

PSI REGISTRATION INSTRUCTIONS



IACRA Registration



helpdesk@faa.gov

Wed 5/12/2021 10:00 AM

To: Michele Heyward



User Name --> drmheward

FTN -----> C1499915

Thank you for registering with IACRA.

National Service Desk
helpdesk@faa.gov

[Reply](#) | [Forward](#)

Please tell them, they should have received an email ["helpdesk@faa.gov"](mailto:helpdesk@faa.gov) See Above



PSI News
[WEATHER RELATED CLOSINGS](#) - Click here for a list of weather related closings.

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Check Available Appointment Dates Before You Register

[Click here](#) to check for available appointment times and locations before you register and provide payment.

New Users

- You can:
- » [Create an account](#)
 - » [Register for an examination](#) ←
 - » [Schedule an examination](#)

Returning Users

Sign in

Email Address:

Password:

Start in:

[\[Forgot Password? \]](#)

[\[Update email address \]](#)

If you do not have an account, please click the below link.

[\[Create an Account \]](#)

View the Examination Tutorial

- [View the Tutorial - English](#)
- [View the Tutorial - Spanish](#)
- [View the Tutorial - Vietnamese](#)
- [View the Tutorial - Korean](#)
- [View the Tutorial - Simplified Chinese](#)

See Link Below for Website:
<https://candidate.psiexams.com/>

Step 1. See the blue bar: **“New Users”**:
Click Register for an examination.
See Green Arrow.



Register for a Test

Select ➔ Details ➔ Demographics ➔ Portion ➔ Payment ➔ Confirmation

Select Organization

Federal Agencies ▼

Select Agency Name

ALL FAA Unmanned Aircraft exams ▼

Messages

- **FOR ALL FAA Unmanned Aircraft CANDIDATES. [Click Here to register and schedule for FAA Drone examinations.](#)**

Please Pay Careful Attention to the Green Arrows:

Step 2. Select Organization: “Federal Agencies”

Step 3. Select Agency Name: “All FAA Unmanned Aircraft exams”

Then the **right red message** will appear! Click the Link.



[Home](#)

[Practice Exams](#)

[Find a Test Center](#)

[Frequently Asked Questions](#)

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Once you clicked the "red message" from the previous screen, it will take you to this page. Go to the next slide.

Click [HERE](#) for the FAA's important announcement on effective dates for final drone rules.

The health and safety of our employees, clients, and candidates is of the utmost importance to PSI. As part of the global effort to contain the spread and mitigate the impact of the coronavirus, we have instituted enhanced procedures and test center closures in certain areas. All test center closures due to COVID-19 can be found [HERE](#).

Test center closures due to other reasons can be found [HERE](#).

Please check back regularly as these test center closure notices are subject to change.

FAA Airman Knowledge Testing is now available for online scheduling.

[View Test Authorization Requirements](#)

If you are a **new user**, and want to start scheduling your exam, click below to **create an account** (In order to create an account, you will need your **FAA Tracking Number**).

[Create an Account](#)

Or, to sign in with your existing account, and schedule your exam, click below.

[Sign In](#)

Please check back regularly as these test center closure notices are subject to change.

FAA Airman Knowledge Testing is now available for online scheduling.

Step 4. We should have already created our FAA Tracking Number at this point.

[View Test Authorization Requirements](#)

If you are a **new user**, and want to start scheduling your exam, click below to **create an account** (In order to create an account, you will need your **FAA Tracking Number**).

Now we need to
“Create an Account”

[Create an Account](#)

**Step 5. Select the
“Create an Account”**

Or, to sign in with your existing account, and schedule your exam, click below.

[Sign In](#)

Or, call toll free, a customer service representative at (844) 704-1487 for any account questions..

Privacy Act Statement (5 U.S.C. § 552a, as amended):

Authority: Information solicited by Assessment Technology and License Administration System Aviation (ATLAS) is under the authority of [49 U.S. Code § 44703](#) and [14 CFR Part 61.35](#).

Purpose: The ATLAS is used to support the scheduling and administration of the Airman Knowledge Test (AKT) to aviation industry individuals e.g., pilots, parachute riggers, drone operators, airline engineers and inspectors) seeking a Federal Aviation Administration (FAA) certification. ATLAS collects the name, FAA Tracking Number, email address, date of birth, phone number, city, state, zip code, and country, citizenship. The information is used to create an ATLAS Aviation account in order to schedule and administer the AKTs to individuals seeking a FAA certification. The date of birth is used to determine if an examinee is age eligible for the AKT they are selecting to take. Additionally, ATLAS scans and maintains a copy of government issued photo identification that is used to verify the identity of the examinee. Additionally, the government issued photo identification may be shared internally upon request to investigate potential fraudulent activities.

Routine Uses: The information collected by ATLAS is shared in accordance with the Privacy Act system of records notice [DOT/FAA 847 - Aviation Records on Individuals - 75 FR 68849 - November 9, 2010](#). The Department has also published 14 additional routine uses applicable to all DOT Privacy Act systems of records. These routine uses are published in the Federal Register at 75 FR 82132, December 29, 2010, and 77 FR 42796, July 20, 2012, under "Prefatory Statement of General Routine Uses" (available at <http://www.transportation.gov/privacy/privacyactnotices>).

Disclosure: Submission of this data is voluntary. Incomplete submission may result in delay or denial of your request.

Verify Your Eligibility

An Integrated Airman Certification and Rating Application (IACRA), which includes your FAA Tracking Number (FTN), is required, in order to continue. The information entered must be an exact match with the information in IACRA.

The IACRA Website is the only source for creating or locating your FAA Tracking Number. [Click here to go to the IACRA website.](#)

FAA Tracking Number *required*

First Name *required*

Last Name *required*

Step 6. Follow the left side instructions.
Hit Continue.

Usage Acknowledgement

You are about to access a U.S. Government information system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use.

There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only.

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FAA may conduct monitoring activities without further notice.

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0792.

Public reporting for this collection of information is estimated to be approximately 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Step 7.
Select “I Agree”
but below
right.

User Registration

Already a user? [Sign In](#)

First Name * ✓

Middle Name ✓

Last Name * ✓

Email * ✓

Username * ✓

New Password * ✓

Confirm New Password * ✓

Step 8.

Make sure we are using the exact same name and spelling before.

Same Username.

However, this will be a different password.

12 Characters Long.

Instructors, please see separate sheet on this....Taz taught me a trick.

Password Validation Rules

- ✓ Password must be at least 12 character(s) long.
- ✓ Password must contain at least 1 lower case character(s).
- ✓ Password must contain at least 1 upper case character(s).
- ✓ Password must contain at least 1 numeric characters.
- ✓ Password must contain at least 1 special character(s) (e.g. \$, @, *, etc.)
- ✓ Password cannot contain duplicate consecutive characters.
- ✓ Password cannot contain an SSN.

Passwords Cannot

- Password cannot contain the username.
- Password cannot contain the first name.

New Password *

 ✓

Confirm New Password *

 ✓

Continue

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Password Validation Rules

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- ✓ Password cannot contain duplicate consecutive characters.
- ✓ Password cannot contain an SSN.

Passwords Cannot

- Password cannot contain the username.
- Password cannot contain the first name.
- Password cannot contain the last name.
- Password cannot contain the email address.
- Password cannot contain personal information.
- Password cannot contain the username in reverse.
- Password cannot contain the first name in reverse.
- Password cannot contain the last name in reverse.
- Password cannot contain the email address in reverse.
- Password cannot contain personal information in reverse.
- Passwords cannot change more than once in 24 hours.
- Password cannot be one of the last 24 passwords.

**Pay Attention to Password Validation Rules:
Instructors. Refer to Password sheet.
Afterwards**

Step 9. Hit Continue.

Email Verification

You have not yet verified your email address. An email was sent to 'michele@ainautics.com'. Please check your email inbox and click the verification link. If you do not see the email in your inbox, be sure to check your "junk", "spam", and "trash" folders.

[Continue](#)

[Skip this for now](#)

Email Changed?

Not the correct email? Change the email and an email will be sent to the address for verification.

Email

[Update Email](#)

Email not received?

[Resend Verification](#)

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Step 10.

Make sure students verify their registration.

If they have not received it, they can request again, “Resend Verification”

Email Verification



no-reply@panpowered.com

Wed 5/12/2021 10:31 AM

To: Michele Heyward



Hello HEYWARD, MICHELE,

Please click the following link to verify your email:

[Verify Email](#)

The link is **valid for 96 hours**.

Verifying your email helps us keep your data secure.

If you encounter any problems with this process, please contact support using the contact information below:

Thank you,

Support contact: PSI (examschedule@psionline.com or 1-844-704-1487)

They should have receive the above email.
Step 11. Click the link “Verify Email”.

Registration

Date of Birth

Month Day Year

First Name *required*

MICHELE

Middle Name

ELIZABETH

Last Name *required*

HEYWARD

Suffix

Enter a value

Phone Number *required*

Enter a value (ex: 555-555-5555)

City *required*

Enter a value

State *required*

Select a value

Postal Code *required*

Enter a value (ex: 46032)

Country *required*

Step 12. Registration.

Follow the Directions.

Make sure you enter a valid phone number.

Country *required*

United States

Citizenship *required*

United States

Are you an active U.S. military member, a dependent of an active U.S. military member, a U.S. military retiree, a DoD civilian, or a DHS Civilian? *required*

Yes

No

Register

**Step 13. We are on the same page.
At the Bottom.
Click No. (Non-active Military)
Click Register**



ACTIVE COMPLETED SELECT

Stop at this page!
You have already been
scheduled for the exam.

Search by exam name

Unsure of which exam you need to take? Please contact your advisor.

Exam

Aircraft Dispatcher (ADX)		Select
Airline Transport Pilot Helicopter (135) (Added Rating) (ARH)		Select
Airline Transport Pilot Helicopter (135) (ATH)		Select
Airline Transport Pilot Helicopter Canadian Conversion (ACH)		Select
Airline Transport Pilot Multiengine Airplane (ATM)	Aircraft Dispatcher, Airline Transport Pilot, & Flight Navigator	Select
Airline Transport Pilot Multiengine Airplane Canadian Conversion (ACM)	Aircraft Dispatcher, Airline Transport Pilot, & Flight Navigator	Select
Airline Transport Pilot Single Engine Airplane (135) (ATS)	Aircraft Dispatcher, Airline Transport Pilot, & Flight Navigator	Select
Airline Transport Pilot Single Engine Airplane Canadian Conversion (ASC)	Aircraft Dispatcher, Airline Transport Pilot, & Flight Navigator	Select
Aviation Maintenance Technician Airframe (AMA)	Aviation Maintenance Technician	Select