

### **Do some browsers work better than others when using www.IAT.gov?**

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

### **Are there new user roles in www.IAT.gov?**

Yes. The IAT website is a role based system. When you log onto the system you must choose a role specific to the tasks you are there to perform. For example, logging on as a student allows you to sign-up for course offerings, view your training records, or take online courses and editing your profile. Selecting the Supervisor Role allows you to view your direct report's upcoming training requirements. The role based system allows you to see the functionality that specifically applies to the tasks you need to perform. Having roles gets rid of the clutter and lets you focus on what's important.

### **What roles are available to users in www.IAT.gov?**

- ❖ **Student** –user whose purpose is to take aviation training
- ❖ **Supervisor** – user with direct reports in the system
- ❖ **Unit Aviation Training Administrator (ATA)** – user who manages the aviation training needs for a specific local unit, such as a District Office, Field Office, Forest, Park, etc.
- ❖ **Aviation Manager** – user who oversees the aviation training on a regional or national level. This user is usually equivalent to a Regional or National Aviation Manager.
- ❖ **Instructor** – user who has completed the instructor certification process for the DOI or USFS and are certified to instruct one or more IAT courses
- ❖ **Leadership** – user at the executive level to assess the overall health of an organization's aviation training.

### **Can a user have more than one role in www.IAT.gov?**

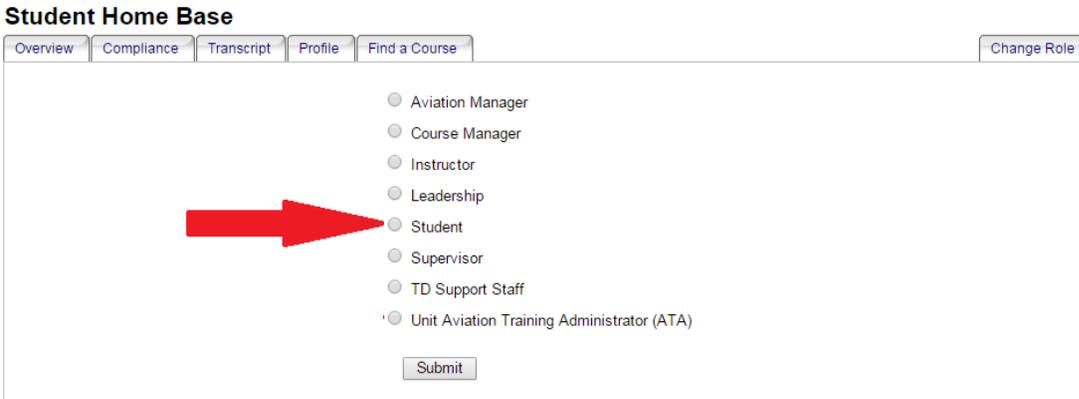
Yes. It is common for a user to have multiple roles. The IAT website allows you to toggle between your roles. Student and Supervisor roles are created when you create your profile. Other roles, such as Aviation Training Administrator and Aviation Manager, are assigned by your organization's management in conjunction with the OAS Training Division or the USFS National Aviation Training Manager.

### **How to utilize the Student Role in www.IAT.gov:**

1. Log into [www.iat.gov](http://www.iat.gov) using your username and password. (Be sure to select security questions to facilitate your password reset should you ever have a change in email address.)

2. Select the role of “Student”. (See Figure 1) and click “Submit”. If you have multiple roles in the IAT system, you will be asked which role to select (Figure 1), if the only role assigned to you is “student” you will be taken to the Overview Tab (Figure 2).

Figure 1

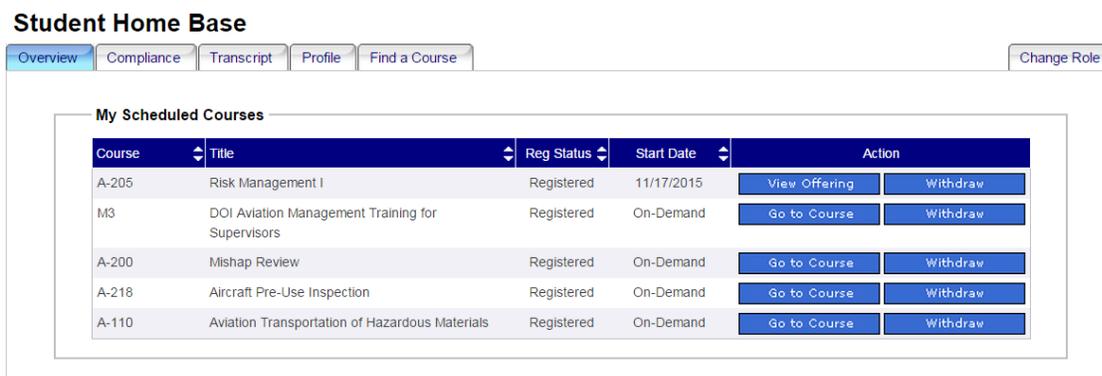


3. **Student Home Base:** The following tabs are available:

- a) Overview
- b) Compliance
- c) Transcript
- d) Profile
- e) Find a Course
- f) Change Role (If you have more than one role assigned)

The default tab is “Overview”. Here you see each of the courses for which you are registered. The options available on this screen are self-explanatory.

Figure 2



4. **“Compliance” tab:** On this tab you can view any of the 12 aviation training plans and your IAT transcript is compared with the training requirements of each plan selected. The aviation training plans are outlined in the IAT system. (See Figure 3)

**Important Note:** This feature does not allow you to “select and assign” a training plan. Consult with your supervisor or Unit ATA to determine which training plans are

appropriate for the position you are fulfilling. Selecting and assigning training plans is the Unit Aviation Training Administrator's job.

**Another Important Note:** "Additional Verification Required" indicates that equivalent Incident Qualification and Currency System (IQCS) positions for which you are current and qualified and/or NWCG training courses may fulfill IAT training position requirements. Your assigned Unit ATA can add notes that appear at the bottom of your transcript tab that allow both you and your unit ATA easy verification of equivalent IQCS positions and NWCG completed courses. For more information on IAT equivalencies see Appendix B & C of OPM-04 or the IAT Guide. Additional verification is accomplished by providing certificates of equivalent course completion to your supervisor or Unit Aviation Training Administrator to upload to your transcript.

Figure 3

**Student Home Base**

Overview **Compliance** Transcript Profile Find a Course Change Role

Choose Training Plan: Aircrew Member  [Print Compliance](#)

Status: **In Compliance**

**IMPORTANT:** The compliance status report below may not include credit granted for certain course equivalencies. For example, aviation personnel may receive course equivalencies for selected NWCG courses. DOI pilots may receive course equivalencies for pilot ground schools. In addition, there may be additional bureau or unit specific compliance requirements that apply. Users should ensure they are familiar with and comply with all applicable training requirements for the position they will be performing in an aviation operation.

Course Code	Title	Last Completed	Next Required	Status	Action
A-100	Basic Aviation Safety	9/29/2014	9/29/2017	✓	<a href="#">View Offerings</a>
A-116	General Awareness Security Training	7/3/2008	N/A	✓	<a href="#">View Offerings</a>
A-200	Mishap Review	4/28/2015	4/28/2018	✓	<a href="#">View Offerings</a>

✓ In compliance  
E In compliance due to equivalency granted for obsolete B3 curriculum courses.  
⚠ One or more courses are coming due in < 90 days  
⚠ Additional Verification Required. Required courses may not be completed or equivalent courses may need to be verified.

5. **“Transcript” tab:** Your IAT training history since 2001 is found here including links to the course completion certificates. (See Figure 4)

Figure 4

**Student Home Base**

Overview Compliance **Transcript** Profile Find a Course Change Role

Student Name: **Pete Pepper**  [Print Transcript](#)  
 Primary Org: Office of Aviation Services  
 Date: 9/25/2015

Course	Title	Instructor	Location	Completed	Pass	Hours	Cert
A-200	Mishap Review	Raley	Boise, ID	4/28/2015	Pass	2	
A-110	Aviation Transportation of Hazardous Materials	Online	Online	2/9/2015	Fail	2	N/A
A-302	Personal Responsibility & Liability	Mix	NA	1/13/2015	Pass	2	
A-309	Helicopter Flight Manuals	Mix	NA	11/12/2014	Pass	2	
A-218	Aircraft Pre-Use Inspection	Online	Online	10/8/2014	Pass	0.5	
A-112	Mission Planning and Flight Request Process	Online	Online	9/29/2014	Pass	1	

6. **“Profile” tab:** This tab is only available from the “Student” role. The email address you enter here is used to receive important course information, please make sure your

information is current. If you are a seasonal employee, without access to your government email account during your off-season, make sure you include a secondary email to receive information during that time. (See Figure 5)

Figure 5

### Student Home Base

Overview Compliance Transcript **Profile** Find a Course Change Role

**Your Contact Information**  
[change password/change secret question](#)

<b>Login name:</b> ppepper	<b>DOI Learn/USDA EmpowerHR ID</b> (?)
<b>Primary Work:</b> (907) 733-2231	<b>Primary email:</b> ppepper@ios.doi.gov
<b>Fax:</b> (208) 258-4869	

**Supervisor:** ppepper  
**Unit:** Headquarters Boise

I would like to receive TD Highlights Newsletter  
 I would like to receive Aviation Training News

[Edit Profile](#)

7. **“Find a Course” tab:** All of the tools available on this tab help you find IAT classes available for registration. (See Figure 6)

Figure 6

### Student Home Base

Overview Compliance Transcript Profile **Find a Course** Change Role

 Find a course by using any combination of the search criteria below. If no selection is made the search will default to "all."

<b>Course Name</b> <input type="text"/>	<b>Delivery Method (Select all that apply)</b> <input type="checkbox"/> Residential Classroom <input type="checkbox"/> Online <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Webinar
<b>Keyword or phrase</b> <input type="text"/>	
<b>Course Start Date - Between:</b> <input type="text"/> and <input type="text"/>	

**Note: the more parameters you specify the fewer search results will be returned**

[Clear Form](#) [Search](#)

**Additional Search Options:**

 <b>Course Catalog</b>	 <b>Schedule of Upcoming Offerings</b>
---	---

For comments, suggestions or questions regarding the Student role or the IAT system, please submit an email to: [IAT\\_admin@ios.doi.gov](mailto:IAT_admin@ios.doi.gov). All entries are logged and tracked.