

# AQS-260

## AVS External Certificated Organization Account Job Aid

AVS External Certificated Organization Account-JA121710JS-RV1

### Job Aid Contents

Job Aid Contents .....	1
Process Overview .....	1
Additional Assistance .....	1
Creating a Certificated Organizational Account .....	1
Completing the Account Registration.....	3

### Process Overview

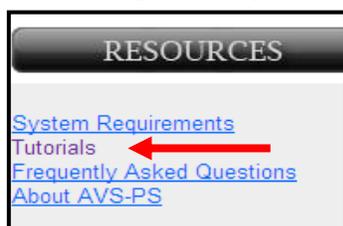
The AVS-PS system automates the external user provisioning process. FAA AVS Point of Contact (POC) personnel authorize new external user accounts and access to applications.

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

- A detailed audio tutorial of this process is available on <http://provisioning.avs.faa.gov/>



- For technical assistance with AVS-PS, please contact:

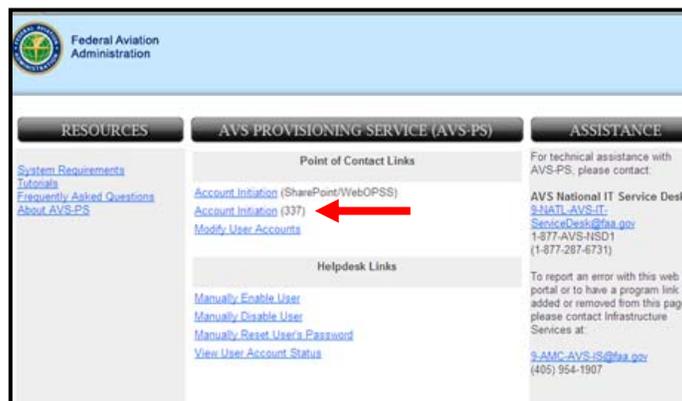
**AVS National IT Service Desk**  
[9-NATL-AVS-IT-ServiceDesk@faa.gov](mailto:9-NATL-AVS-IT-ServiceDesk@faa.gov)  
 1-877-AVS-NSD1  
 (1-877-287-6731)

- To report an error with this web portal or to have a program link added or removed from this page, please contact Infrastructure Services at: [9-AMC-AVS-IS@faa.gov](mailto:9-AMC-AVS-IS@faa.gov) or phone (405) 954-1907.

### Creating a Certificated Organizational Account

To create a Certificated Organizational account, follow the steps below.

- ACCESS** the internal AVS-PS site: <http://provisioning.avs.faa.gov/>
- Click on **Account Initiation (337)** in the center of the page under Point of Contact Links.



- FAA POC logs in with **AVS User ID** and **Password**.



*The New Account Details Screen appears after Login.*

- Under **Select application(s) to add for user access**, click the box  **337**.

# External User POC Job Aid

5. Check both boxes—**Create Certificated Organization Account** and **Select to Delegate Administration**.

Federal Aviation Administration

**New Account Details**

First Name

Middle Name

Last Name

Email

Telephone Number (123-456-7890)

POC Name  
(Lavonia Brown)

POC Email

Select application(s) to add for user access

337

Create Certificated Organization Account

Select to Delegate Administration

Next

6. Click **Next**.

*You will receive a warning message for confirmation*

7. Click **OK**.

Microsoft Internet Explorer

You are creating a new Certificated Organization account. A Certificate Number is required. If your facility is a Certificated Organization, please enter your Certificate Number in the Certificated Organization field.

OK

8. FAA POC completes the **Form 337 Additional Information**.

Form 337 Additional Information

Company: 337Test115 Corp

Title: Line Manager

Address or PO Box: 1234 Address

City/State/Zip/Country: St Louis MO 33333 USA

FAA Office: AC01 - ACADEMY TRNG, 48A-240 AC01

Account Group Types:

Mechanic  Inspection Authorization  Non-Certificated  Designee

Certificate Numbers:

Mechanic:

Inspection Auth:

Designee:

Certificated Organization: OF2R055L

Previous Next

\*\*\*Please do not use the back button on your browser.\*\*\*

**Note:** Company Name, FAA Office and Certificated Organization certificate number are **required** fields. The other fields are **optional**, but it is recommended to provide as much identifying information as possible.

9. Click the **Next** button.

*The Account Initiation Review screen appears*

10. Verify the information on the **Account Initiation Review Screen** and click **Next**.

Account Initiation Review

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

First Name: e337test115

Middle Name: user

Last Name: e337test115.user@gmail.com

Email: 337

Selected Application(s): 337

Delegate Authority: Yes

Previous Next

\*\*\*Please do not use the back button on your browser.\*\*\*

*Processing Screen appears*

Processing

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

PROCESSING

Update Status Stop Processing

\*\*\*Please do not use the back button on your browser.\*\*\*

When the process completes, the **Account Initiation Summary** screen displays.

Account Initiation Summary

Account initialization has been completed. After clicking OK, an email will be sent to e337test115.user@gmail.com with a link to the AVS Provisioning Service website and instructions on how to complete the Account Registration process.

Create Another Account OK

\*\*\*Please do not use the back button on your browser.\*\*\*

11. Click **OK**.

*The FAA POC has completed the account initiation.*

**Note:** The **OK** button takes you back to the Provisioning home page. The **Create Another Account** button opens another login screen.

To continue creating addition accounts, the **FAA POC** is required to log in again for Security reasons.

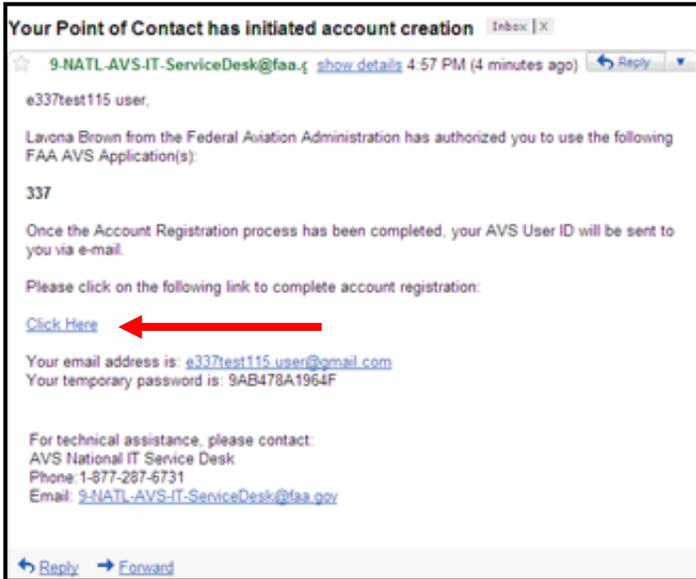
# External User POC Job Aid

## Completing the Account Registration

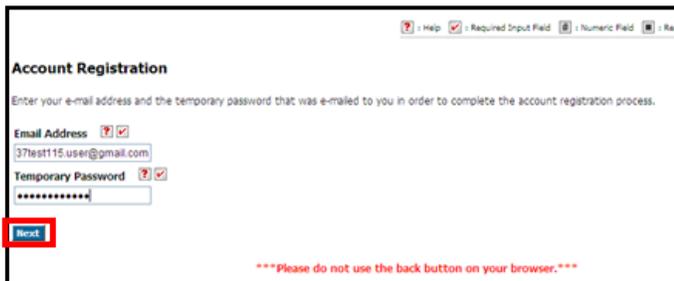
The External user will receive an email with a **temporary** password.

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

1. From the email, select **Click Here**.



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



The Additional Account Information Screen opens

4. 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.

## Additional Account Information screen

Additional Account Information

Your answers to the following questions will be required to access this site's Self Service Password Reset process. Be sure to provide answers that do not change and that you can remember. Note that your answers are **Case Sensitive**.

Account Attributes for Hint Question / Answers

Security Question #1	What was the name of your first elementary school?	[?]
Answer	*****	[?]
Verify Answer	*****	[?]
Security Question #2	What is the name of your favorite childhood friend?	[?]
Answer	*****	[?]
Verify Answer	*****	[?]
Security Question #3	What is your mother's middle name?	[?]
Answer	***	[?]
Verify Answer	***	[?]
Security Question #4	What is your favorite color?	[?]
Answer	****	[?]
Verify Answer	****	[?]
Security Question #5	What was the color of your first car?	[?]

5. The new user confirms account attributes and clicks **Next** to continue.

Account Attributes for Form 337

Company	337 Test115 Org	[?]
Address	1234 Address	[?]
City	St. Louis	[?]
State	MO	[?]
Zip	33333	[?]
Country	USA	[?]
FAA Office	AC01	[?]
Title	Line Manager	[?]
Mechanic Number	3190545	[?]
Designee Number		[?]
Inspection Number	3190545	[?]
Repair Station	OF2R055L	[?]

Next

Registration process continues.

Processing

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

PROCESSING

Update Status Stop Processing

\*\*\*Please do not use the back button on your browser.\*\*\*

# External User POC Job Aid

6. The user types in their **password**, and then **verifies password** by typing it in again.

**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.

**Enter A New Password That You Will Remember**

**Password Strength Requirements**

Passwords shall be a minimum of 8 (eight) characters in length. Passwords shall not be a word in the standard Webster's English Language Dictionary, and shall not be a name, place, or calendar date.

The password must contain 3 (three) of the following 4 (four) types of characters within the password string: Lower-case alpha, Upper-case alpha, Numeric, and Symbols (required).

Passwords are required to be changed at a minimum every 90 days. The system keeps a password history for each user account, and does not allow use of the same password for 10 changes.

Please Enter and Confirm your Password.

Password: [input field]

Verify Password: [input field]

Next

New Password processes.

**Processing**

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

PROCESSING .

Update Status Stop Processing

\*\*\*Please do not use the back button on your browser.\*\*\*

7. When the **Account Registration Confirmation** screen appears, click **OK**.

**Account Registration Confirmation**

Thank you e337test115 user. You have successfully registered your profile and reset your password. Your account name will be emailed to you.

OK

\*\*\*Please do not use the back button on your browser.\*\*\*

The Provisioning Home Page opens.

Federal Aviation Administration AVS Portal

**RESOURCES**

- System Requirements
- Tutorials
- Frequently Asked Questions
- About AVS-PS

**AVS PROVISIONING SERVICE (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)

**ASSISTANCE**

For technical assistance with AVS-PS, please contact:

AVS National IT Service Desk  
@NATL\_AVSPS  
ServiceDesk@faa.gov  
1-877-AVS-NSD1  
(1-877-287-6731)