

AQS 260

337 Delegate Account Initiation Job Aid

337 Delegate Account Initiation Job Aid-JA010610JS-RV1

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Process Overview

The AVS-PS system automates the external user provisioning process. FAA AVS Point of Contact (POC) personnel authorize new external user accounts and access to applications.

After account initiation by the POC, the system generates secure email notification to external users with account information. External users then register their accounts via the external AVS portal:

External users may accomplish a variety of tasks to maintain and update accounts using this system.

Additional Assistance

For Technical Assistance with AVS-PS, please contact the **AVS National IT Service Desk**.

Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov
Phone: **1-877-AVS-NSD1** or **(1-877-287-6731)**

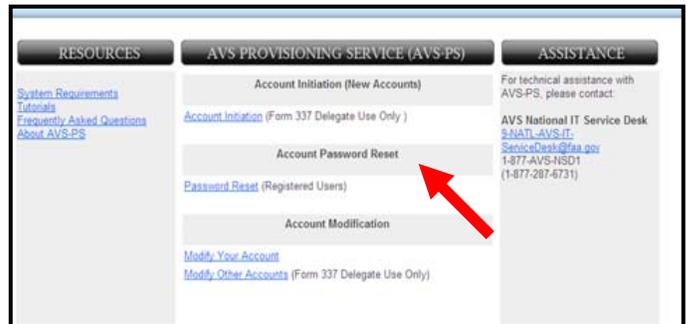
To report an error with this web portal or to have a program link added or removed from this page, please contact **Infrastructure Services**.

Email: 9-AMC-AVS-IS@faa.gov,
Phone: **(405) 954-1907**

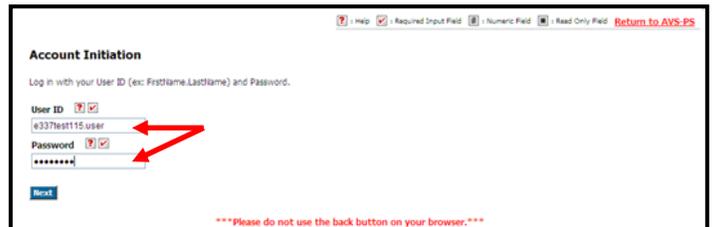
POC Delegate Account Initiation

To set up an account initiation, follow the steps below:

1. The Certificated Organization Delegate accesses the <https://avsportal.faa.gov> website for an Account Initiation.
2. Click **Account Initiation** (Form 337 Delegate Use Only).

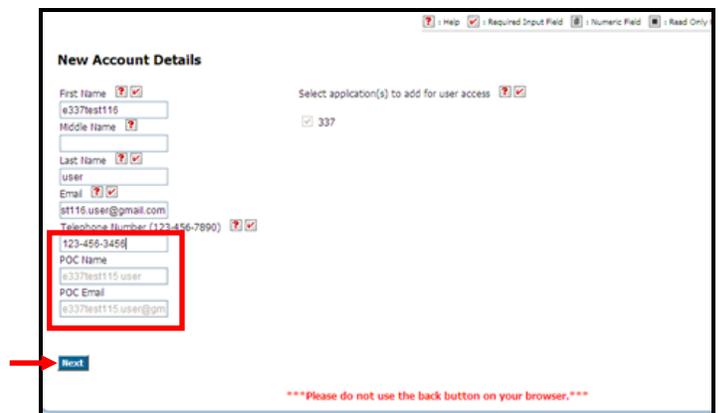


3. On the **Account Initiation** screen, login with your **User Credentials**, and click **Next**.



Special Note: Do not use your Browser's "back" button. If you need to exit the system, click the "X" in the upper right corner of the browser window. The browser window closes and your entries are **not** saved.

4. On the **New Account Details** screen enter the information, and click **Next**.
Note: The POC Name and email are pre-filled.



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- On the **Confirm the application selection** screen, complete the fields under **Form 337 additional information**. (The *Company name and Certificated Organization certificate number* are pre-filled. Required fields include the FAA Office).

Note: If an additional Certificate type (Mechanic, Inspection, Authorization, or Designee) field is entered, the corresponding certificate number is required.

Confirm the application selection

You have selected to add the following application(s): 337

Form 337 Additional Information

Company: 337test115.org
Title: Director of Maintenance
Address or PO Box: This Address
City/State/Zip/Country: Logan UT 99999 USA
FAA Office: AC01 - ACADEMY TRAINING, AMA-240
Account Group Types:
 Mechanic Inspection Authorization NonCertificated Designee
Certificate Numbers:
Mechanic: 2992351
Inspection Auth:
Designee:
Certificated Organization: OF2R055L

Previous **Next**

- Click **Next**.

- On the **Account Initiation Review** screen, Review the account information, if accurate click **Next**.

Account Initiation Review

You are about to initiate a new account for the following user. Please click next to continue.

First Name: e337test116
Middle Name:
Last Name: user
Email: e337test116.user@gmail.com
Selected Application(s): 337
Delegate Authority: No

Previous **Next**

Please do not use the back button on your browser.

The New account information begins processing.

Processing

Your request is in progress. Please wait while your request is being processed.

PROCESSING

Update Status Stop Processing

Return to AVS-PS

Please do not use the back button on your browser.

A message appears confirming that the initiation of the account is complete.

- On the Account Initiation Summary screen, click **OK**. The FAA POC has completed the Account Initiation and is returned to the AVS Portal Home Page.

Account Initiation Summary

Account Initialization has been completed. After clicking OK, an email will be sent to e337test116.user@gmail.com with a link to the AVS Provisioning Service website and instructions on how to complete the Account Registration process.

OK

Please do not use the back button on your browser.

AVS Portal Home Page

RESOURCES **AVS PROVISIONING SERVICE (AVS-PS)** **ASSISTANCE**

System Requirements
Subsites
Frequently Asked Questions
About AVS-PS

Account Initiation (New Accounts)
Account Initiation (Form 337 Delegate Use Only)
Account Password Reset
Password Reset (Registered Users)
Account Modification
Modify Your Account
Modify Other Accounts (Form 337 Delegate Use Only)

For technical assistance with AVS-PS, please contact:
AVS National IT Service Desk
9-NATL-AVS-IT-ServiceDesk@faa.gov
1-877-AVS-NSD1
(1-877-287-4731)

Completing the Account Registration

To complete the account registration, the external user must do the following:

- The User of the Certificated Organization receives an email with a link and a temporary password. Select **Click Here** and **log on** with the temporary password and complete the account registration.

Your Point of Contact has initiated account creation

9-NATL-AVS-IT-ServiceDesk@faa.gov show details 5:32 PM (2 minutes ago)

e337test116 user,
e337test116 user from 337Test115 Org has initiated the creation of an Account for the following application(s):
337
Please click on the following link to complete the process and activate your account.
[Click Here](#)
Your email address is: e337test116.user@gmail.com
Your temporary password is: ASCE1C7F32...

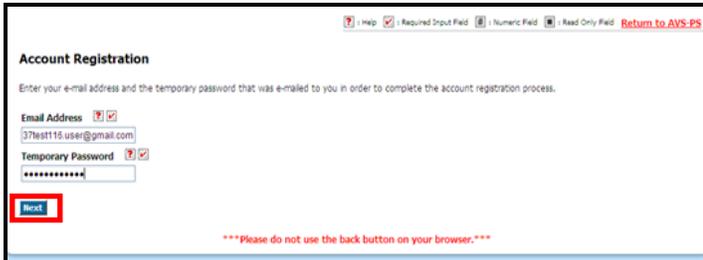
For technical assistance, please contact:
AVS National IT Service Desk
Phone: 1-877-287-6731
Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov

Reply Forward

Click Here. Log on with Temp password!

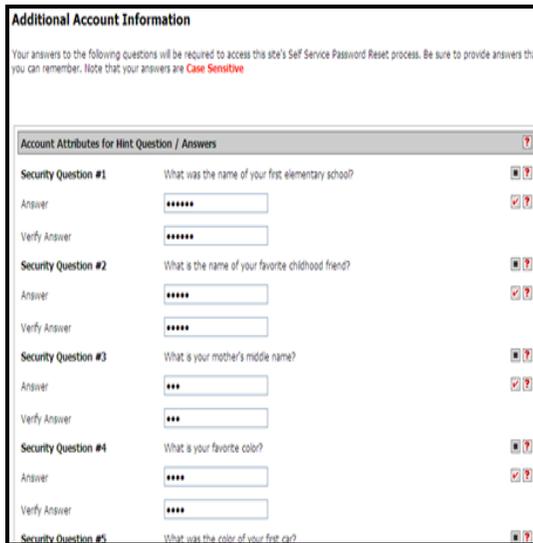
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2. Enter the **Email Address**, and **Temporary password** provided in the email. This creates and verifies the password.

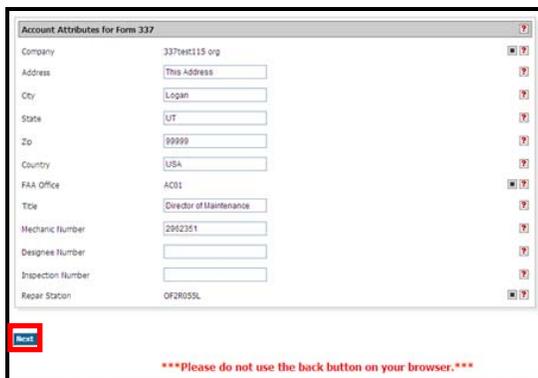


3. Click **Next**.

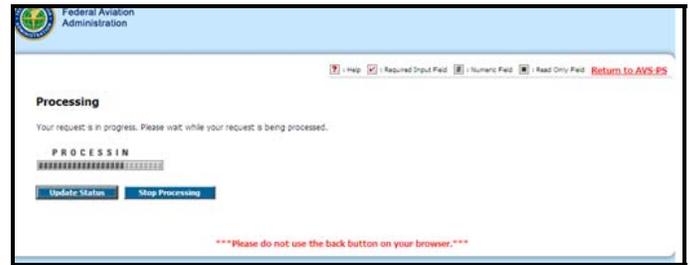
4. On the **Additional Account Information** screen, the new user is required to answer and verify five Security questions. These questions are **required** in order to access the Sites **Self Service Password Reset** process.



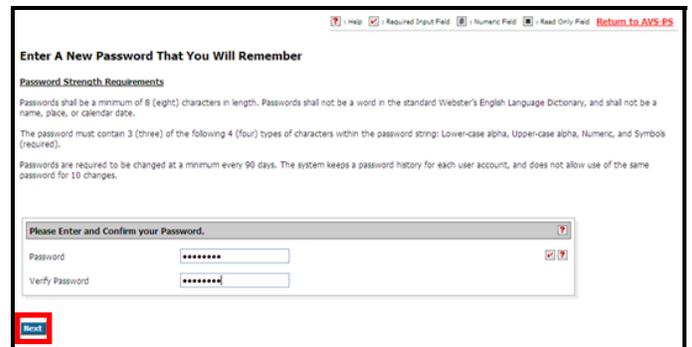
5. **Confirm** the Account Attributes, and click **Next**.



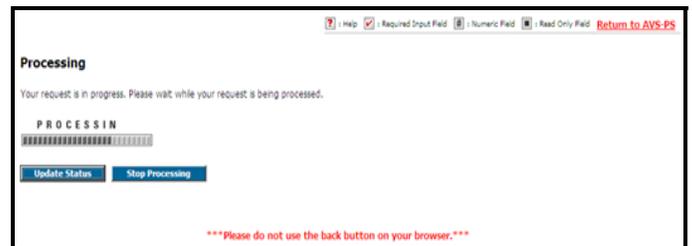
The account attributes process.



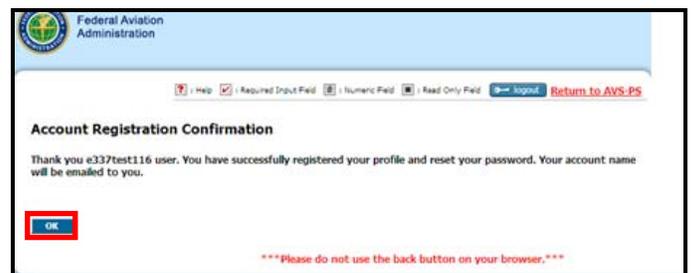
6. The Industry User **enters** and **verifies** their account Password.



7. Click **Next**, and the Account Registration continues processing.



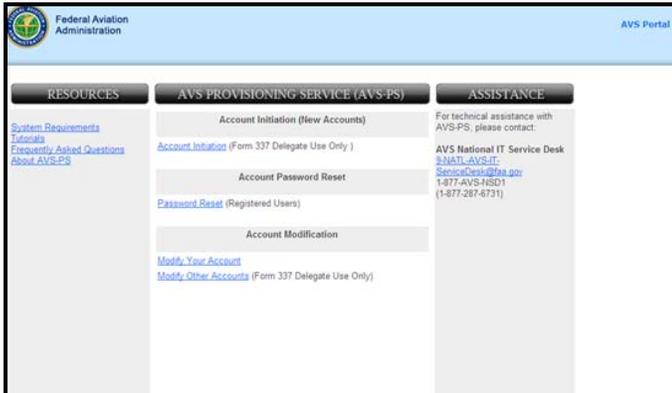
Account Registration is confirmed.



8. Click **OK** to be returned to the Provisioning Home Page.

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The Provisioning Home Page Opens.



9. Close your browser by clicking on the "X" in the upper right corner.

Note: Do not use your browser's "back" button. If you need to exit the system, click the "X" in the upper right corner of the browser window. The browser window closes and your entries are **not** saved.

10. The new user receives a confirmation email containing their user name, and the Delegate also receives an email notification.

