

## New User Registration

Revision Record			
Revision Letter	Description	Date	Entered By
Version 1.0	Document Created	May 6 <sup>th</sup> , 2019	CGH
Version 1.1	Updated to reflect changes in ADIP Version 6.1.0	June 17 <sup>th</sup> , 2020	CGH

**This document has new user registration instructions for Public and FAA users.**

**New User Registration for Public Users is for users with non faa.gov email address.**

**New User Registration for FAA users is for users with faa.gov email address.**

## New User Registration for Public Users

1. Click on “Register” from the Airports GIS homepage.



2. Enter the data in the fields.

NOTE: Required fields are marked with an \*

**Airport Data and Information Portal - User Registration**

To begin, please complete all required fields. Your account may require additional verification so please use accurate information in the event a specialist needs to contact you. See the [ADIP User Registration Online Help](#) document for more information.

**⚠** If you are an FAA user (@faa.gov email address) you must login to **MyAccess** before registering.

* Email	<input type="text"/>
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
* Position	<input type="text"/>
* Phone	<input type="text"/> <input type="text" value="Ext"/>
* Organization	<input type="text"/>
* Street 1	<input type="text"/>
Street 2	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text"/>
* Postal Code	<input type="text"/>
* Reason For Account	<input type="text"/>
* Requested Role	<input type="text"/>

3. Select the role (ex: Airport Manager) and click Continue.

- **Airport Manager** - The individual listed on the 5010 form. Responsible to create Survey and MOS projects. Assigns Airport Staff and Consultants to projects.
- **Airport Staff** - Those individuals assigned to the Airport. Can work on projects assigned by the Airport Manager.
- **Consultant** - Those individuals collecting and loading data to the system. Must be assigned to projects by the Airport Manager in order to work on a project.
- **NGS Validation Support** - Those NOAA personnel tasked to validate survey projects.
- **State Aviation Authority (Block Grant)** - Available to those States listed in the FAA Block Grant Program. They can create and work on Survey and MOS projects.
- **State (DOT)** - Available to those States outside the FAA Block Grant Program. They can create and work on Survey and MOS projects.

The screenshot shows a registration form with the following fields and values:

- \* Email: demouser7@test.com
- \* First Name: Demo
- Middle Name: Middle Name
- \* Last Name: User
- \* Position: Airport Sponsor
- \* Phone: 1234567890 (with an Ext field)
- \* Organization: Test Org
- \* Street 1: 123 Main Street NW
- Street 2: Street Address (2)
- \* City: Test City
- \* State: Virginia
- \* Postal Code: 20169
- \* Reason For Account: Airport Manager role access
- \* Requested Role: Airport Manager

At the bottom of the form, there are two buttons: "Continue" (highlighted with a red arrow) and "Cancel".

**New User Registration - Set Password**

Please choose a password for your account. Your password must adhere to **all** of the following criteria:

- **must** be 12 characters or longer
- **must** contain one lower case, one upper case, one number, and one special character (!@#\$\$%^&\*)
- **can not** contain more than two consecutive like characters
- **can not** contain the user's first or last name

Demo User (demouser7@test.com) - Airport Manager

New Password

Retype New Password

[Continue](#) [Back](#)

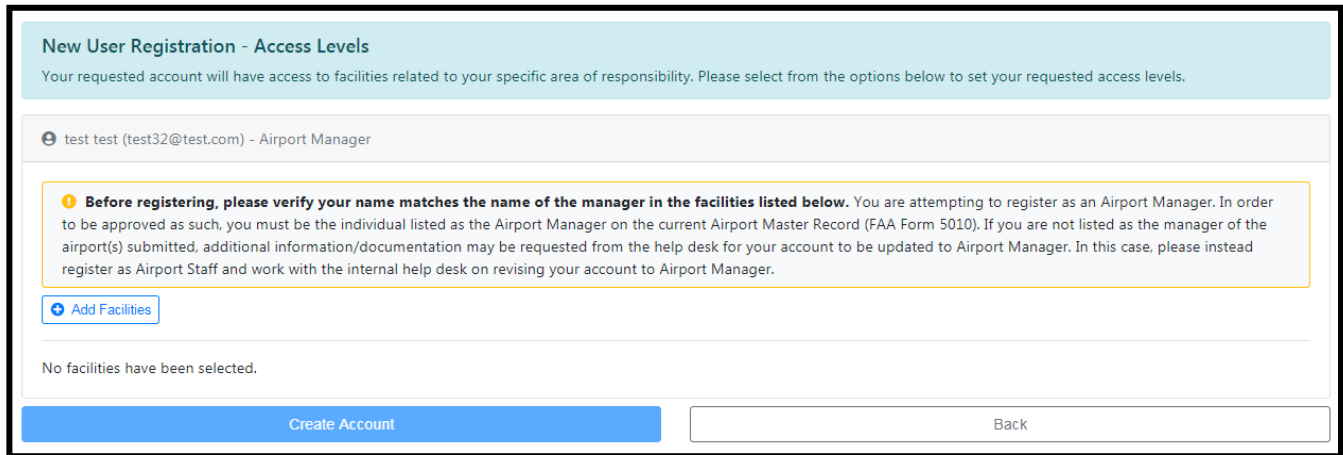
4. Enter and retype your chosen password to confirm they are the same. Your chosen password must adhere to the password creation standards.

5. After password validation is successful, the “Continue” button will be clickable.

Clicking on Continue, depending on the requested role, will present the next set of questions.

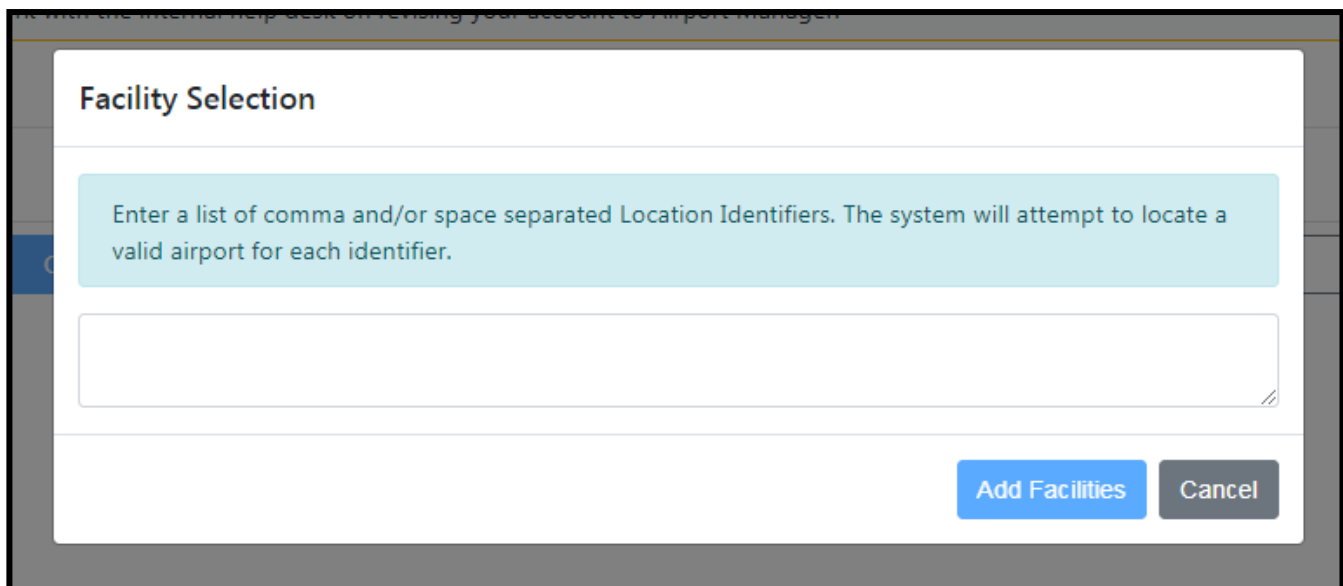
**Note:** If the selected role is a Consultant or NGS Validation Support, no additional questions are asked and Create Account will be displayed instead of the Continue button.

• **Airport Manager Example as Requested role:**



6. Click on “+ Add Facilities” link to add the airport/s that the Airport Manager is listed as the Airport Sponsor in the 5010 program. Selecting the link will create a popup window where you can enter your airport/s.

7. Enter single or multiple airports separated by either comma or space.



Click on Add Facilities to add the airports to request access.

8. All valid Airport ID's will be added to the list of airports that the user can access.

**New User Registration - Access Levels**  
Your requested account will have access to facilities related to your specific area of responsibility. Please select from the options below to set your requested access levels.

test test (test32@test.com) - Airport Manager

**Before registering, please verify your name matches the name of the manager in the facilities listed below.** You are attempting to register as an Airport Manager. In order to be approved as such, you must be the individual listed as the Airport Manager on the current Airport Master Record (FAA Form 5010). If you are not listed as the manager of the airport(s) submitted, additional information/documentation may be requested from the help desk for your account to be updated to Airport Manager. In this case, please instead register as Airport Staff and work with the internal help desk on revising your account to Airport Manager.

[Add Facilities](#)

DCA - RONALD REAGAN WASHINGTON NATIONAL (KDCA)  
Manager: PAUL MALANDRINO, JR.

[Create Account](#) [Back](#)

Note: If the Airport ID entered is not valid, it will be displayed under View Rejected/Invalid Facilities.

The Create Account button will be enabled only after adding at least 1 valid airport Id.

9. If you are the individual listed as the Manager then select the “Create Account” link. If you are not the individual listed as the Manager then use the “Back” link and select “Airport Staff” as your role and continue the registration process. Once registered, if you are the new Airport Manager, you can create a HelpDesk ticket and provide documentation showing that you are the Airport Manager, once validated your account will be updated.

10. Click on Create Account to create the account. A confirmation page is displayed that the account has been created and an email is sent with a link to verify your email address.

Thank you test, your account registration request has been received!  
You have been sent an email with instructions on how to verify your email address. Once you verify your email address, your account request will be processed.

[Continue to the portal home](#)

• **State (DOT) or State Aviation Authority (Block Grant) as Requested role:**

11. After entering the valid password and clicked on Continue, for State (DOT) and State Aviation Authority (Block Grant) user roles, the next set of questions are required to complete the registration process.

**New User Registration - Access Levels**  
Your requested account will have access to facilities related to your specific area of responsibility. Please select from the options below to set your requested access levels.

test test (test12@test.com) - State (DOT)

Are you a State Inspector?  
 Yes  No

Select Your State  
[Dropdown menu]

[Add Facilities](#) *Optional*

No facilities have been selected.

[Create Account](#) [Back](#)

12. After answering the question for “Are you a State Inspector”, select the State from the drop-down list, then click on Add Facilities. A Popup Window is displayed to add the airports.

Note: For State Aviation Authority (Block Grant) State drop down will display only the Block Grant states.

### Facility Selection

Enter a list of comma and/or space separated Location Identifiers. The system will attempt to locate a valid airport for each identifier.

[Add Facilities](#) [Cancel](#)

13. Click on Add Facilities to add the airports.

Note: If airports entered for access are not in the state selected or if they are invalid airports, they are displayed under View Rejected/Invalid Facilities.

### New User Registration - Access Levels

Your requested account will have access to facilities related to your specific area of responsibility. Please select from the options below to set your requested access levels.

test test (test12@test.com) - State (DOT)

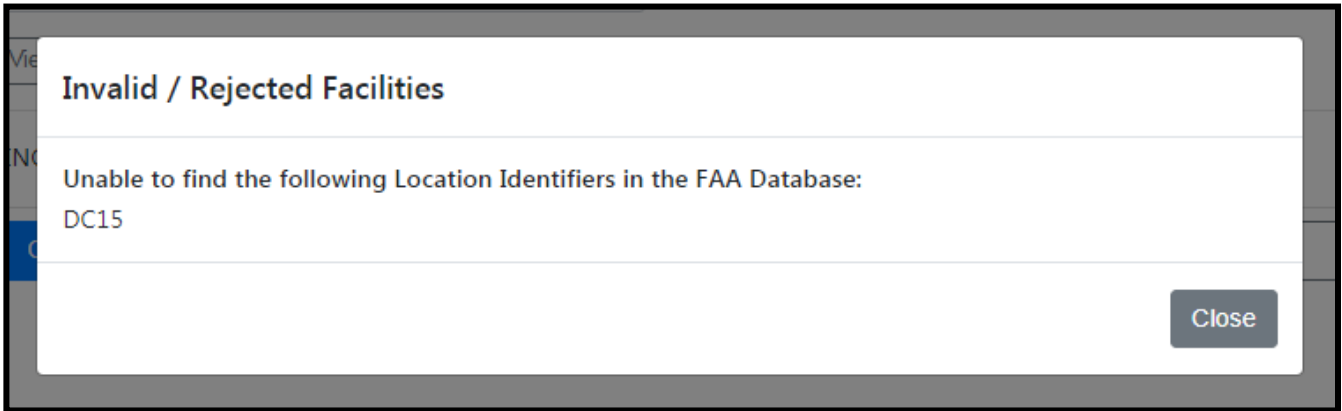
Are you a State Inspector?  
 Yes  No

Select Your State  
Virginia

[Add Facilities](#) *Optional* [View \(1\) Rejected/Invalid Facilities](#)

DCA - RONALD REAGAN WASHINGTON NATIONAL (KDCA)

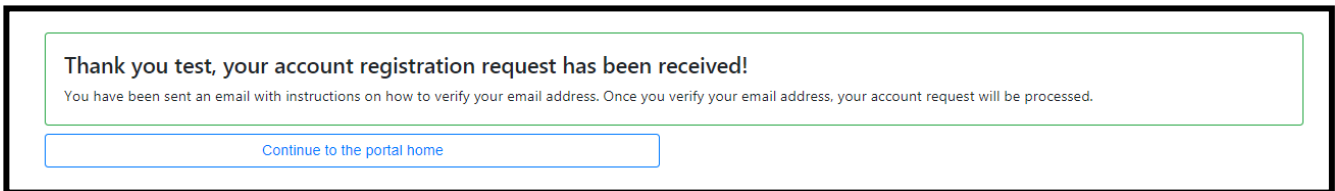
[Create Account](#) [Back](#)



14. Click on View Reject/Invalid Facilities if it is available to view the list of invalid facilities.

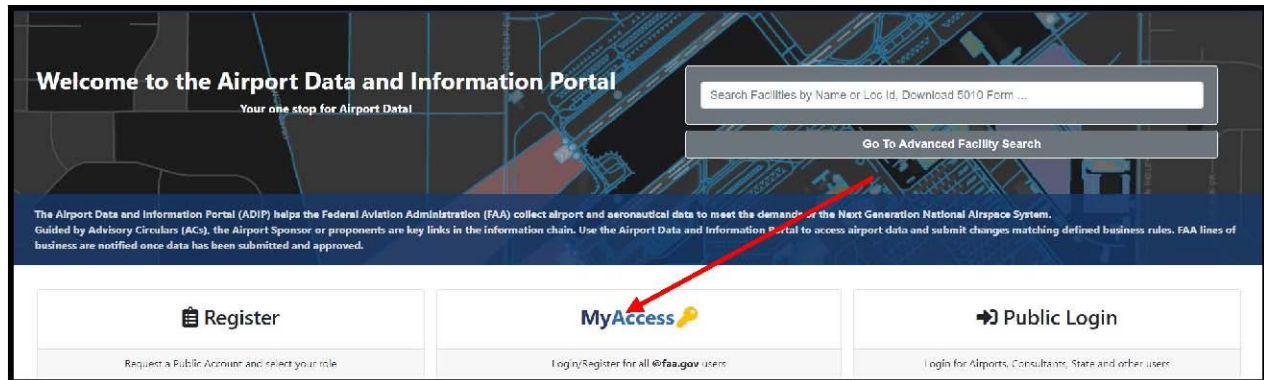
Click on Close to close the popup.

15. Click on Create Account to create the account. A confirmation page is displayed that your account has been created and an email is sent with a link to verify your email address.

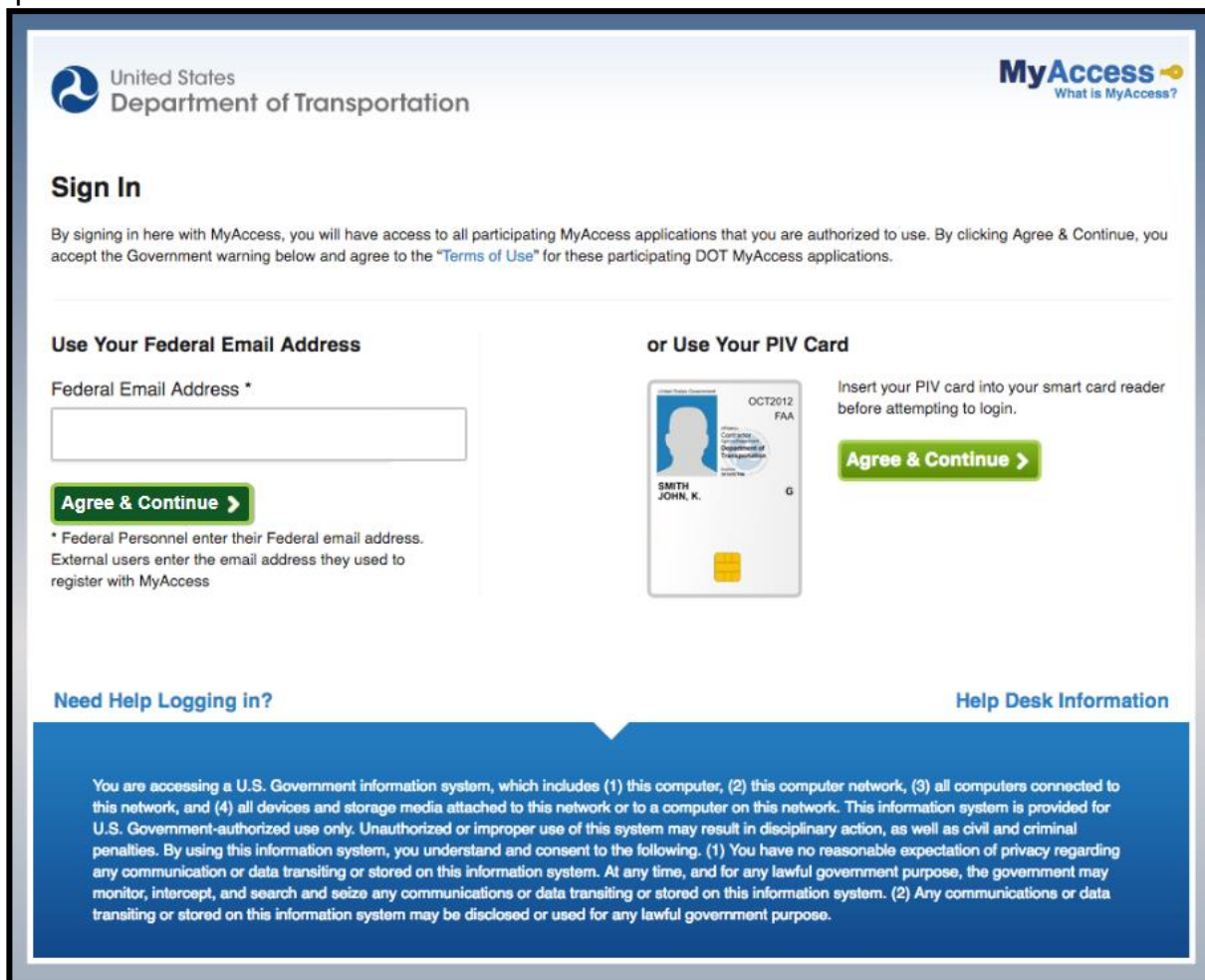


## New User Registration for FAA Users

1. Click on “My Access” from the Airports GIS home page.



2. The My Access page will be displayed to enter your faa.gov email address and security questions.



3. If the email address entered is not a registered user in the Airports GIS system, the new user registration page will be displayed to register for an Airports GIS account with an faa.gov email address.

Enter the data in the fields; required fields are marked with an \*.

**Airport Data and Information Portal - User Registration**

To begin, please complete all required fields. Your account may require additional verification so please use accurate information in the event a specialist needs to contact you. See the [ADIP User Registration Online Help](#) document for more information.

**⚠** This registration is for the **Airport Data and Information Portal**. If you have reached this page inadvertently and are looking for general FAA access, please go to [My FAA](#).

* Email	testing12@faa.gov	
* First Name	First Name	
Middle Name	Middle Name	
* Last Name	Last Name	
* Position	Position	
* Phone	Phone Number	Ext
* Organization	Organization	
* Street 1	Street Address	
Street 2	Street Address (2)	
* City	City	
* State		
* Postal Code	Zip / Postal Code	
* Reason For Account		
* Requested Role		

[Continue](#) [Cancel](#)

Note: Your Email address cannot be edited.

4. Select your role from the drop down.

- **Office of Airports** - Those FAA Employees assigned to an ADO, Region or HQ.
- **Technical Operations** - For those TECH Ops personnel needing to access the Airport Data (ie...ALP's)
- **Flight Procedures** - For those Flight Procedures personnel to create SAV projects and coordinate on MOS projects when requested.
- **Flight Standards** - For those Flight Standards personnel needing access to support SAV or MOS.

- **Aeronautical Information Services** - For those AIS personnel needing access to support 5010.

**FAA General Use** – For those FAA users not affiliated with any of the above roles  
Note: if the requested role is Technical Operations, Flight Standards or Aeronautical Information Services, then the “Create Account” button will be displayed instead of Continue. After clicking on “Create Account”, your account will be created.

**Airport Data and Information Portal - User Registration**

To begin, please complete all required fields. Your account may require additional verification so please use accurate information in the event a specialist needs to contact you. See the [ADIP User Registration Online Help](#) document for more information.

**⚠** This registration is for the **Airport Data and Information Portal**. If you have reached this page inadvertently and are looking for general FAA access, please go to [My FAA](#).

* Email	demouser99@faa.gov	
* First Name	Demo	
Middle Name	C	
* Last Name	User	
* Position	Technical Operations Analyst	
* Phone	1234567890	Ext
* Organization	FAA Operations	
* Street 1	123 Main Street NW	
Street 2	Street Address (2)	
* City	Test City	
* State	Virginia ▼	
* Postal Code	20159	
* Reason For Account	Technical Operations Support	
* Requested Role	Technical Operations ▼	

- Office of Airports as the requested role:

The screenshot shows a registration form with the following fields and values:

- \* Email: demouser99@faa.gov
- \* First Name: Demo
- Middle Name: C
- \* Last Name: User
- \* Position: Technical Operations Analyst
- \* Phone: 1234567890 (with an Ext field)
- \* Organization: FAA Operations
- \* Street 1: 123 Main Street NW
- Street 2: Street Address (2)
- \* City: Test City
- \* State: Virginia
- \* Postal Code: 20159
- \* Reason For Account: ADO to approve the SOW
- \* Requested Role: Office of Airports

At the bottom, there are two buttons: "Continue" (highlighted with a red arrow) and "Cancel".

5. Select "Office of Airports" as requested role and click "Continue".

The screenshot shows the "New User Registration - Access Levels" page. It includes the following elements:

- Header: New User Registration - Access Levels
- Text: Your requested account will have access to airports related under your specific area of responsibility. Please select from the options below to set your requested access levels.
- User Info: Demo User (demouser9@faa.gov) - Office of Airports
- Form: Select Your Area of Responsibility (with a dropdown menu)
- Buttons: Create Account (blue) and Back (white)

6. The Next page is displayed to select your Area of Responsibility. (ADO, Region or Headquarters)

7. If your Area of Responsibility is selected as ADO, then the ADO dropdown menu will be displayed. NOTE: Only 1 ADO can be selected.

The screenshot shows a web form titled "New User Registration - Access Levels". Below the title is a light blue header with the text: "Your requested account will have access to facilities related to your specific area of responsibility. Please select from the options below to set your requested access levels." Below this is a grey bar containing the user information: "test test (testing12@faa.gov) - Office of Airports". The main form area contains two dropdown menus. The first is labeled "Select Your Area of Responsibility" and has "ADO" selected. The second is labeled "Select Your ADO" and has "Washington" selected. At the bottom of the form are two buttons: a blue "Create Account" button and a white "Back" button.

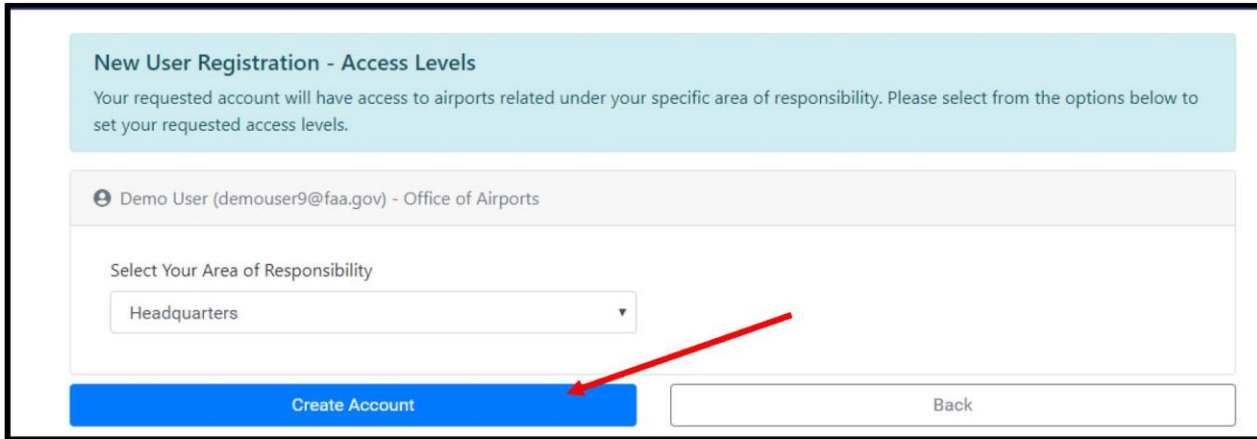
After selecting your ADO, the "Create Account" button will be displayed to create the account.

8. If your "Area of Responsibility" is selected as Region, then the Region dropdown will be displayed. NOTE: Only 1 Region can be selected.

The screenshot shows the same web form as above, but with different selections. The "Select Your Area of Responsibility" dropdown menu now has "Region" selected. The "Select Your Region" dropdown menu has "Eastern" selected. The "Create Account" and "Back" buttons remain at the bottom of the form.

After selecting your Region, the "Create Account" button will be displayed to create the account.

9. If your “Area of Responsibility” is selected as Headquarters, then the “Create Account” button will be displayed.



**New User Registration - Access Levels**  
Your requested account will have access to airports related under your specific area of responsibility. Please select from the options below to set your requested access levels.

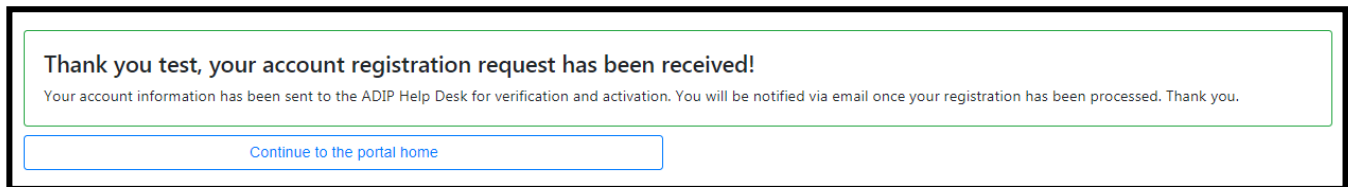
Demo User (demouser9@faa.gov) - Office of Airports

Select Your Area of Responsibility

Headquarters

Create Account Back

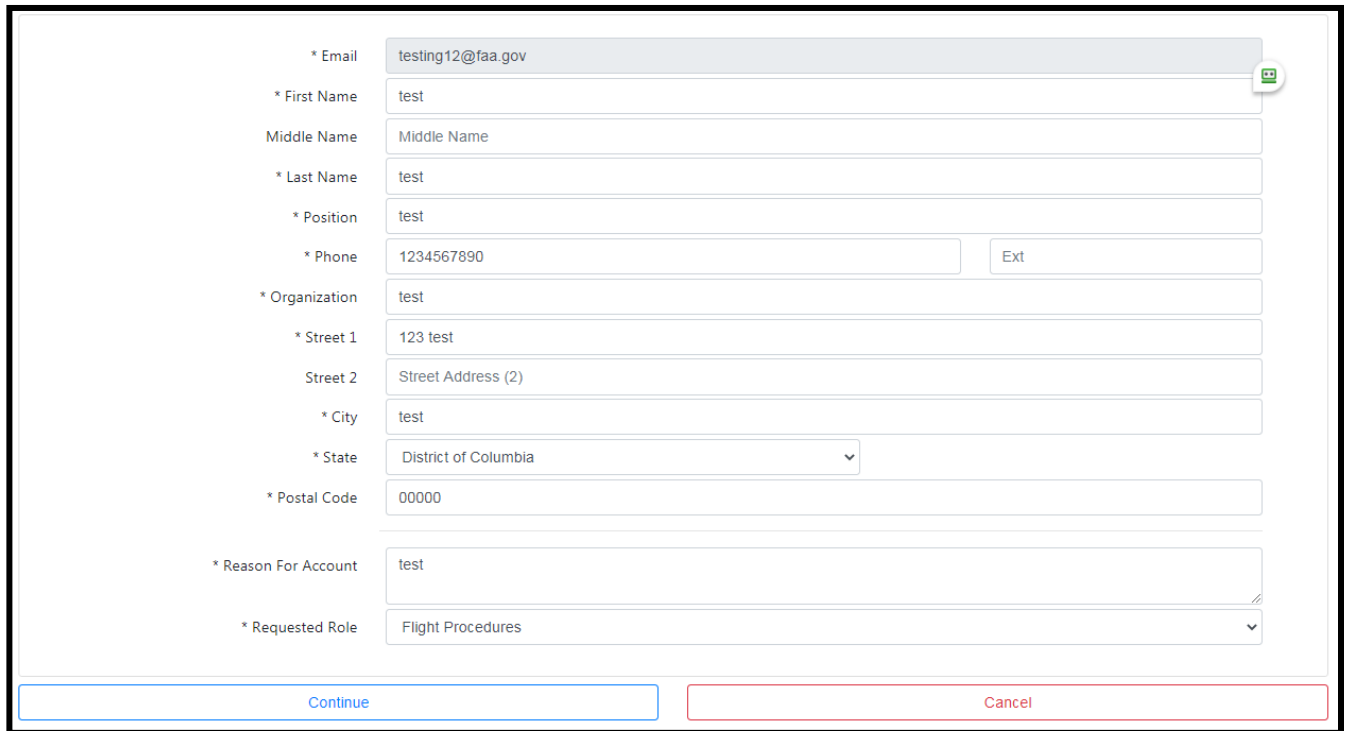
10. After clicking on “Create Account”, your account is created and the user is notified when the account is approved.



**Thank you test, your account registration request has been received!**  
Your account information has been sent to the ADIP Help Desk for verification and activation. You will be notified via email once your registration has been processed. Thank you.

Continue to the portal home

• **Flight Procedures as the requested role:**



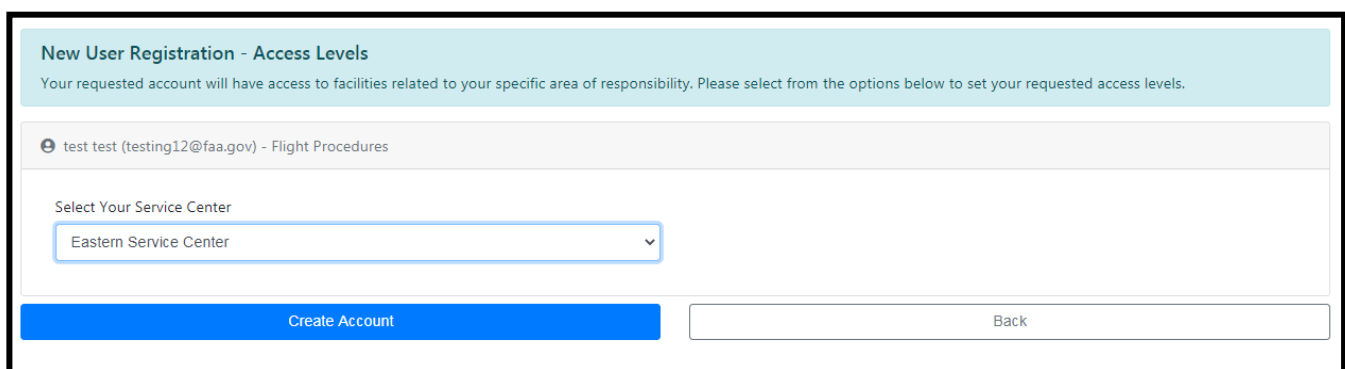
The image shows a registration form with the following fields and values:

- \* Email: testing12@faa.gov
- \* First Name: test
- Middle Name: Middle Name
- \* Last Name: test
- \* Position: test
- \* Phone: 1234567890 (with an Ext field)
- \* Organization: test
- \* Street 1: 123 test
- Street 2: Street Address (2)
- \* City: test
- \* State: District of Columbia
- \* Postal Code: 00000
- \* Reason For Account: test
- \* Requested Role: Flight Procedures

At the bottom, there are two buttons: "Continue" (highlighted in blue) and "Cancel" (highlighted in red).

11. Select "Flight Procedures" as the requested role, click Continue.

12. The Next page is displayed to select "Service Center".



The image shows a form titled "New User Registration - Access Levels" with the following content:

Your requested account will have access to facilities related to your specific area of responsibility. Please select from the options below to set your requested access levels.

test test (testing12@faa.gov) - Flight Procedures

Select Your Service Center

Eastern Service Center

At the bottom, there are two buttons: "Create Account" (highlighted in blue) and "Back" (highlighted in red).

13. Based on the Service Center selected, the user will have access to the regions within the service center.

Click on Create Account and account will be created.

**Thank you test, your account registration request has been received!**

Your account information has been sent to the ADIP Help Desk for verification and activation. You will be notified via email once your registration has been processed. Thank you.

[Continue to the portal home](#)