

Creating a User Account for Contractor or Military Personnel

1. Ensure you are using a compatible browser.

IMPORTANT: The site was designed and tested to work with Google Chrome or Internet Explorer version 9.0 or later. Users may experience problems with functionality if they are using a different browser.

Recommended browsers:



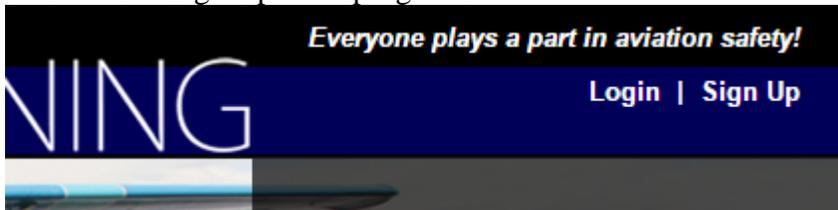
Google Chrome



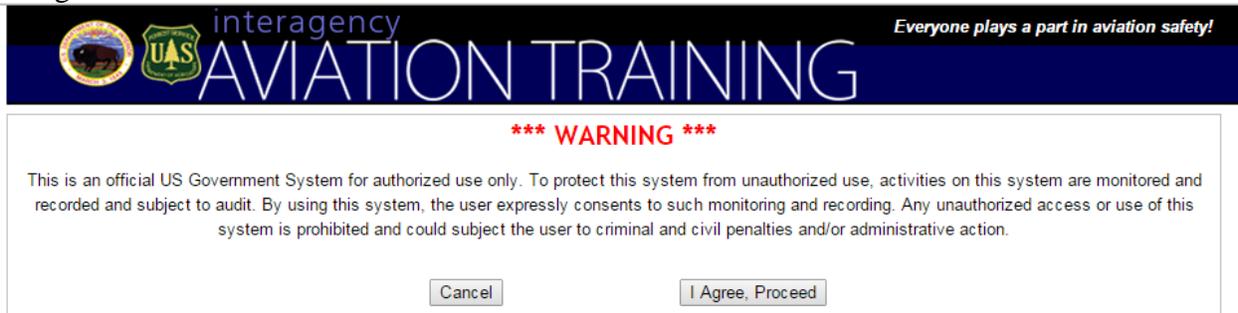
Internet Explorer 9 or later

2. Go to www.iat.gov

3. Click on “Sign Up” in top right corner



4. Agree to terms of use



5. Confirm criteria for establishing account

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Before you proceed...

In order for us to create a new account for you the following criteria must be met:

- ✓ You must not have an existing account already in this system.
- ✓ You must belong to an organization that is part of the Department of the Interior, the Department of Agriculture's Forest Service, or a partner agency.
- ✓ While not necessary in order to create an account, it is helpful if your supervisor already has an account in this system. If you are a supervisor who only needs access to view reports in regards to your personnel's aviation training, you may be eligible for an exception.

6. Complete profile information. See additional notes on completing profile below.

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Please provide some basic information for managing your training records

First Name * MI
Last Name * Suffix
Work Email Address *
Confirm Work Email Address *
Work Phone *
Primary Unit * type in unit name then select from list
[Don't see your unit on the list?](#)
Supervisor * type first few letters of your supervisor's last name
 I don't see my supervisor on the list

Create Password *
Confirm Password *

Password Guidelines

- At least eight or more characters in length
- Contains a mix of both upper and lower case characters
- Contains at least one numeric character (0, 1, 2, 3-9)
- Contains at least one "special character" (\$, #, %, *, ...)
- Re-use of a previous password is not permitted

Choose a Security Question * (used in case of lost password)
Select a Security Question
Type in the Security Answer *
[View plain text](#)

* Denotes a required field

6a. For Primary Unit, if you:

Work for a vendor or contractor, select “Contractor (unvetted) (CONT)”

Work Email Address *

Confirm Work Email Address *

Work Phone *

Primary Unit *

Contractor (unvetted) (CONT)

Supervisor

I don't see my supervisor on the list

Are military or National Guard personnel, select “Military (MIL)”

Primary Unit *

Military (MIL)

Supervisor

I don't see my supervisor on the list

6b. Type in your supervisor’s last name. If your supervisor does not come up, they may not have an account in the system. If that is the case check the box “I don’t see my supervisor on the list.” and complete the additional information.

7. When you have completed the profile information, click on the button “Sign Up” at the bottom right.

military [Don't see your unit on the list?](#)

Supervisor *

I don't see my supervisor on the list

Choose a Security Question (used in case of lost password)

Select a Security Question

Type in the Security Answer *

[View plain text](#)

Sign Up

* Denotes a required field