be able to log in or receive any notices or online services from FAASafety.gov. You will still be able to visit FAASafety.gov and do <a href="#">Event Searches</a> for events that you may want to attend like any other unregistered user.</p> <p style="text-align: center;"><b>I Understand and Wish to Deactivate my FAASafety.gov Account</b></p> <p><b>Note:</b> Clicking the button above will disable your account, log you out of FAASafety.gov, and return you to the FAASafety.gov home page.</p>
<p>44. You will be taken back at the FAASafety.gov home page.</p>	

### Other FAASafety.gov Features

<p>45. The Aviation Learning Center's Online Course catalog will bring up the full listing of courses. These include courses that qualify for the WINGS Knowledge credits.</p>	 <p><b>Online Course Catalog</b></p>
<p>46. Scroll through the Course Catalog to find courses that you are interested in.</p> <p>47. Courses that qualify for the WINGS program show the WINGS Credit Parameters.</p>	 <p><b>WINGS Credit Parameters</b></p>
<p>48. The Pilot Resources and AMT &amp; IA Resources give lots of links to information of interest to airmen, mechanics and inspectors.</p>	 <p><b>Pilot Resources</b></p> <p><b>AMT &amp; IA Resources</b></p>

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49. A page from the Pilot Resources is shown to the right.

<p>SPARIS Event Management</p> <p>WINGS / AHT / IA Administration</p> <p>FAASTeam Directory</p> <p>FAASafety.gov Tools</p> <p>Help Reference</p> <p>About the FAASTeam</p> <p>My FAASafety.gov</p> <p>Aviation Learning Center</p> <p>WINGS - Pilot Proficiency Program</p> <p>FAASTeam Directory</p> <p>Events / Seminars</p> <p>FAASTeam Notices</p> <p>Pilots Resources</p> <p>AHT &amp; IA Resources</p> <p>Award Programs</p>	<h3>Online Resources</h3> <p>Here are some flight safety-related web sites that you may find interesting. Click on any category to see descriptions of the sites and links within that category.</p> <h4>Categories in "Resources for Pilots"</h4> <ul style="list-style-type: none"><li><b>Aircraft &amp; Aircraft Issues</b> (16 resources) Links to FAA airworthiness info and industry safety postings</li><li><b>Airspace</b> (11 resources) Links to information on airspace</li><li><b>Events</b> (2 resources) Links to information about aviation events.</li><li><b>Forms</b> (3 resources) Links to online forms.</li><li><b>Guidance, Standards, Resolutions</b> (30 resources) Links to FAA guidance materials, including handbooks.</li><li><b>Organizations / Associations</b> (30 resources) Links to aviation organizations, including type clubs.</li><li><b>Pilots</b> (24 resources) Links to FAA website section for pilots.</li><li><b>Pilots - CFI</b> (38 resources) Sites of special interest to flight instructors.</li><li><b>Pilots - Commercial</b> (24 resources) Sites of special interest to commercial pilots.</li><li><b>Pilots - Instrument</b> (27 resources) Sites of special interest to instrument pilots</li><li><b>Pilots - Private</b> (23 resources) Sites of special interest to private pilots.</li><li><b>Pilots - Rotorcraft</b> (18 resources) Sites of special interest to rotorcraft pilots.</li></ul>
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~~~ End of Procedure ~~~