



INTERAGENCY AVIATION TRAINING

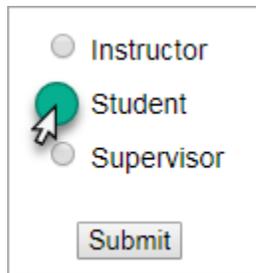
IAT Website Guide: Student Role

Login

Login to IAT by using the login link located at the top right of the IAT home page.



If you have multiple roles within IAT you must first choose the Student role upon login.



If you only have the Student role within IAT you will be on the **Student Home Base** > **Overview tab** upon log in.



Overview Tab

The Overview tab displays courses you have registered for. Online, instructor led and webinar courses will be displayed in the section labeled **My Scheduled Courses**. Events you have registered for will be displayed in the section labeled **My Scheduled Events**.

Student Home Base

[Overview](#) [Compliance](#) [Transcript](#) [Profile](#) [Find a Course](#)

My Scheduled Courses

Course	Title	Reg Status	Start Date	Action	
A-200	Mishap Review	Registered	On-Demand	Go to Course	Withdraw
A-116	General Awareness Security Training	Registered	On-Demand	Go to Course	Withdraw
A-107	Aviation Policy and Regulations I	Registered	On-Demand	Go to Course	Withdraw
A-100	Basic Aviation Safety	Registered	On-Demand	Go to Course	Withdraw
A-225	IAT Instructor Update	Registered	2/20/2019	View Offering	Withdraw
A-100	Basic Aviation Safety	Registered	4/9/2019	View Offering	Withdraw

My Scheduled Events

Event Name	Start Date	End Date	Action	
2019 ACE - Minneapolis, MN	04/01/2019	04/05/2019	View/Print Schedule	Change My Schedule

Please be prepared for all events by printing or downloading to a device all Student Workbooks and any Event Attachments you need as well as your schedule page. All Student Workbooks for the classes you have chosen and Event Attachments are listed at the bottom of the "**View/Print Schedule**" page.

My Scheduled Courses

To begin or revisit an online course click the **Go to Course** button in the Action column. To view details and information about a webinar or instructor led course click the button labeled **View Offering**. To unregister or remove a class from your scheduled courses, click the **Withdraw** button.

My Scheduled Courses					
Course	Title	Reg Status	Start Date	Action	
A-200	Mishap Review	Registered	On-Demand	Go to Course	Withdraw
A-116	General Awareness Security Training	Registered	On-Demand	Go to Course	Withdraw
A-100	Basic Aviation Safety	Registered	On-Demand	Go to Course	Withdraw
A-107	Aviation Policy and Regulations I	Registered	On-Demand	Go to Course	Withdraw
A-225	IAT Instructor Update	Registered	2/20/2019	View Offering	Withdraw
A-100	Basic Aviation Safety	Registered	4/9/2019	View Offering	Withdraw

My Event Courses

Under the My Event Courses section you will see a listing of events you are currently registered for. To review your schedule, print your schedule and download or print workbooks and event information click the button labeled **View/Print Schedule**. To change your schedule or cancel your event registration click the **Change My Schedule** button.

My Scheduled Events			
Event Name	Start Date	End Date	Action
2019 ACE - Minneapolis, MN	04/01/2019	04/05/2019	View/Print Schedule Change My Schedule

Please be prepared for all events by printing or downloading to a device all Student Workbooks and any Event Attachments you need as well as your schedule page. All Student Workbooks for the classes you have chosen and Event Attachments are listed at the bottom of the "**View/Print Schedule**" page.

Compliance Tab

The compliance tab will allow you to compare your training records against the requirements listed in the IAT Training Guide, OPM-04 or against other special training plans that have been set up specific to your Agency/Bureau. Use the drop down list labeled **Training Plan** to compare your training records to that plan.

Student Home Base

Overview **Compliance** Transcript Profile Find a Course

Student Name: Student, Bud  [Print Compliance Record](#)

Primary Org: Headquarters Boise

Training Plan:

Status: **Additional Verification Required** 2/11/2019 4:54:09 PM

Course Code	Title	Last Completed	Cert	Next Required	Status	Action
A-100	Basic Aviation Safety	5/10/2016		5/10/2019		Enrolled
A-110	Aviation Transportation of Hazardous Materials	No Record	N/A			View Offerings
A-200	Mishap Review	2/16/2018		2/16/2021		Enrolled
A-203	Basic Airspace	1/17/2004		No Recurrency	E	View Offerings
A-450	Small Unmanned Aircraft System (sUAS) Basic Remote Pilot Course	No Record	N/A			View Offerings
A-452R	Small Unmanned Aircraft System (sUAS) Refresher Training	No Record	N/A			View Offerings

For courses you are not in compliance with you will see a button labeled **View Offerings** in the Action column that will take you to the current offerings for that particular course.

A legend at the bottom of the page shows what the specific icons shown in the Status column mean. For example, a green check mark indicates you comply with that course requirement. You may also print this page by using the link labeled **Print Compliance Record**.

Legend

-  In Compliance
-  One or more courses are coming due in < 90 days.
-  Required courses may not be completed or equivalent courses may have been taken outside of IAT.
-  Equivalent Course.
-  In compliance due to instructing a course.

Note: The compliance status report above may not include credit granted for certain course equivalencies taken outside of IAT i.e., NWCG courses. DOI pilots may receive course equivalencies for pilot ground schools. In addition, there may be additional Bureau/Agency specific compliance requirements that apply. For specific Bureau/Agency policy for a position's qualification and currency please contact your Bureau/Agency Aviation Manager.

***Note:** Additional Verification notes may show at the bottom of the compliance page for some users, these are notes the UATAs have added to some user records about missing courses. These notes are no longer used and will be phased out.*

Transcript Tab

The transcript tab is a listing of all courses you have completed from the time you created your IAT profile and in some cases even prior to that. It lists all completions for online, instructor led, events, instructed courses and course equivalencies from both internal IAT courses and externally completed courses.

Student Home Base

[Overview](#) [Compliance](#) **[Transcript](#)** [Profile](#) [Find a Course](#)

Student Name: Bud Student  [Print Transcript](#)
Primary Org: Headquarters Boise
Date: 2/12/2019

IAT Course Completions

Course	Title	Instructor	Location	Completed	Hours	Cert
A-200	Mishap Review		www.iat.gov	2/16/2018	2	
A-200	Mishap Review		www.iat.gov	2/16/2018	2	
A-200	Mishap Review		www.iat.gov	2/16/2018	2	
A-103	FAA NOTAM System		www.iat.gov	1/24/2014	1	

You may print this page by clicking the link labeled **Print Transcript**.

IAT Course Completions

This section of your transcript lists all courses you have completed within the IAT system that were either online, instructor led, webinar or at an event like an ACE. Listed are the course code, course title, instructor, location, date completed, hours and a link to a PDF certificate you can download or print.

Course	Title	Instructor	Location	Completed	Hours	Cert
A-200	Mishap Review		www.iat.gov	2/16/2018	2	
A-200	Mishap Review		www.iat.gov	2/16/2018	2	
A-200	Mishap Review		www.iat.gov	2/16/2018	2	
A-103	FAA NOTAM System		www.iat.gov	1/24/2014	1	

External Equivalencies

This section lists all External equivalencies, courses you completed outside of IAT such as a Commercial Water Ditching course, NWCG S Course or other external courses. You uploaded these courses into your profile to receive an equivalency to an IAT specific course or courses. For more information on the types of equivalencies available and instructions for uploading visit, the [Help & Information](#) link in that section.

Course	Title	Cert Org	Location	Completed	Hours	Cert
S-372	Helicopter Management	NWCG	McCall, ID	05/18/2018	32	
TS	Task Sheet	NWCG		05/18/2018		
A-220E	Facilitative Instructor Equivalency (e.g. M-410)	NWCG	Test, ID	01/02/2018	4	
AUT	Aviation User Training (Only for USFS Region 10 - Alaska)	test		05/10/2016	4	

Instructed Courses

This section is specific to IAT Instructors, if you are not an Instructor you will not see this section in your transcript. This section lists courses you have instructed as an IAT Instructor over the last 3 years. The listing also indicates if you instructed as the Primary or Assistant Instructor. You may view all of your instructed courses and upcoming courses by changing to your instructor role.

Instructed Courses		(Instructed Courses in last 3 years)			
Course	Title	Location	Completed	Hours	Inst-Type
A-100	A-100 Basic Aviation Safety	Spokane, WA	10/25/2017	6	P
A-225	A-225 Webinar May 2017		5/17/2017	1.5	A

Course Equivalencies

This section lists courses you received an equivalency for upon completion within the IAT system. For example if you took an S271 course and the instructor entered that course roster into IAT you automatically received any equivalencies that were in place at the time you completed that S271.

Course Taken	Course Equivalency Granted	Completed
M-3 - DOI Aviation Management Training for Supervisors	M-2 - Aviation Management Line Managers Briefing	1/31/2013
M-3 - DOI Aviation Management Training for Supervisors	M-2 - Aviation Management Line Managers Briefing	8/10/2012

Note: Additional Verification notes may show at the bottom of the transcript page for some users, these are notes the UATAs have added to some user records about missing courses. These notes are no longer used and will be phased out.

Profile Tab

The profile tab contains all of your contact information as well as your Supervisor, Units and Training Plans. It also allows you to change your password and security question. It is very important to keep your profile information up to date. If you change agencies, you do not need to abandon your profile and make a new one, update the information in your profile and all your training records will move along with you to your new job assignment.

Student Home Base

[Overview](#) [Compliance](#) [Transcript](#) [Profile](#) [Find a Course](#)

Your Contact Information

[Change Password](#) [Change Secret Question](#)

Name:	Bud Student	DOI Learn/USDA EmpowerHR ID 
Login name:	bstudent	Primary email: bstudent@email.gov
Primary Work:	208-555-5555	Recovery email: bstudent@email.com

Supervisor:	Instructor, Bud	<input checked="" type="checkbox"/> I would like to receive TD Highlights Newsletter
Unit:	Headquarters Boise	<input checked="" type="checkbox"/> I would like to receive Aviation Training News
TRN Plans:	Aircrew Member	

[Edit Profile](#) 

Click the **Change Password** button to change your password or click the **Change Secret Question** button to update your security question. Click the **Edit Profile** button to change any of the information in your profile.

Change Password

To change your password, click the button labeled **Change Password**.

Please create your new password

<p>New Password *</p> <input type="text"/>	<div>Password Guidelines<ul style="list-style-type: none">▪ 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</div>
<p>Confirm Password *</p> <input type="text"/>	
<p><input type="submit" value="Submit"/> * Denotes a required field</p>	

Change Secret Question

To change your secret question, click the button labeled **Change Secret Question**. You will not be able to see your previous secret question; you must choose a new one from the list provided.

Want to update your secret question?

<p>Secret Question *</p> <input type="text" value="Select a Security Question"/>
<p>Secret Answer *</p> <input type="text"/>
<p>Confirm Secret Answer *</p> <input type="text"/>
<p><input type="submit" value="Submit"/> * Denotes a required field</p>

Edit Profile

To update any of the information listed in your profile click the **Edit Profile** button.

Your contact information

Editable fields in this section:

- First Name
- Middle Initial
- Last Name
- Suffix (i.e.; Jr, Sr)
- Phone Numbers
- DOI Talent/USDA EmpowerHR ID
- Email Address (We recommend adding a recovery email address should you lose access to your primary email account.)

Your contact information

DOI Learn/USDA EmpowerHR ID

Bud Student

Primary Work

[Add another phone number](#)

Primary Work Email *

Recovery

[Add another email address](#)

* Denotes a required field

Note: Changing your name will not alter your username, if you wish to have your username updated because your name has changed please contact the IAT Help Desk.

Your Supervisor

Begin typing your Supervisor's name in the Supervisor field, if your Supervisor has an IAT profile their name will appear in a list to select. Supervisors can monitor an employee's compliance, training completions and even register them for classes.

Your Supervisor

Supervisor

 I don't see my supervisor on the list

If your Supervisor is not listed you may click the **I don't see my supervisor on the list** checkmark which will then forward you on to another form you may fill out to enter their contact information.

Students may receive a request from a Supervisor to accept them as their Supervisor. In this instance, you will see a notification on your profile page requesting you edit your profile to accept the invite.

 You have pending invitations waiting, please click on [Edit Profile](#) to view and respond.

[Edit Profile](#)

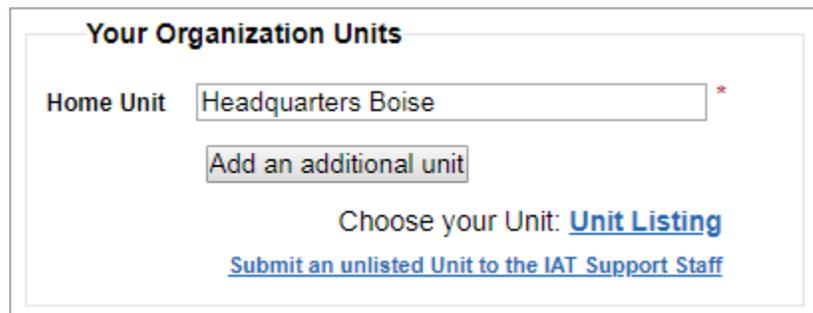
When you edit your profile, you will see a notification in the Supervisor section of your profile asking you to accept the Supervisor. Click on the **Accept** button or **Decline** if the request is not valid. Once accepted or declined, the Supervisor will receive an email notification.

Bud Supervisor has requested that you update your supervisor with their name, do you accept? *(invited on 02/13/2019)*

[Accept](#) [Decline](#)

Your Organization Units

Your unit is one of the most important fields in your profile, it allows the Unit Aviation Training Administrator (UATA) to assign you a training plan, monitor your training compliance and approve external equivalencies you have uploaded into your records. Begin typing the name of your unit and if it is in the system you will see it show in a list to select or you can click the link labeled **Choose your Unit: Unit Listing** to browse a list of all units under your Bureau/Agency and select one.



Your Organization Units

Home Unit *

[Add an additional unit](#)

Choose your Unit: [Unit Listing](#)

[Submit an unlisted Unit to the IAT Support Staff](#)

Additional units are available to add to your profile using the **Add an additional unit** button; however, it is not recommended unless you have been requested to by a UATA or Bureau/Agency Manager to add that additional unit to your profile.

Note: *Not all units are listed within IAT, you can submit your unit if it is not listed, however adding new units must be approved by Bureau/Agency Managers.*

Your Training Plan(s)

This section lists the training plans that are available to you. Training plans are specific to your home unit, for example, an employee who works for FWS may have a different set of training plans available to them than someone who works for USFS. The Unit Aviation Training Administrator (UATA) for your unit assigns training plans to you; however, you may also choose a training plan yourself in your profile. You may have more than one training plan assigned to you. Training plans mirror the requirements in the IAT Guide, OPM-04 or there may be special training plans set up specific to your Bureau/Agency.

Your Training Plan(s)

- Aircrew Member
- Aircrew Member (HazMat Required)
- Aviation Dispatcher
- Aviation Dispatcher (HazMat Required)
- Aviation Manager
- DOI Line Manager

Aviation Training News

Check these boxes in your profile if you would like to receive announcements or news from Interagency Aviation Training.

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

Additionally if you no longer wish to receive email from IAT, uncheck these boxes to unsubscribe.

Find a Course Tab

This tab allows you to search all available courses in IAT. You can search by Course Name, Instructor, Sponsoring Agency, Keyword(s), Dates, Locations and Delivery Method. You will also find some quick link icons at the bottom of the page that will take you to a current listing of instructor led offerings, webinars and upcoming events like ACE.

Example: Select A-218 Aircraft Pre-Use Inspection from the Course Name drop down list and check the Online checkbox under Delivery Method then click the Search button, a list of available classes will be returned.

Student Home Base

[Overview](#) [Compliance](#) [Transcript](#) [Profile](#) [Find a Course](#)

 Find a class by using any combination of the search options below. If no selection is made all classes will be returned.

Tip: The less you enter or choose from the options below the more results you will have returned.

Course Name: 

Instructor: 

Sponsoring Agency: 

Keyword(s): 

Between Dates:  and 

Location State: 

Delivery Method (Select all that apply)

Classroom

Online

Video Conf

Webinar

 **Not finding the class you need?** Some classes are offered at events like the ACE. Event class offerings are not shown in this search page. Please visit the [Training Events](#) page to see if the class you need is being offered at an event.

 Course Catalog

 Class Offerings

 Webinars

 Upcoming Events

From the list of classes returned you can click the button labeled **Register** to sign up for the course. Once registered for a class you will see it listed on your **Overview tab**.

[Student Home Base](#) > [Find A Course](#) > [Course List](#) > **Course Overview**

Course Overview

Course Code: A-218
Course Name: Aircraft Pre-Use Inspection
Course Description: This course shows how to perform a pre-use inspection on a helicopter and a fixed-wing aircraft.
Primary Audience: All Aviation Users
Prerequisites:
Course Length: 0.5 Hours

Course Offerings:

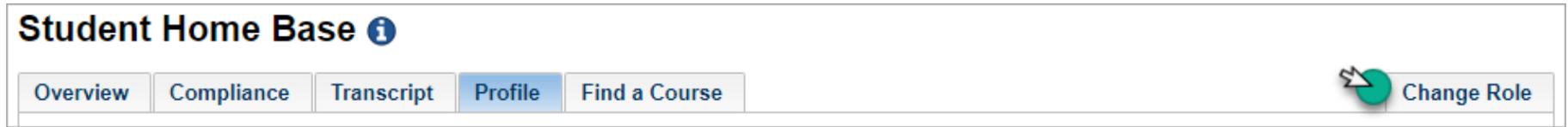
Not finding a specific class you are looking for? Looking for an A-312 Water Ditching or an A-307 Aviation Policy and Regulations II class? Make sure you check out our [training event](#) offerings, and remember you can sign up for one class or multiple classes.

Note: Some courses require student consent to register for a course offering. If that is the case, proxies such as Unit Aviation Training Administrators (UATA), Supervisors, and Instructors will not be able to enroll a student on their behalf.

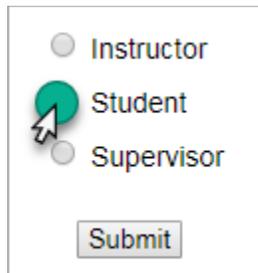
Offering Title	Delivery Method	Schedule	Location	Action
A-218 Aircraft Pre-Use Inspection (Online)	Online	On-Demand	www.iat.gov	 Register

Changing Roles Tab

If you have more than one role in IAT, you can easily change to another role by choosing the tab labeled **Change Role**.



This will take you to another page that will allow you to choose another role.



Need Assistance?

The best way to contact our helpdesk is by using the link below to fill out and submit a request to our IAT Support Team.

[Contact the Helpdesk](#)

Help Desk Hours: Monday through Friday 8:00 am – 4:00 pm Mountain Time. **Closed on Weekends and Federal Holidays.**