

FAASafety.gov

Tab and Menu Descriptions

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Home Page

The Home Page is your starting point to login to FAASafety.gov or to search the many features available. We recommend that all users have an account and login in to get the most value out of the web site and be able to participate as a full user. Accounts are required to be a Training Provider, FAASTeam Program Manager, or FAASTeam Representative and to participate in the **WINGS** or AMT programs. Accounts are also required to obtain **WINGS** or AMT credit for online courses, whether provided by 3rd party sources such as AOPA, or those courses found on FAASafety.gov.

You may place your cursor over one of the four main tabs at the top (five tabs if you are an administrator) to see the drop-down menus. You may also click on one of the tabs to see a description of each of the links in the drop down menus. The main tabs shown here are further described in sections below.

Courses & Events

Pilots

Maintenance Hangar

Resources

Administration

DASHBOARD – BEFORE LOGGING IN

The Dashboard is what we call the new user tool for logging in and out of FAASafety.gov and the location where user-specific information is found after logging in. The information area can be hidden or revealed at any time by clicking on the golden up or down arrow.



Here is where you enter your email address, which we use as your account name, and password. There is a link with instructions if you forgot your password and a link to Login Help. If you are new to FAASafety.gov, you will find a link to “Create an Account” and a link to information “About the FAASTeam.”

FORGOT PASSWORD:

This password recovery utility allows you to reset the password to your account in the event you are unable to remember your current account password. When you reset your password, your new temporary password will be emailed to you. You may use the new password to log in to FAASafety.gov, after which you will be required to change

your password to one you can more easily remember. Be sure to check any spam blocking software and/or your ISP settings to make sure that email will be allowed from FAASafety.gov. To use the password recovery utility, enter your FAASafety.gov account's email address in the field shown and press the "Recover Password" button.

HELP FOR LOGIN:

Make sure your browser is set to allow the use of cookies. Without cookies enabled, you will continually get taken to the login screen. A "cookie" is a small text file that is stored on your computer and makes it easy for you to move around a web site without having to continually re-enter your name, password, preferences, and other information. We only use session cookies that do not contain any personally identifiable information. If you would like to use the system, please refer to your browser's help function to learn how to allow cookies from the FAASafety.gov domain. For more information on how the FAA protects your privacy, please refer to <http://www.faa.gov/utilities/privacy.cfm>. Please verify that you are entering the same email address that you used to sign up on FAASafety.gov. If you get a message indicating that your password was incorrect, use the password recovery feature.

CREATE AN ACCOUNT:

Begin the registration process by entering your email address. Please use an email address you check frequently. We do not make your email address available to others. You should indicate if you are a certificated airman. Doing so will allow the FAASafety.gov system to gather your current ratings and certificates, and tie them to your FAASafety.gov account. This will simplify participation in the WINGS – Pilot Proficiency Program. A temporary password will be sent to the email address you register with; this allows us to confirm your registration. The first time you log in, you will be required to change your password to something you prefer. If you do not have an email address, there are several freely available web based services. We provide a partial list of free providers.

ABOUT THE FAASTEAM:

Here you can find more links and information about the FAASafety.gov. Our Mission is:

To improve the Nation's aviation safety record by conveying safety principles and practices through training, outreach, and education. At the same time, FAASafety.gov Managers and Program Managers will establish meaningful aviation industry alliances and encourage continual growth of a positive safety culture within the aviation community.

The FAASafety.gov logo connotes safety of flight and conveys the concept that the FAASafety.gov is part of the FAA, implying we are authoritative, and suggests we are approachable by the aviation community.

DASHBOARD – AFTER LOGGING IN

Additional information appears in the dashboard after a user logs in, as described here.

MY ALERTS

A red flag will appear to the right of the logout link when there are tasks you need to address. For example, if you need to complete your airman profile the first time, a red flag will appear and descriptive text will appear in your Dashboard list. If you are a validator and have credit requests waiting to be reviewed, a red flag and message will also appear.

MY EVENTS

This section shows events and seminars that a user is registered to attend. Clicking on the Title will take you to the information page for that event.

MY COURSES

This section shows courses in which a user is currently enrolled. Clicking on the Title will take you to the course.

MY FAASAFETY.GOV ACCOUNT

As shown below, this section has links to your airman profile and user preferences, with quick links to change your email address and your password.

At the “My Airman Profile” link, you can update or modify your FAASafety.gov airman profile information. At the “My Preferences” link, you may change your FAASafety.gov user account preferences by selecting the tab corresponding to the data you wish to review and/or change. Be sure to press the "Save Changes" button in each tab once your changes are complete.

(Representative) [Logout](#)

My Events [search](#)

3/6/2010 [🗨](#)

[2010 Wisconsin Aviation Maintenance Training & IA Renewal Se...](#)

My Courses [search](#)

- [Hold Short for Runway Safety](#)
- [Inflight Icing](#)

My FAA Safety.gov Account

- [My Airman Profile](#)
- [My Preferences](#)
 - [Change My Email Address](#)
 - [Change My Password](#)

MAIN ENTRY PORTALS

There are nine Main Entry Portals with information and links to information about Featured Courses, Upcoming Events, Hot Topics, the AMT Awards Program, the **WINGS** – Pilot Proficiency Program, the CFI Portal, a Portal to Search the FAASafety.gov Directory, a Portal to contact our Support staff, and a link to FAASafety.gov Industry Members. An additional Portal appears if the user is logged in as a FAASafety.gov Representative or higher.

<p>Featured Courses</p> <p>Earn WINGS or AMT Credit by completing one of our featured online courses!</p> <ul style="list-style-type: none"> • New York City Special Flight Rules Area (SFRA) • Aeronautical Decision Making...for VFR Pilots • Positive Aircraft Control <p>View Catalog 🗨</p>	<p>Upcoming Events</p> <p>02/24/2010 🗨</p> <p>FAASafety.gov Workshop Number 85</p> <p>02/24/2010 🗨</p> <p>10 Things Other Pilots Do Wrong</p> <p>02/24/2010 🗨</p> <p>SPB and WAAS Explained!</p> <p>Search events 🗨</p>	<p>Hot Topics</p>  <p>Previous Next</p>
<p>AMT Award Program</p> <p>The AMT Awards program encourages AMTs and employers to take advantage of initial and recurrent training by issuing awards based on training received.</p> <p>Learn more 🗨</p>	<p>WINGS</p> <p>Find out how the WINGS program can help you construct an educational curriculum suitable for your unique flight requirements!</p> <p>Learn more 🗨</p>	<p>CFI Portal</p> <p>The place for instructors to validate WINGS credits! Instructors do not have to log in first, just click the link below. In fact, you do not even need an account on FAASafety.gov. By virtue of holding instructor privileges, any instructor can validate WINGS credits through this portal.</p> <p>View CFI Portal 🗨</p>
<p>Search the FAASafety.gov Directory!</p> <p><input type="text"/> Search</p>	<p>Technical Support</p> <p>Need help? Click here to submit an online request!</p>	<p>FAASafety.gov Industry Members</p> <p>See a List of FAASafety.gov Industry Members!</p>
<p>FAASafety.gov Representatives</p> <p>View Representative Information</p>		

FEATURED COURSES

This section shows online courses for the Wings and AMT programs. The courses displayed here are selected by FAASTeam management and may be changed from time to time.

UPCOMING EVENTS

This section will show randomly selected events when you are not logged in to your account. When logged in to your account, this section will display events based on your account preferences, including your ZIP Code.

HOT TOPICS

The items in this box will cycle through and are items of interest posted by the FAASTeam. These items are all hyperlinked and may be clicked on to open a new window with information about that topic.

AMT AWARDS PROGRAM

This section contains information about the AMT Awards program and encourages AMTs and employers to take advantage of initial and recurrent training by issuing awards based on training received. A link is provided for more information. When logged in as an AMT, there are additional links provided in the Maintenance Hangar to your “My AMT” program. The tabs available provide options for entering training for each year’s award.

WINGS

If you are not logged in, this section will provide information on how the **WINGS** program can help you construct an educational curriculum suitable for your unique flight requirements. Click on the link to learn more.

If you are logged in to your account, this section will display your current Flight Review Date based on your current Wings Level (or on Airman Provided Information, if a Phase of **WINGS** has not yet been completed). Also listed is your highest Phase of **WINGS** achieved. A link is provided to your “My Wings” page.

CFI PORTAL

This is the place for instructors to validate **WINGS** credits. Instructors do not have to log in, just click the link and follow the instructions. You do not even need an account on FAASafety.gov. By virtue of holding instructor privileges, any instructor can validate WINGS credits through this portal.

There is also a tab so that anyone with a computer, including FAASTeam Representatives and FAASTeam Program Managers, can create a special account on FAASafety.gov for those

users who do not have a computer. This feature allows those pilots without a computer to participate in the **WINGS** Program. The login information should be printed so the pilot can carry this printed page with them when they are with an instructor who needs to enter credits in their account.

SEARCH THE FAASTEAM DIRECTORY

You may search the FAASite Online directory by items such as key words, first or last name, Region, Position, or a ZIP Code. Note that if you enter a first and last name, no result will be available, so only enter a first name or a last name.

TECHNICAL SUPPORT

A link is provided where you can submit an online request to technical support where you may request assistance as well as enter comments, questions, concerns, or suggestions.

FAASTEAM INDUSTRY MEMBERS

A link is provided to see a list of FAASite Industry Members supporting the FAASite mission. A link to that Industry Member's web site is displayed on their information page.

FAASTEAM REPRESENTATIVES

When logged in as a user with FAASite Representative permissions or higher, this Portal will appear in the bottom right corner. When you click on the "View Representative Information," you are taken to a Representative Information page that contains links to:

- **SharePoint:** Provides a link to the FAASite SharePoint site for collaboration.
- **Initiate/Conduct Safety Program:** Location for Representative to submit activity reports for initiating or conducting safety events.
- **Assist or Participate in a Safety Program:** Location for Representative to submit activity reports for assisting or participating in a safety event.
- **Airmen Counseling:** Location for Representative to submit activity reports for counseling an airmen.
- **Remedial Training:** Location for Representative to submit activity reports for remedial training events.
- **Airport/Airspace Safety Action Reports:** Location for Representative to submit activity reports for involvement in an airport or airspace safety action.
- **General Public Relations Efforts:** Location for Representative to submit activity reports for general public relations efforts.
- **Other:** Location for Representative to submit activity reports for other activities not listed.

FOOTER INFORMATION

Here you can find information on how to contact the FAA Headquarters in Washington, DC. There is information on Readers & Viewers that can be downloaded to view certain information on our site. A link to our Web Policies can be found here, also. Additional links to other Government Sites are also listed here.

There is “Contact Us” information link to submit a question or comment about [FAASafety.gov](https://www.faa.gov/FAASafety.gov) and a toll free number is provided to talk with support for FAASafety.gov by calling 1-888-863-4811.

COURSES & EVENTS TAB

Second Level Tabs cover information on:

- Course Catalog
- Events & Seminars
- My Courses
- My Events
- Topic Suggestions

COURSE CATALOG

Contains a listing of all the online training courses available at FAASafety.gov. You may enroll or preview these courses as well as view the eligible course credit. Courses are listed by title and presenter. A green dollar sign (\$) indicates there is a fee involved with taking the course. You may also choose to view the Learning Center Course Catalog by category. Courses provided by the FAASafetyTeam do not need to be completed in a single session, so you can finish them at your own pace.

EVENTS & SEMINARS

This is a searchable page where you can see a listing of safety events. At this page, you can search for events by zip code and radius, Keyword, State, Region, Airport, Select # or any combination thereof. There are also some quick search boxes that can be checked to search for events that are in the past or events for which you are registered, events that you have created, or by any state, or by showing all events in your region. Individual events can then be opened for further details about the event, including registration information that will help you automatically obtain Wings/AMT credit for attending the event. We now also display the number of seats remaining for an event.

MY COURSES

When you have enrolled in or completed a course, you will see those courses listed on this page. You may also browse the course catalog to find available courses in the Aviation Learning Center from this page.

MY EVENTS

This page will show any events for which you are registered through the SPANS system. You can use this page to update your attendance status at an upcoming event. This page also allows you

a quick glance at which events you are registered for. This page also has a link to the search page where you can search for events you may want to attend.

TOPIC SUGGESTIONS

You can help us fulfill your safety training needs by suggesting topics or subject areas you would like to have presented in your local community. The FAASTeam is continually striving to bring you the very best events. Included on this page, for your convenience, are some of the "hotter" topics for the year as well as space for any additional topics of concern. This space is for event topic suggestions. Your topic suggestions will be forwarded to the local FAASTeam Program Manager (FPM) for consideration and planning purposes. You will not receive a confirmation or reply. If you desire to speak with your local FPM, you may consult the FAASTeam Directory for current contact information. You may also click on "[Contact Us](#)" at the bottom of any page for other requests, suggestions, or comments.

PILOTS TAB

Second Level Tabs cover information on:

- Activity History
- Other Award Programs
- CFI Portal
 - Give Credit
 - Account Registration with no computer or no email address
- Event & Activity Search
- Team Member Rewards
- Wings

ACTIVITY HISTORY

Your Accredited Activity History is displayed on this page. You may click on one of the accredited activities to view that activity for more information. A print-friendly version is available for this History page. The Accredited Activity History includes details of the activity completed, activity type, date completed, validator, credit, and status of activity.

OTHER AWARD PROGRAMS

You can locate other Pilot Award Program information on the General Aviation Industry Awards Program and the Wright Brothers Master Pilot Award at this page. Here you will find links to additional information on these programs with all the details needed to make application for

one of these prestigious awards. The link to the General Aviation Industry Awards goes to the current industry web site containing that information.

CFI PORTAL

Here you will find two tabs. The first is called, “Account Registration with No email / computer” and the second, “Give Credit.”

ACCOUNT REGISTRATION WITH NO EMAIL / COMPUTER

The Account Registration with No Email / Computer tab in the CFI Portal can be used to obtain a special account for an airman. Anyone with a computer can set up a user who does not have a computer with a special FAASafety.gov account by choosing the this tab. Completing this registration process will provide the airman with an account that will allow them to participate in the **WINGS** Program.

The airman can later convert this special account to a permanent account with an email address. This is accomplished in their Account Preferences, which is accessed through the dashboard after logging in.

We recommend that airmen choose the option to print this special account information so it is readily available when they meet with their instructor.

GIVE CREDIT

The Give Credit tab in the CFI Portal is used by a certificated instructor to give an airman credit for their flight activity. Although strongly recommended, the instructor does not need an account on FAASafety.gov to use this system to give credit. The instructor simply provides their name and certificate number, along with a telephone number in case we have a question about the credit being given. Remember that the airman to whom credit is being given must have a standard FAASafety.gov account with an email address or a special FAASafety.gov account created using the procedure above.

EVENTS & ACTIVITY SEARCH (AIRMAN/USER)

This is a searchable page where you can select from a listing of safety events, other Accredited Activities, courses, and flight activities of the **WINGS** or AMT Awards programs. At this page, you can search for events by keyword or any combination thereof. You also have the ability to categorize the search based on your pilot profile selections. Individual events can then be opened for further details about the event, including registration information, that will help you automatically obtain **WINGS** /AMT credit for attending the event.

EVENTS & ACTIVITY SEARCH (ADMINISTRATOR)

This is a searchable page where you can select from a listing of safety events, other Activities, courses and flight activities of the Wings or AMT programs. At this page, you can search for events by Keyword, Region, Select #, Syllabus #, Event Select#, Accredited Activity #, or any combination thereof. You also have the ability to categorize the search based on your pilot profile selections. A Status drop down selection box may be used to further define your search by selecting all, or events & activities in progress, waiting acceptance, accepted, archived or deleted. Individual events can then be opened for further details about the event including registration information that will help airmen automatically obtain **WINGS** /AMT credit for attending the event.

TEAM MEMBER REWARDS

FAASTeam Industry Members have discovered the significance of pilots like you who have earned a Phase of **WINGS**. FAASTeam Industry Members have joined in the new Team Member Rewards program to reward and recognize you. Your participation in the voluntary, but highly recommended, **WINGS** - Pilot Proficiency Program is now more valuable than ever. When you have earned a phase of **WINGS**, a check box will appear next to the Team Member(s) listed, so you can chose to send your contact information (name, address, email address, etc.) to Team Members to receive their unique incentive.

WINGS

This page is designed to help you build and complete an educational curriculum consistent with your unique flight requirements. With just one click, you can register for events and/or seminars and enroll in and complete online courses and flight activities through this page. You can earn credits to complete each Phase of **WINGS**.

You can learn more about the **WINGS** program and even view a short **WINGS** training presentation by following a link. This page will also show your participation options for the **WINGS**, Advanced **WINGS** and Master **WINGS** as well as a **WINGS** logbook that shows your status and Phases earned in each level. You can also print a copy of any previous Phase earned.

You can print this page (we call it your Checklist) so it is available whenever you meet with your instructor.

MAINTENANCE HANGAR TAB

Second Level Tabs cover information on:

- About
- Events & Seminars
- IA Courses & Providers
- My AMT
 - Home
 - Core Training Courses
 - Enter Eligible Training
 - Training History
 - Award History
- Other Award Programs
- Special Projects
- Toolbox
- Help

ABOUT

This page will introduce you to the Maintenance Hangar and promotes the FAATeam’s commitment to helping you as an Aviation Maintenance Technician (AMT) achieve the highest level of safety by providing “tools” and resources to enhance your knowledge and proficiency. Additional tab descriptions are listed below.

EVENTS & SEMINARS (AIRMAN/USER)

At this page, you can search for events of interest to AMTs. You may specify your search parameters by ZIP Code, State, Region, Keywords, or Airport or any combination thereof. Only AMT events are displayed when searched from this page. If you wish to see a complete listing of events (both Wings and AMT), you must go to the “Courses & Events” primary tab.

EVENTS & SEMINARS (ADMINISTRATOR)

At this page, you can search for events. You may specify your search parameters by zip code, State, Region, Keywords or Airport or any combination thereof.

Additional Search criteria is available to users with Administrative rights to search for “Only Past Events”, or “Events I’m Registered For” or “Show Only Events I’ve Created” or “Show Events in

Any Status” or “Show All Events In My Region”. You may use a combination of any of the search items.

Only AMT events are displayed when searched at this page. If you wish to see a complete listing of events (both Wings and AMT), you must go to the “Courses & Events” primary tab.

IA COURSES & PROVIDERS (AIRMAN/USER)

This page shows all current IA Courses and Providers. For information on specific locations and dates of training, you may contact the Provider of your choice by clicking on the provider’s name. To view additional details about each record, click on the Provider Name in the list. The "Events & Seminars" tab found in the “Maintenance Hangar” may also be useful when searching for training in your local area.

IA COURSES & PROVIDERS (ADMINISTRATORS/FPM)

This page shows all current IA Courses that have been approved and course providers. For information on specific locations and dates of training, you may contact the Provider of your choice by clicking on the provider’s name. To view additional details about each record, click on the Provider Name in the list.

The "Events & Seminars" tab found in the “Maintenance Hangar” may also be useful when searching for training in your local area. Administrators can also define their search by “Show Only Online Courses,” or “Show Only Expired Courses,” or “Show Only Terminated Courses,” or “Show Only Suspended Courses.”

MY AMT

At the My AMT page, you will find five additional tabs for Home, Core Training Courses, Enter Eligible Training, Training History, and Award History. Click on any of these tabs for additional information.

HOME

Here you can track your progress as you work toward earning a Bronze, Silver, or Gold Certificate of Training within the Aviation Maintenance Technician Awards Program. The award you earn will depend on the level of career-related training you receive each year. You can find links for more information about the AMT Awards Program. Provided also is a link to unenroll from the AMT program. Displayed on this page is your current year award level and status of total training hours, Core Training Course status and College Course status. Also displayed is your status in the form of a tachometer with total hours and course and college status buttons above.

CORE TRAINING COURSES

Here you will find the courses that have been chosen to be of the highest importance for AMTs this year, and therefore deemed core for the AMT Awards Program. A link is provided to enroll in the core course with only one click.

ENTER ELIGIBLE TRAINING

Use the form found on this page to enter career-related training you have taken this year. All training for a calendar year must be entered no later than January 31st of the following year. Additional information about the Bronze, Silver or Gold award entries can be found under the link "To Get Started." You can select to make an AMT Training, Single-Entry Training, College Credit or Previous AMT Award entry. The single-entry training tab is for individuals who have received an annual training record from their employer listing each of the eligible AMT training courses you have completed during the calendar year and the total hours of eligible AMT training you received. The Previous AMT Awards button can be used to upload a copy of a past AMT award. To record your AMT training hours, complete the fields and press the "Submit" button at the bottom of the page. Use the "Enter College Credit" tab if you need to enter related college credits. Note: You are certifying that you have successfully completed the training entered and it is directly related to your aviation maintenance career.

TRAINING HISTORY

On this page, you can select your current or past years training history that was submitted on www.faasafety.gov for and AMT award. This history page will also display the core courses and activities, eligible AMT Training and college credits entered. A link is provided to a print-friendly version of your history.

AWARD HISTORY

Here you will find a list of all the awards you have claimed. You may download the certificate for a given award by clicking on the "Download Certificate" link. An "Email this Certificate" link can be used to email a copy of your AMT award to your employer for verification of your award, and then your employer can submit for the Employer Award. This link can be used to email your certificate to an employer (List provided) or to an individual email account. The "Upload Previous AMT Awards" link can be used to upload a copy of a past AMT award.

OTHER AWARDS PROGRAMS

Information on the General Aviation Industry Awards Program is available at this page. You can click the link to see the information on the General Aviation Awards Program, Aviation Maintenance Technician Awards Program, or Charles Taylor Master Mechanic Award. Within these links, you will find the details of and information about participating in these programs.

SPECIAL PROJECTS

The FAA Safety Team (FAASafetyTeam) has put together maintenance training products that will assist the individual Aviation Maintenance Technician in recognizing risk hazards and situations in their personal life and work environment. The recognition of these risks and the subsequent mitigation or elimination of them will make the technician personally safer and allow them to accomplish their work in a safer, more productive manner. The links at this page will take you to the maintenance related product information.

TOOLBOX

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. These are maintenance related online resources.

AMT HELP

This page contains links to help files that will assist you in participating in the Aviation Maintenance Technician Awards Program. By following the links, you can obtain further general information and guidance on the AMT Awards Program or information and guidance for individuals or employers.

RESOURCES TAB

Second Level Tabs cover information on:

- About the FAASafetyTeam
 - FAASafetyTeam Mission
 - FAASafetyTeam Directory
 - Join the FAASafetyTeam
 - Link to FAASafety.gov
- FAASafetyTeam Directory
- FAQ

- Library
- News
- Notices
- Online Resources
- Search
- SharePoint
- Support
- Training Providers / Employer Information
- **WINGS** Blog

ABOUT THE FAASTEAM

The About the FAASite tab contains four additional tabs, FAASite Mission, Directory, Join the FAASite, and Link to FAASafety.gov, as described below.

FAASTEAM MISSION

This page will introduce you to the FAASite, Our Mission, and the FAASite process for planning to reduce accidents using system safety techniques to shift the safety culture. New risk management tools will be created for individual airmen. In addition, our relationship with the aviation community and our FAASite Members, Representative and Industry Members is explained. A link invitation is provided at the bottom of the page as well as a tab at the top of the page to join the FAASite.

DIRECTORY

This is a search page. You can search the directory information by Last Name, Region, Keyword and use sort functions or any combination. You may click on the name of any person in the directory list to retrieve more information about that FAASite individual.

JOIN THE FAASTEAM

Further information and links are available here to join the FAASite. Links are provided for Individual FAASite Applications and Industry Member Applications. You will also have available information on what a FAASite Member is as well as information on FAASite Representatives, FAASite Industry Members, and National and Regional Industry Members. A link is also provided to view the FAASite Directory or go to a FAASite application.

LINK TO FAASAFETY.GOV

If you would like to link a web site to FAASafety.gov, the HTML code is provided on this page to directly access our home page and display our logo.

FAASTEAM DIRECTORY

The FAASTeam Directory contains the same four tabs as above, but opens immediately to the Directory page.

DIRECTORY

This is a search page. You can search the directory information by Last Name, Region, Keyword and use sort functions or any combination. You may click on the name of any person in the directory list to retrieve more information about that FAASTeam individual.

FREQUENTLY ASKED QUESTIONS

This page contains Frequently Asked Questions (FAQ). These FAQ's are defined by category links to help target you right to the question you may have. These FAQ's answer most of the questions that users have about FAASafety.gov. These questions and answers are updated on a regular basis.

LIBRARY

Here you have access to the Aviation Learning Center Library. The library is organized into categories for your convenience. You may click on a category name to view the titles in that category. By clicking on the title, you can open the document content. There are also viewing options to go to chapters or the full document. In addition, there is a link to search inside the document or print the document.

NEWS

A listing of recent news articles released in relation to aviation safety can be found on this page. To read an article, simply click on the article title.

NOTICES

A listing of all the Public Notices published on www.FAASafety.gov is found here. The listing is organized by date. You can open the content of the Notice by clicking on the subject title. By hovering your cursor over the Excerpt bubble you may read a short excerpt of the content of the notice. A link to Temporary Flight Restrictions (TFR's) is also provided.

Certain Notices are only available to those to whom it is directed, such as FAASTeam Representatives or FAASTeam Program Managers.

ONLINE RESOURCES

Here you will find an organized list of various related links and web sites. Categories you may select from include Resources for Pilots, Resources for Mechanics, Resources by Type of Operation, and Training and Testing Scenarios. Select a category in which to browse online resources.

SEARCH

From this page you may search the entire site based on the criteria you select. You may perform a Site Search by entering a Keyword and/or you may further define your search by selecting one or more of the subject areas (Courses & Library, Online Resources, SPANS Events, SPANS Notices, News, or Other Site Content).

SHAREPOINT

(Administrators and FAASTeam Representatives only) This link will take you to the FAASTeam Collaboration Center (FCC) SharePoint Site.

SUPPORT

At this page is a form that can be used to request assistance from the FAASTeam or technical support for the FAASafety.gov web site. Select one of the categories from the drop down menu and then complete the popup form with your contact information along with a detailed description of your question, concern, or suggestion.

If your request pertains to Airman Registry changes, requests concerning your license or any other general FAA-related issues, please visit FAA.gov.

TRAINING PROVIDERS

This is the Training Provider information Page. Here you will find information about what a Training Provider is and how to become a training provider. Training Providers are persons or organizations that conduct training under the WINGS - Pilot Proficiency Program and/or AMT Awards Program. Training Providers may also provide on-line validation of training completed. Training Providers may conduct FAA-accepted Inspection Authorization (IA) refresher training provided they receive additional authorization from the FAA. A link is provided to continue the application process.

WINGS BLOG

This is a link to a Blog with the single subject of the FAA's **WINGS** – Pilot Proficiency Program. Here you will find a lively discussion between users of the **WINGS** Program, with occasional input from the **WINGS** Program Manager.

ADMINISTRATION TAB

Second Level Tabs cover information on:

- Affiliates
 - Team Members
 - Employers
 - Training Providers
- Content Administration
 - Hot Topics
 - Region / District / FSDO Management
 - Library
 - FAQ
 - SPANS Marketing
 - Online Resources
 - FAASTeam News
 - Featured Courses
 - Master Pilot
 - Master Mechanic
- Course Management
- Credit Management
 - Credits
 - Activities

- Syllabi
- External Courses
- Employers
- Training Providers
- AMT Core Courses
- Airman Certificates
- Subject Areas
- Aircraft Categories and Classes
- IA Refresher Courses
- Team Members
- Directory
- Events & Seminars Management
- Notices Management
- Print Budget Management
- Reports
 - **WINGS**
 - Users
 - Representatives
 - AMT
 - Events
 - Print Budget
 - Courses
- Tools
 - Developer
 - Air Show Registration
 - Geo Stats
 - Mailing List Management
 - System Administration
- Users
- Help

AFFILIATES (ADMINISTRATORS ONLY)

This page provides access to Industry Affiliates and is broken down into three sections: Team Members, Employers, and Training Providers. Within the Team Members section, there are links to Modify Team Member Details, Preview Team Member Details, Rewards Requested (Participation Report). Within the Employers section, there are links to Employer Reports, Individual Credit Submission, Bulk Upload Credit Information, and View My Accredited Activities. Within the Training Providers section, there are links to Individual Credit Submission, Bulk Upload Credit Information, and View My Accredited Activities.

CONTENT (ADMINISTRATORS)

This page provides access to administrator Content Management for the following areas, dependent upon the administrative user's permission level.

HOT TOPICS

Here administrators can create new or modify current Hot Topics and view the entire Hot Topic List.

- **Create Hot Topic:** This is a form used to edit data for a Home Page Highlight. Fill out the data on this form and press the "Save Changes" button.
- **Hot Topic List:** Here you will find a list of all the highlights in the system. Only active highlights are randomly chosen to display on the Home Page. Here you can also modify or delete the highlights.

REGION/DISTRICT/FSDO MANAGEMENT

FAASTeam Program Managers can modify the address of the FSDO to which they are attached by clicking on Manage my FAASTeam. Administrators manage information about all Regions and Districts by clicking on FSDO Management.

Administrators use these next two sections, Region/District Management and Region/District Hole Detection, to insure that the proper counties are listed for each FSDO District.

LIBRARY ADMINISTRATION

Management of the Library Categories and all Library Documents is accomplished with these choices: Category Management – View All or Create New, Document Management – View All, Create New Library Document, Create New Miscellaneous Document, Accept Documents, Cross-Referenced Keyword management, Repopulate All Documents, Re-index Everything.

View All: Here you will see all the document Library Categories. Documents are divided into categories. Use the appropriate links to add, modify, or delete categories. Click the "manage" link to manage documents within a category.

FAQ

Administrators can edit the list of Frequently Asked Questions on this page.

SPANS

The Marketing Text, which is displayed at the bottom of emails and on post cards, is managed here. Suggestion Topic Management is also available on this page.

ONLINE RESOURCES

Online Resources are managed using this link.

FAASTEAM NEWS

The News feature on FAASafety.gov is managed here.

FEATURED COURSES

View All is the link that administrators use to select the Online Courses that will populate the Featured Courses portal on the Home Page. The Course ID is required to accomplish this. A maximum of three courses is permitted.

MASTER PILOT

These links, View All and Create New, are used to maintain the Wright Brothers Master Pilot Award information.

MASTER MECHANIC

These links, View All and Create New, are used to maintain the Charles Taylor Master Mechanic Award information.

COURSES (ADMINISTRATOR ONLY)

The course management page contains links to Course, Survey/Feedback, Categories and Certificate information.

COURSES

These links, View All, Create New, and Create New External Course, are used to maintain the online courses on FAASafety.gov.

SURVEY/FEEDBACK

These links are used to manage feedback forms: Links to View All, Create New.

CATEGORIES

These links, View All and Create New, are used to manage, modify, and delete course categories.

CERTIFICATES

This link is used to validate that a particular course completion certificate is valid.

CREDIT (ADMINISTRATORS, LIMITED FPM)

The Credit page contains links to Credit Administration, Activities, Syllabi, and the following Administrator links: External Courses, Employers, Training Providers, AMT, Airman Certificates, Subject Areas, Aircraft Categories & Classes, IA Refresher Course, and Team Members.

CREDIT ADMINISTRATION

These links, Validate a Credit Request, Give Immediate Credit, and Administrators only - Revoke Credit, are used to manage credit requests. If the activity number is not know, the next area, Activities, can be used to give credit to an airmen.

ACTIVITIES

This area is used to manage all Accredited Activities with the following links: View All, My Activities and Administrators only – Create New. Validators can view all activities and give credit for any activity.

SYLLABI

This section gives those with the proper permissions the ability to View All Syllabi and for Administrators only, the ability to Create New syllabus materials and to modify existing syllabi.

EXTERNAL COURSES

This section permits Administrators to Create New Providers, to See the Provider List the External Credit Log, and the list of Unclaimed Credits.

EMPLOYERS

This section permits Administrators to View All employers and to Create New employers.

TRAINING PROVIDERS

This section permits Administrators to View All training providers, Create New training providers, and to Review and Accept training provider applications.

AMT

This section permits Administrators to set the Core Courses for the AMT Awards Program.

AIRMAN CERTIFICATES

This section permits Administrators to View All and to Create New airman certificates to be used in the airman profile and the SPANS creation process.

SUBJECT AREAS

This section permits Administrators to View All and to Create New subject areas to be used in the SPANS creation process.

AIRCRAFT CATEGORIES & CLASSES

This section permits Administrators to View All and to Create New aircraft categories and classes to be used in the airman profile and the SPANS creation process.

IA REFRESHER COURSE

This section permits Administrators to View All, which includes modification privileges, and to Create New IA Refresher courses.

TEAM MEMBERS

This section permits Administrators to View All Team Members, Create New Team Members, and to Review and Accept Team Member applications. Team Members are

those companies that have agreed to offer an incentive for pilots and mechanics who achieve a Phase of **WINGS** or an award in the AMT Awards Programs.

DIRECTORY (ADMINISTRATOR AND FPM)

The Directory page contains links to View all and My Directory information.

DIRECTORY

View all and My Directory Information.

EVENTS MANAGEMENT

The Event Management page contains links to View All, Create New, Accept, Closeout, Templates.

EVENTS (ADMINISTRATOR, FPM AND REPS)

This page contains the all-important View All, Create New, Accept, Closeout, and Templates links for events and seminars.

NOTICES

This page has links to Notice Management information on Notices and Notice Types.

NOTICES (ADMINISTRATORS AND FPM)

View All and Create New.

NOTICE TYPES (ADMINISTRATORS)

View All and Create New.

PRINT BUDGET (ADMINISTRATORS, LIMITED FPMS AND REPS)

This page has links to the information on Print Budget Management.

PRINT BUDGET

Contains links to My Funds (Administrators, FPM and Reps). Additional links are provided for Administrative functions for Add Funds, Distribute Funds, Move Funds, Remove Funds from National Budget, Zero All Budgets, and Force Printing.

REPORTS

The Report Landing Page contains reports links that Administrators and FPMs can view on: Wings, Users, AMT, Events, Print Budget and Courses. The Representative link can be viewed by Administrators, FPMs, and Representatives. The following links are available.

WINGS

Activity Participation Report, Previous WINGS Program Report, Validator List, WINGS Phase Summary Report. On the **WINGS** Phase Summary Report, the word “Current” means the number of pilots whose phase is still current, i.e., within the 12-month validity period. The word “Ever” means the number of pilots who have ever earned a Phase of **WINGS**, whether it is current or not. This does not include the old paper-based version of Wings.

USERS

The Single User Report displays information about a user, including **WINGS** credits and AMT awards. Registration Report, User Registration Report, Area User Statistics, and Role Report.

REPRESENTATIVE

Initiate/Conduct Safety Program, Assist or Participate in a Safety Program, Airmen Counseling, Remedial Training, Airport/Airspace Safety Action Reports, General Public Relations Efforts, Other.

AMT

The AMT Participation report and the Employer Awards reports are located here.

EVENTS

Event Cost Reporting and Event Report Builder reports tools are located here. The Event Report Builder is used to find information about a particular SPANS Event or a series of events.

PRINT BUDGET

Print Cost Funding, Ledger Report

COURSES

Information about online courses is available by using the Course Statistics Report and the Course Detail Report.

TOOLS (FPM AND REPRESENTATIVE)

This section contains the GeoStats Tool for the use of FPMs and Representatives.

GEOSTATS

This section contains the GeoStats Tool. This tool can be used to determine the number of users in specific geographic areas using specific demographic criteria.

TOOLS (ADMINISTRATORS)

This page contains Developer Tools, Airshow, GeoStats, Mailing List Management, and System Administration Tools.

DEVELOPER TOOLS

This section is only available to developers and contains many tools they use in testing their work. The tools available include Register User For Event, AMT Report Test, Common List Test, HQL Executer, Phone Control Test, Show Pert, Run WINGS Credit Conversion, Reset Training, Up Status, Reset Navigation, Regenerate One Course Certificate, Regenerate All Course Certificates, Complete Course, Recalculate User Wings Summary, Perform Analysis, Delete FAA Testing Email, and View Unmatched CFI's from CFI Portal.

AIRSHOW

This section contains a link to the AirShow Registration tool. This tool is used to register new users and assign a temporary password without the user having to check their email box for a new password. This is most useful at air show events, such as Sun 'n Fun and EAA AirVenture.

GEOSTATS

This section contains a link to the GeoStats Tool. This tool can be used to determine the number of users in specific geographic areas using specific demographic criteria.

MAILING LIST MANAGEMENT

You can search for an Airman to remove from the mailing list and view the list of Airmen who have been removed from the mailing list.

SYSTEM ADMINISTRATION TOOLS

Role Management, Permission Management, View System Timers, View System Tests, View Mail Queue Info.

USERS (ADMINISTRATORS AND REPRESENTATIVES)

To Find a User of FAASafety.gov, you may fill in the applicable search fields in the form. Press the Perform Search button when you have selected your criteria and your search results will appear. You may search by First Name, Last Name, Email Address, Region, and ZIP Code or filter your search by selecting one of the Filter types.

HELP (ADMINISTRATORS, FPMS, AND REPRESENTATIVES)

This section contains general documents and manuals for the use of Administrators and Representatives. There are five sections available titled, FAASafety.gov, FAASafety Team Program Managers, Aviation Learning Center, FAASafety Team Directory, and FAASafety Team Representatives.

FAASAFETY.GOV

This section contains a PDF copy of the Full Administrative Manual, the Events Management Section, the Notice Management Section, the Print Budget Management Section, the User Management Manual, and the Miscellaneous Administration Section.

FAASTEAM PROGRAM MANAGERS

This section contains a PDF copy of the FAA Safety Team Program Manager's Handbook, Order 8740.1.

AVIATION LEARNING CENTER

This section contains the Administration Manual for the Aviation Learning Center.

FAASTEAM DIRECTORY

This section contains the User's Manual for the FAASite Directory.

FAASTEAM REPRESENTATIVES

This section contains a link to the FAASite Representative Manual and a link to the FAASite Representative SharePoint Site.