



**Federal  
Aviation  
Administration**

**DESIGNEE MANAGEMENT SYSTEM  
EXTERNAL  
SOFTWARE USER MANUAL**

CONTRACT NO. 692M15-23-C-00003

## TERMS/ACRONYMS

The following are terms or acronyms used in this document:

<b>Term/Acronym</b>	<b>Definition</b>
DMS	Designee Management System
ESUM	External Software User Manual
FAA	Federal Aviation Administration

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## 1.0 User Registration (User/Applicant)

Log in to the External DMS application and select the 'I Agree' button on the System Use Notice message to proceed.

**Figure 1: System Use Notification**

**System Use Notice**

You are accessing a U.S. Government authorized information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, (4) all devices and storage media attached to this network or to a computer on this network, and (5) all cloud services and hosting environments supporting this information system. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By logging in and using this information system, you understand and consent to the following:

1. You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
2. At any time, and for any lawful Government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.
3. Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

I Agree

### 1.1 MyAccess Login/Register

A new user or applicant is required to register in MyAccess by clicking on the 'MyAccess Login/Register' in the Login section.

Figure 2: User Registration

The screenshot displays the 'Designee Management System Home Page' of the Federal Aviation Administration. The page is divided into two main sections: a left-hand content area and a right-hand navigation area.

**Left-Hand Content Area:**

- Paper Reduction Act Statement:** A section with a minus sign icon. The text explains that the information is necessary to determine eligibility to become an FAA designee, estimated to take one minute per response. It mentions the Privacy Act system of records, DOT /FAA 830, and provides contact information for the Information Collection Clearance Officer, ABA-20.
- Privacy Act Statement (5 U.S.C. §552a(e)(3)):** A section with a minus sign icon. It includes:
  - Authority:** Information on the FAA Designee Management System (DMS) is solicited under Title 14 Code of Federal Regulations Part 183.
  - Purpose:** The system aims to standardize the management lifecycle process and oversight of designees.
  - Routine Uses:** Information collected will be included in the system of records notice DOT/ALL 13- Internet/Intranet Activity and Access Records. A bulleted list includes:
    - To provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
    - To an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
    - To contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
    - To other government agencies where required by law.

The Department has also published 15 additional routine uses applicable to all DOT Privacy Act systems of records. These routine uses are published in the Federal Register at 84 FR 55222 - October 15, 2019 and 77 FR 42796 - July 20, 2012, and under "Prefatory Statement of General Routine Uses" (available at <http://www.transportation.gov/privacy/privacyactnotices>).

**Disclosure:** Submission of the information is voluntary; however failure to submit requested information will result in FAA's denial of your access to the system.

**Right-Hand Navigation Area:**

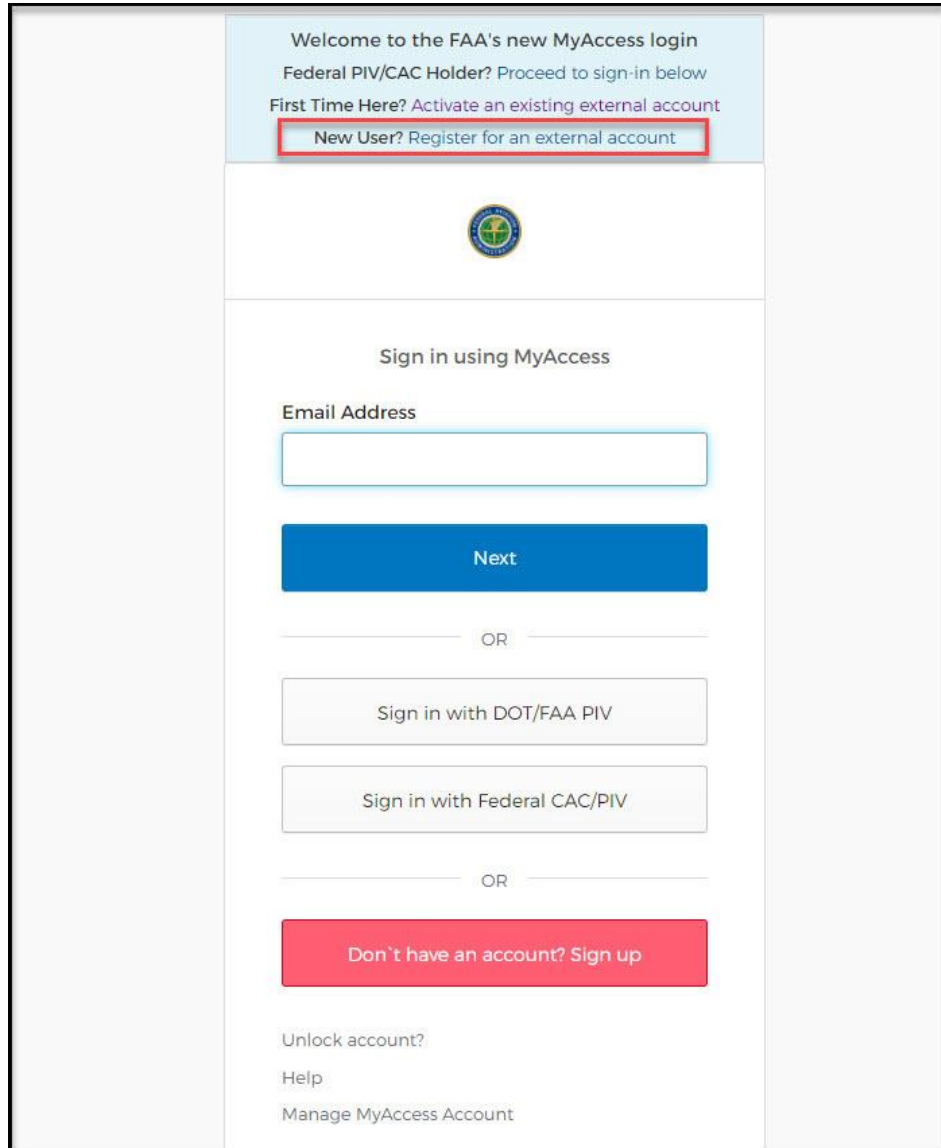
- Header: "Designee Management System Home Page"
- Link: "Looking for a Designee in your area? Click Here"
- Login:** A section containing a blue button labeled "MyAccess Login/ Register" with a red border.
- Links:** A section containing a blue button labeled "User Guide" with a question mark icon.

## 1.2 MyAccess Registration

### 1.2.1 New Users

Once redirected to the MyAccess landing page, select ‘Register for an external account’ link and complete the registration process.

Figure 3:New User Registration

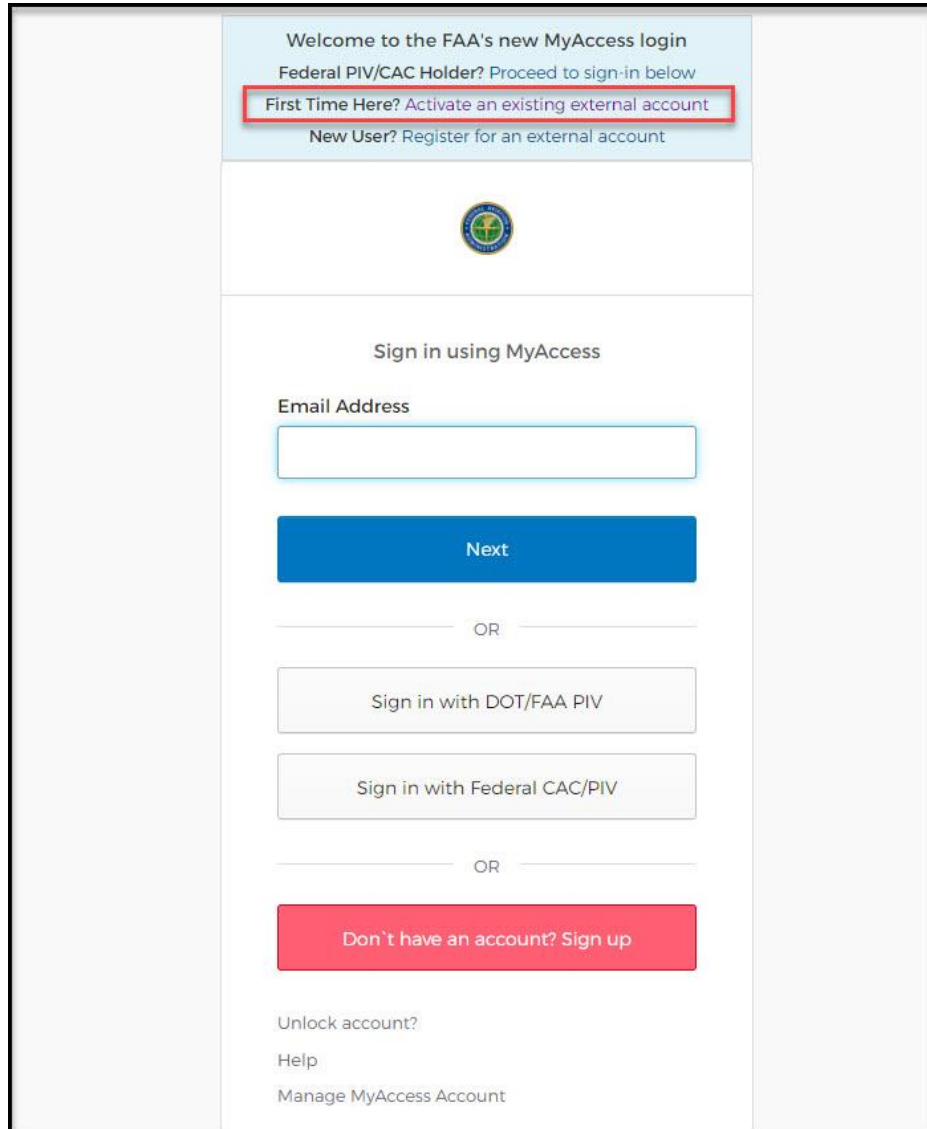



The screenshot displays the FAA's MyAccess login interface. At the top, a light blue banner contains the following text: "Welcome to the FAA's new MyAccess login", "Federal PIV/CAC Holder? Proceed to sign-in below", "First Time Here? Activate an existing external account", and "New User? Register for an external account". The "New User? Register for an external account" link is highlighted with a red rectangular border. Below the banner is the FAA logo. The main section is titled "Sign in using MyAccess" and features an "Email Address" input field. A blue "Next" button is positioned below the input field. Below this, there are two "OR" separators. The first separator is followed by two buttons: "Sign in with DOT/FAA PIV" and "Sign in with Federal CAC/PIV". The second separator is followed by a red button labeled "Don't have an account? Sign up". At the bottom of the page, there are links for "Unlock account?", "Help", and "Manage MyAccess Account".

### 1.2.2 Migrated Users

Once redirected to the MyAccess landing page, select ‘Activate an existing external account’ link and complete the registration process.

Figure 4: Activate an Existing External Account



 **Note:** Please make sure that all the information are entered in the required fields as indicated.

### 1.3 MyAccess Login with Email

The 'Email Address' is required and should be entered by the applicant; after entering the login credentials, click 'Next' to complete the authentication process.

**Figure 5: Login using Email**

The screenshot displays the FAA MyAccess login interface. At the top, a light blue banner contains the text: "Welcome to the FAA's new MyAccess login", "Federal PIV/CAC Holder? Proceed to sign-in below", "First Time Here? Activate an existing external account", and "New User? Register for an external account". Below this is the FAA logo. The main heading is "Sign in using MyAccess". A red rectangular box highlights the "Email Address" input field, which contains the text "sample@email.com", and the blue "Next" button below it. Below the highlighted area, there is an "OR" separator, followed by two buttons: "Sign in with DOT/FAA PIV" and "Sign in with Federal CAC/PIV". Another "OR" separator is present, followed by a red button that says "Don't have an account? Sign up". At the bottom of the form, there are links for "Unlock account?", "Help", and "Manage MyAccess Account". The footer of the page provides "Technical Support:" information, including the phone numbers "1 (844) FAA-MYIT or 1 (844) 322-6948" and the email address "helpdesk@faa.gov".



**Note:** For all Login issues please contact the FAA My IT Helpdesk at (844) FAA-MYIT / (844) 322-6948 or [helpdesk@faa.gov](mailto:helpdesk@faa.gov).



- To Unlock account, get account Help or Manage MyAccess account click on the links at the bottom of the MyAccess login page to navigate to MyAccess support links.

**Figure 6: User account issues**

The screenshot displays the FAA MyAccess login interface. At the top, a light blue banner contains the following text: "Welcome to the FAA's new MyAccess login", "Federal PIV/CAC Holder? Proceed to sign-in below", "First Time Here? Activate an existing external account", and "New User? Register for an external account". Below this is the FAA logo. The main section is titled "Sign in using MyAccess" and features an "Email Address" input field with the text "emotuba@cansofttech.com". A blue "Next" button is positioned below the input field. Below the "Next" button is a horizontal line with "OR" centered underneath. Underneath the line are two buttons: "Sign in with DOT/FAA PIV" and "Sign in with Federal CAC/PIV". Below these buttons is another horizontal line with "OR" centered underneath. Underneath the line is a red button that says "Don't have an account? Sign up". At the bottom of the page, a red-bordered box highlights three links: "Unlock account?", "Help", and "Manage MyAccess Account".

### Support Links:

Unlock Account : [MyAccess - Sign In \(faa.gov\)](#)

Help : [Help Portal \(faa.gov\)](#) to Manage account [Update Profile/name](#), [Change email](#), [Authenticators](#), and [Change Password](#)

Manage MyAccess Account: [MyAccess-Account Management \(faa.gov\)](#)

## 2.0 Designee Locator

Designees in an area can be located with the Designee Locator function.

- Step 1.* Click the 'Click Here' link next to 'Looking for a Designee in your area?' in the top right corner of the login page. The system will display the Designee Locator Search page

**Figure 7: Designee Locator**

**Federal Aviation Administration** Designee Management System Home Page

**Warning:** This is the qa Site for the Designee Management System. All the data in this server is for testing/training purposes only.

**Paper Reduction Act Statement**

Paperwork Reduction Act Statement The information is necessary to determine your eligibility to become an FAA designee. It is estimated that it will take approximately one minute per response. The information will become part of the Privacy Act system of records, DOT /FAA 830, Representative of the Administrator, and it will be used to evaluate your qualifications for appointment as a designee. It should be noted that a person is not required to collect information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0033. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20.

**Privacy Act Statement (5 U.S.C. §552a(e)(3))**

**Authority:** Information on Federal Aviation Administration (FAA) Designee Management System (DMS) is solicited under the authority of Title 14 Code of Federal Regulations Part 183.

**Purpose:** The purpose of Designee Management System is to standardize the management lifecycle process and oversight of designees who are representatives of the FAA authorized to perform certain certification related tasks. The purpose of collecting this information is also to allow individuals access to the system.

**Routine Uses:** the information collected will be included in the system of records notice DOT/ALL 13- Internet/Intranet Activity and Access Records and will be subject to the published routine uses including:

- To provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
- To an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
- To contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
- To other government agencies where required by law.

The Department has also published 15 additional routine uses applicable to all DOT Privacy Act systems of records. These routine uses are published in the Federal Register at 84 FR 55222 - October 15, 2019 and 77 FR 42796 - July 20, 2012, and under "Prefatory Statement of General Routine Uses" (available at <http://www.transportation.gov/privacy/privacyactnotices>).

**Disclosure:** Submission of the information is voluntary; however failure to submit requested information will result in FAA's denial of your access to the system.

**FAA Designee Program**

The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination.

The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (AIR), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of Organization Designation Authorization (ODA).

Please click the link to view the policy

Note: Due to security requirements, after 15 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

*Step 2.* On the Designee Locator Search page, select a designee type from the ‘Designee Types’ drop-down menu. The system will display the Select Search Criteria section with two options: ‘Location Search’ and ‘Designee Search’.

Figure 8: Designee Locator Search Options

The screenshot shows the 'Designee Locator Search' page. At the top left is the Federal Aviation Administration logo. The page title is 'Designee Locator Search'. Below the title is a 'Search' section with a 'Designee Types:' dropdown menu set to 'DADE'. Underneath is a 'Select Search Criteria' section with two radio buttons: 'Location Search' and 'Designee Search'. The 'Location Search' option is currently selected. At the bottom right are 'Search' and 'Cancel' buttons.

Step 3. If the 'Location Search' option is selected, enter at least one search criteria and click the 'Search' button. The system displays the search results containing the designee's name, address, and location information for the managing office at the bottom of the page in a table format.

Figure 9: Designee Locator – Location Search

This screenshot shows the 'Designee Locator Search' page with the 'Location Search' option selected. The 'Designee Types:' dropdown is still set to 'DADE'. The 'Select Search Criteria' section now shows the 'Location Search' radio button selected. Below this, there are four input fields: 'City:', 'State:' (a dropdown menu with '- Select -'), 'Country:' (a dropdown menu with '- Select -'), and 'Postal Code:'. At the bottom, there is an 'Authorizations: Description' section with a 'DADE' checkbox. 'Search' and 'Cancel' buttons are at the bottom right.

**Figure 10: Location Search Results**

**Select Search Criteria**

Select one of the options: \*  Location Search  Designee Search

City:

State:

Country:

Postal Code:

Authorizations:

DADE

Designee Name	Address	Phone / Email	Function(s) Authorized	Managing Office
<input type="text" value="Search Designee"/>	<input type="text" value="Search Address"/>	<input type="text" value="Search Phone/Email"/>	<input type="text" value="Search Function Codes"/>	<input type="text" value="Search Office"/>
Gamora Green	234 FAKE ST, FAIRFAX, VA, 22030	2222222222, F@f.com	DADE	ALABAMA AND NORTHWEST FLORID A FSDO SO09 / BHM FSDO
Mathew Cooper	2222 Yoyo lane, fairfax, AL, 33333	1111111111, mcooper12@gmail.com	DADE	ALABAMA AND NORTHWEST FLORID A FSDO SO09 / BHM FSDO
Sam Lalzare	6657 audrey kay ct, alexandria, VA, 2182	3017408248, lalzare@gmail.com	DADE	ALABAMA AND NORTHWEST FLORID A FSDO SO09 / BHM FSDO

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*Step 4.* If the ‘Designee Search’ option is selected, enter at least one search criteria and click the ‘Search’ button. Search results with the Designee’s name, address, and managing office information displays at the bottom of the page in a table format.

**Figure 11: Designee Locator – Designee Search**

Federal Aviation Administration
Designee Management System Home Page

**⚠ This is the qa Site** for the Designee Management System. All the data in this server is for testing/training purposes only.

**Designee Locator Search**

Search

Designee Types: \*

Designee Name	Address	Phone / Email	Function(s) Authorized	Office Name
<input type="text" value="Designee"/>	<input type="text" value="Address"/>	<input type="text" value="Phone/Email"/>		<input type="text" value="Office"/>

No records found. Consider a different search option or widen your search area.

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Figure 12: Designee Search Results

**Q Designee Locator Search**

**Search**

Designee Types:\*  ▾

**Select Search Criteria** -

Select one of the options: \*  Location Search  Designee Search

First Name:

Last Name:

Designee Name ▾	Address ▾	Phone / Email ▾	Function(s) Authorized ▾	Managing Office ▾
<input type="text" value="Search Designee"/>	<input type="text" value="Search Address"/>	<input type="text" value="Search Phone/Email"/>	<input type="text" value="Search Function Codes"/>	<input type="text" value="Search Office"/>
Sam Lalzare	6657 audrey kay ct, alexandria, VA, 2182	3017408248, lalzare@gmail.com	DADE	ALABAMA AND NORTHWEST FLORID A FSDO SO09 / BHM FSDO

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