

13. The next page looks like this:

FAASafety.gov Account Registration

 bryan.neville@faasaf...
(Administrator) [Logout](#)

Account Registration (No email / computer)

[Give Credit](#)

[CFI Workshops](#)

Thank you. The special user account was successfully established.

The log in name for the new user is **noemail632114@faasafety.gov**. Please note that this account name, which looks like an email address, is not a valid email address and cannot receive emails.

When you log in to the user's [FAASafety.gov](#) account for the first time, you will be required to change their password. Make a note of this new password, for example, by writing it on the account information page you printed above.

With the exception of email notifications, this special user account looks and acts just like a regular [FAASafety.gov](#) account. If the user decides to convert this account to a standard FAASafety.gov account, they will just need to change the account log in name to a valid email address on the account My Preferences page. At that time, they will also want to establish their account email preferences. You can help them with this or they can contact our support team.

[Click here to print your login credentials.](#) 

The new user account has been created. We strongly recommend that the login credentials be printed by using the link provided. This special record-keeping account, in this case, **noemail632114@faasafety.gov**, is the email address the user will use at all CFI Workshops and for any subsequent flight training to be recorded. The “account registration helper” should now ask the airman to log in to FAASafety.gov so that the temporary password can be replaced with a permanent password.

Password Change

 noemail632114@faasaf...
(Airman) [Logout](#) 

You are required to change your password at this time. To change your password, simply enter your new password and confirm it in the boxes below.

Typical Users: may use passwords of their own choosing. Passwords must be at least four (4) characters in length; no special characters are needed.

Special Users: FAASafety Program Managers, FAASafety Representatives, and FAASafety WINGS validators must use the following password complexity rules. (This is mandated by FAA Information Technology (IT) procedures, because this group is authorized to validate WINGS credits which can be used to satisfy the regulatory requirements for a Flight Review, IAW 14 CFR Part 61.56.)

- > Be at least 8 characters in length
- > Contain at least 3 of the 4 types of characters:
 - > Lowercase English letters
 - > Uppercase English letters
 - > Numbers from 0 to 9
 - > Special characters, such as ! @ # \$ % ^ & * () _ + { } : " ' < > ?
- > Be changed at least once every 90 days
- > Not be one of your previous 2 password(s)

Change Your FAASafety.gov Password * Required

* New Password
* Confirm Password
Change Password	

Now click on the “Red Flag.” Then click on “Update Airman Profile.” If the airman is going to participate in the WINGS Program, check “Yes”; otherwise check “No”. For these special non-computer accounts, check “All” for Aircraft Categories and Classes and for Certificates. Then click “Save.” Now log out of this account and you are done.

The airman should keep the printed account information, with the new password written down, and use that special account information when attending any safety seminar, including CFI Workshops.

Any CFI can use this information to record completed flight tasks for the WINGS Program.