New Features on FAASafety.gov

Security Questions Fully Implemented

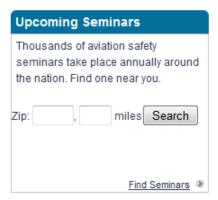
If you have changed your email address (or have forgotten it), you are now able to log in to your account on FAASafety.gov using some personal information (Last Name and Certificate Number or FTN; your <u>Federal Tracking Number</u> is the number used in IACRA) and answering your Security Questions. This feature also works if you have forgotten your password.

Of course, if you have not yet set up your Security Questions, this feature will not be available. We encourage all users to go to their account on FAASafety.gov and be sure their Security Questions are properly set up.

If you are not an "Airman" with a permanent certificate number, you can still log in with your old email address and password, and change your email address on your My Preferences page. If this doesn't work for you, then send an email request to Support@FAASafety.gov with your full name, your old email address (if you remember it), and your City, State and ZIP Code, and ask us to change your email address.

Upcoming Seminars

You will note a new feature on the Home page at FAASafety.gov. You can now search, without logging in, for a list of all seminars within a user-selected radius of a user-entered ZIP Code. You can still click the Find Seminars link to go to the Search page and use other search methods, but if you want a quick list, this is your feature! Just enter the ZIP Code and number of miles for the radius to search.



Miscellany

- We enlarged the email address and password entry boxes on the User Widget in the Log in portal on your Home Page; this should make it easier to use for everyone!
- We cleaned up the appearance of the Email Address, Password, and Security Questions page so it is easier to use and understand.
- We added explanatory text in many areas, so that you better understand what is requested or displayed.

Changes of Particular Interest to FAASTeam Program Managers and FAASTeam Representatives

Chrome, Firefox, and Safari Problem Fixed

FAASTeam Representatives and FAASTeam Program Managers have had problems creating a SPANS Event using Chrome, Firefox, and Safari Internet browsers. While the FAA only fully supports the Microsoft IE Internet browsers, we decided to fix this particular problem. As is sometimes the case, we discovered a single character

in the system that was causing this problem. Please don't use the # character when creating or saving a distribution set in SPANS. You should now be able to use these other browsers to create SPANS Events.

Changes to the Seminar Attendance Roster and the Seminar Close Out Procedures

One of the goals of the FAASTeam is increasing visibility of the safety web site – www.FAASafety.gov.

We know that FAASTeam Program Managers and FAASTeam Representatives promote the site at their safety seminars. We now have a new automated feature (well, at least mostly automated!) that will help with this task.

Seminar Attendance Roster

The next time you pass around the attendance roster printed from the web site, it will look different, as you can see in the example screen shot below! Besides looking so much better than the old version, there will be a place for attendees who do not currently have an account on FAASafety.gov, to ask us to create one for them. Check out all the new features listed below.

		Attendance Roster		
Seminar:	"Managing the Hazards of Aircraft Icing during Take-off,Cruse & Landing"			
Select Number: Date:				
Location:	Thursday, December 13, 2012 - 7:00 PM Flying W Airport, 60 Fostertown Road, Medford, NJ 08055			
Credit:	1 Credit for B	asic Knowledge Topic 3		
ECKLUND, JAMES AI		ZIP: 08332	Initial for attend	ance
	(Active User)			
Gnarly, John		ZIP: 84116	Initial for attendance	
Gnarly@msn.com (No Account on FAASafety.			Initial to have account cre	
Jones, Barbara @Q.com	(New User)	ZIP: 84084	Initial for attend	ance
Monoyios, Louis E		ZIP: 08107	Initial for attendance	
es@veriz	on.net (Active Us	er)		
Norville, Jack		ZIP: 84116	Initial for attendance	
Nor@hotmail.com (/\			Initial to have account cre	
•	•	ress and ZIP code to have an account	•	, , ,
Peter Harris:			Initial for attenda	ance
Susan O'Ma	alley:	· · · · · · · · · · · · · · · · · · ·	Initial for attenda	ance
PRASCHAK, DAVID J k@verizon.	OHN .net (Active User,	ZIP: 08080	Initial for attend	ance
Susan, Test 3 @Gmail.com (PW Change Reg'd)		ZIP: 84084	Initial for attendance	
WADIAK, MICHAEL W @hotmail.com (Active User)		ZIP: 08055	Initial for attendance	
		Attendance Roster		
	If your	name is not listed above, please enter i	t below.	
If you wa	int us to create an a	account for you on FAA Safety.gov, plea	ase initial in the last column.	
our Name (Please Print Cl	early)	Your Email Address (used on FAASafety.gov	v, if any) ZIP	Initial to Create Account
ohn Doe		johndoe@faa.gov	84106	JD

- 1. It now has a title at the top of every page Attendance Roster.
- 2. The seminar Location is shown on only two lines, rather than four as on the previous Attendance Roster.
- 3. Names of attendees and all associated information for that attendee are contained in an outlined box.
- 4. The user status is printed next to the email address of pre-registered attendees.
 - a. Active User A user who has logged in at least once after changing their temporary password
 - b. New User A user who has logged in and changed their temporary password
 - c. PW Change Req'd A user who has requested a new password, but has not yet logged in to change their temporary password
 - d. No Account on FAASafety.gov Someone with an email address that is not registered on FAASafety.gov
- 5. As usual, attendees initial a spot to show they attended the seminar. In addition, there is now a spot for those who do not presently have an account on FAASafety.gov to initial, instructing us to create an account for them. You will want to explain this new capability during your introductory remarks at the beginning of the meeting.
- 6. Attendees who were listed as additional attendees with someone who pre-registered now have the opportunity to give us their email address (and ZIP Code) so we can create an account for them, as well.
- 7. In addition, those attendees who did not pre-register may enter their name, email address, ZIP Code, and then initial the line on the attendance roster to have us create an account for them.
 - a. Remember, if they leave out their initials, we will not be able create an account for them. The WINGS or AMT credit for this seminar will be maintained in our database with their email address. This credit will automatically be passed to their new account should they later create one with this same email address.

Close Out Procedure

After you collect the attendance roster, your next task is to officially "Close Out" the seminar. You initiate this process by choosing the correct icon on the Seminar Management page. See below.



Even after closing out the event, you can still give individuals proper credit for this seminar by choosing the Give Credit icon, which in this screen shot is located just below the Close Out icon; it is the icon with the green check mark.

There is only one page in the Close Out process now, and a screen shot of the the new Close Out page is shown below. Note that pre-registered FAASafety.gov users will have their name, email address, and ZIP Code listed in alphabetical order by last name. The alphabetical display will show the information that pre-registered non-users provided when they registered for the seminar.

Eve	nt Closeout Seminar Title: Managing the Ha	bryan.neville@faasaf (Administrator) Logout					
	Seminar Date: 12/13/2012 7:00 PM						
	Select Number: EA1746926 WINGS Credit: 1 Credit for Bas						
	T Credit for bas	ic Kilowieuge Topic 3					
View	/ Instruction						
* Total Att	endees						
Pre-Regis	stered Attendees for This Seminar						
8 TOTAL R	RECORDS.			Export 🔀			
Attended	Name	Email	ZIP	Create Account			
	JAMES ADDISON ECKLUND	erizon.net	08332	Registered User			
	John Gnarly	Gnarly@msn.com					
	Barbara Jones	@Q.com	84084	Registered User			
	Louis E Monoyios	es@verizon.net	08107	Registered User			
	Jack Norville	Nor@hotmail.com					
	DAVID JOHN PRASCHAK	@verizon.net	08080	Registered User			
	Test 3 Susan	3mail.com	84084	Registered User			
	MICHAEL W WADIAK	②hotmail.com	08055	Registered User			
You may g	of this seminar's credit are listed at the	by entering the Email then pressing "Co	nfirm Give Credit Only" or "Create Ne	w user Account and Give Credit. All current			
Email Ad	ddress.		e presented. You may click "Use This	Email Address" at any time to select an			
Email A	Address:	Use This Email Address	J				

The instructions for the close out page are located under the green View Instructions link. After reviewing the instructions, you can hide them by clicking the link again. They are shown here for your benefit:

INSTRUCTIONS: Enter the total number of people who attended the event; it doesn't matter if they signed the attendance roster or not. Be sure to include yourself. Then, check the "Attended" box for those who pre-registered, attended and initialed the attendance roster.

For those who pre-registered but do not have an account on FAASafety.gov, and who initialed the spot to have us create an account for them (as shown on the attendance roster), enter their ZIP Code and check the box under the "Create Account" column.

For those who did not pre-register, enter their email address and click "Use this Email Address". If you enter an email address that is registered on FAASafety.gov, the email address may pop up as you type. In any case, when you click on "Use this Email Address", the user's information is displayed and highlighted in yellow. If it is correct, click on "Confirm Give Credit Only" and the user will be added to the attendee list. If it is not correct, reenter the email address.

If you enter an email address that is not found on FAASafety.gov, you will see the message, "Non FAASafety.gov User currently selected". You can choose to "Confirm Give Credit Only" in which case their email address is listed below. On the other hand, you can choose "Create New User Account and Give Credit". You can only use the "Create New User Account and Give Credit" option if the attendee initialed the attendance roster to have an account created. You must enter a First Name, a Last Name and a ZIP Code to create the new account. When you click on "Save In Progress" or "Close Event", the new account is created and an email is sent to the new user with his/her temporary password. After you click on "Save In Progress" you can continue working on this page or you can maneuver to another page on FAASafety.gov.

When you click on "Close Event" you are presented with the list of attendees who received credit. If you see one that is incorrect, click on the red "X" to remove that credit. You can also add more attendees at this point by entering their email address. Note that you can only use the Auto-Register feature while the event is still open; once closed, you can only give credit.

Just as before, enter the total number of attendees at the seminar; don't forget to include yourself. By the way, the presenter should <u>always</u> pre-register for the seminar so they can mark their attendance and receive credit for the seminar, just like everyone else.

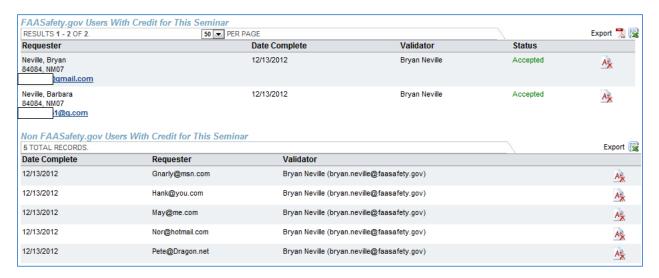
Then, for those who pre-registered, check the box next to a name that attended, as indicated on the initialed Attendance Roster. If someone initialed the spot indicating they want us to create an account for him or her, check the box under the column headed "Create Account" and enter their ZIP Code in that column.

Next, you will enter the information for those who did not pre-register. Enter the email address found on the Attendance Roster; be sure to enter the email address carefully. You may want to emphasize the importance of carefully printing their email address to your attendees at the beginning of the meeting! Note that as you type, the email address may be found in the FAASafety.gov user database and be displayed for you!

Find by Email	minar o or oan are noted at the bettern of	runo pago.				
As you begin entering an Email Address, matching FAASafety.gov user accounts will be presented. You may click "Use This Email Address" at any time to select an Email Address.						
Email Address:	BNeville@Q.com	Use This Email Address				
You last selected BRYAN WESLEY NEVILLE (BNeville@Q.com) in West Jordan, UT 84084						
Confirm Give Cre	dit Only					

As shown above, if the email address you enter is in the database, the user's name, email address, city, state and ZIP Code will be displayed and highlighted after you click the Use This Email Address button. If this matches the name on the Attendance Roster, click on Confirm Give Credit Only.

When you click the Close button or the Save In Progress button, the seminar is either officially closed or saved in progress and the attendees are shown in two lists, registered FAASafety.gov users and non-FAASafety.gov users, just as before. The icon with the red "x" allows you to remove an incorrect entry.



Remember, even after an event is closed, you can still enter email addresses for attendees, so that everyone who should get credit will get proper credit for the event.