

AQS-260

External User Account Initiation 337 Job Aid

External User Account Initiation 337 Job Aid- JA121710JS-RV1

Job Aid Contents

Job Aid Contents	1
Process Overview	1
Additional Assistance	1
POC Account Initiation	1

Process Overview

The AVS-PS system automates the external user provisioning process. Using this system, FAA AVS Point of Contacts (POC) Personnel authorize new external user accounts and access to applications. AVS Service Desk Personnel must create POC Accounts.

After account initiation by the POC via the internal AVS Portal <http://provisioning.avs.faa.gov/>, the system generates a secure email notification to external users with their account information.

Additional Assistance

For Technical Assistance with AVS-PS, please contact:

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

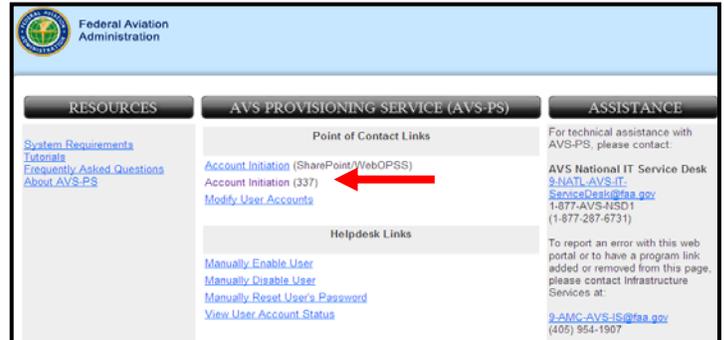
To report an error with this web portal or to have a program link added or removed from this page, please contact Infrastructure Services at:

9-AMC-AVS-IS@faa.gov
(405) 954-1907

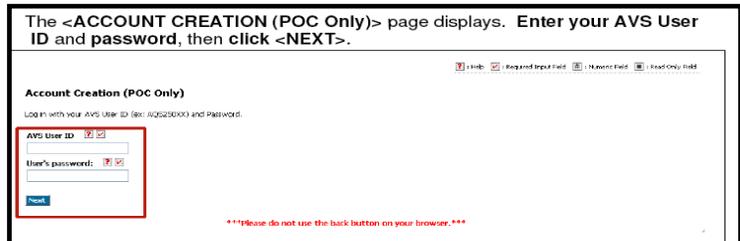
POC Account Initiation

To access the internal AVS-PS site do the following:

1. Type the following web address into the internet address bar: <http://provisioning.avs.faa.gov/>
2. Click **ACCOUNT INITIATION** located in the center of the page under **Point of Contact Links**.



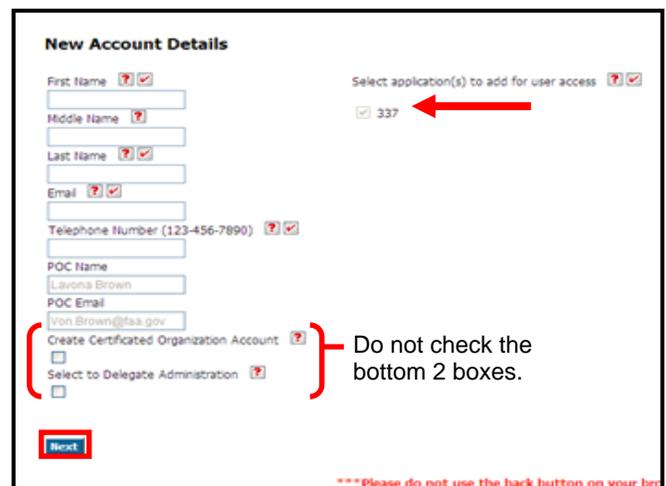
3. On the **Account Creation (POC Only)** screen Log in with your AVS User ID (ex: AQS250XX) and Password.



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. Check the 337 box, and enter the rest of the individual users' information into the form. Click **Next**.

Note: Do not check the bottom 2 boxes.



AQS-260 External User Account Initiation 337Job Aid

5. From the **Complete Application Details** screen, enter the Additional Information, and then click **Next**.

6. The **Account Initiation Review** Screen will open. Review the information, and then click **Next**.

The new account begins **Processing**.

Note: If the **Update status** button is selected, it will show processing. If the **Stop Processing** button is selected, the process will stop.

7. When the **Account Initiation Summary** screen appears, verify that the email is accurate, and then click **OK**.

The Industry user whose account you just created will receive an email with a link and a temporary password.

The user must select **Click Here** in the email, and log in with the temporary password to complete the account registration.