



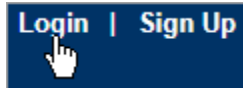
INTERAGENCY AVIATION TRAINING

IAT Website Guide: Supervisor Role

The Supervisor role is assigned automatically to you when a user enters your name in the Supervisor field in their profile and saves their profile. You will receive an email notification from IAT letting you know someone has entered your name in their profile as their Supervisor.

Login

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



Select Role

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

Instructor

Student

Supervisor

CONTRACTORS PLEASE NOTE: Contractors do not have training plans in IAT, each contract can have unique requirements, some might have MH1, MH2 and MH3 requirements while others might have SEAT, and others none of those. There are hundreds of contractors and depending on who their contract is with could have many variations on their training requirements.

The compliance reports available under the Supervisor role are training requirements for federal employees. The training plans were built specific to those federal policy training requirements. They do not contain many of the course's contractors may need to complete such as MH1, MH2, MH3, MTN Flying or GCNP so **you will not be able to assign employees these courses** using these training plans.

As a Supervisor you can communicate to and then monitor that your employees are completing the correct courses according to the requirements of your specific contract.

Overview Tab

The Overview tab gives you a listing of employees who are past due or about to become past due with their assigned training plans.

The screenshot shows the 'Supervisor Home Base' interface. At the top, there are three tabs: 'Overview' (selected), 'Employee Compliance', and 'Manage Employees'. A 'Change Role' button is located in the top right corner. Below the tabs, the main content area is titled 'Employees with Past Due or Upcoming Training Needed'. It contains a table with three columns: 'Name', 'Training Plan', and 'Nearest Due Date'. The table lists three employees, all with a 'Past Due' status.

Name	Training Plan	Nearest Due Date
Instructor, Bud	Demo Helicopter Manager - Resource (S-Course Path)	Past Due
Instructor, Bud	Demo Helicopter Manager - Resource (A Course Path)	Past Due
Student, Bud	Aircrew Member	Past Due

Clicking on the employee's name will take you to the compliance page where you can view the detail of their training plan compliance, print their compliance, email the employee about their training due, view their full training transcript and view offerings for courses they are past due on.

Individual Compliance Report for Supervisors

Student Name: Student, Bud ▼






Training Plan: Aircrew Member ▼

Status: **Additional Verification Required** 2/14/2019 2:26:04 PM

 [Print Compliance Record](#)

 [Email User Training Due](#)

 [View full transcript](#)

Course Code ▲	Title ◆	Last Completed ◆	Cert	Next Required ◆	Status	Action
A-100	Basic Aviation Safety	5/10/2016		5/10/2019		Enrolled
A-116	General Awareness Security Training	No Record	N/A			View Offerings
A-200	Mishap Review	2/16/2018		2/16/2021		Enrolled

Click on the **View Offerings** button to see a current list of offerings and register the employee for those offerings.

 You are acting as a proxy for Student, Bud

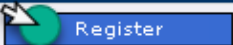
Course Overview

Course Code: A-116
Course Name: General Awareness Security Training
Course Description: This course is designed to provide students with an introduction to DOI and USFS departmental aviation security requirements.
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-116 General Awareness Security Training (Online)	Online	On-Demand	www.iat.gov	

Employee Compliance Tab

The Employee Compliance tab gives you a quick overview of all your employees, the training plans they have been assigned and whether they are compliant with those training plans.

Supervisor Home Base

Overview Employee Compliance Manage Employees

Employee Compliance by Training Plan

Click a status icon in a training plan column below to view your employees compliance by that training plan.

	Aircrew Member	Demo Helicopter Manager -	Demo Helicopter Manager -
Bud Instructor	N/A	!	!
Bud Student	!	N/A	N/A

Load More Training Plans
[<<<](#) Page 1 of 1 [>>>](#)

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.
N/A No Training Plan has been assigned to this employee.

Note: If there are more Training Plan columns than will fit on this page you may use the Page >>> forward links to bring more into view.

You can review an employee's compliance against a specific training plan by clicking the icon in the training plan columns for the row that employee is listed on. In the example shown above clicking the icon under the Aircrew Member column in the row Bud Student is listed on will take you to a page to view his training records compared to the Aircrew Member training plan.

Individual Compliance Report for Supervisors

Student Name:

Training Plan:

Status: **Additional Verification Required** 3/5/2019 9:34:38 AM

[Print Compliance Record](#)

[Email User Training Due](#)

[View full transcript](#)

Course Code	Title	Last Completed	Cert	Next Required	Status	Action
A-100	Basic Aviation Safety	5/10/2016		5/10/2019		Enrolled
A-116	General Awareness Security Training	No Record	N/A			View Offerings
A-200	Mishap Review	2/16/2018		2/16/2021		Enrolled

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.

On this page you can view the detail of their training plan compliance, print their compliance, email the employee about their training due, view their full training transcript and view offerings for courses they are past due on.


Click on the **View Offerings** button to see a current list of offerings and register the employee for those offerings. Please see the instructions on page 3.

Manage Employees Tab

The **Manage Employees tab** allows you to confirm, decline and unassign employees. It also allows you to invite an employee and communicate via email to one or multiple employees.

Confirm/Decline/Unassign Employee

To confirm an employee click the button labeled **Confirm**. To Decline an employee click the button labeled **Decline**. To unassign an employee click the button labeled **Unassign**.

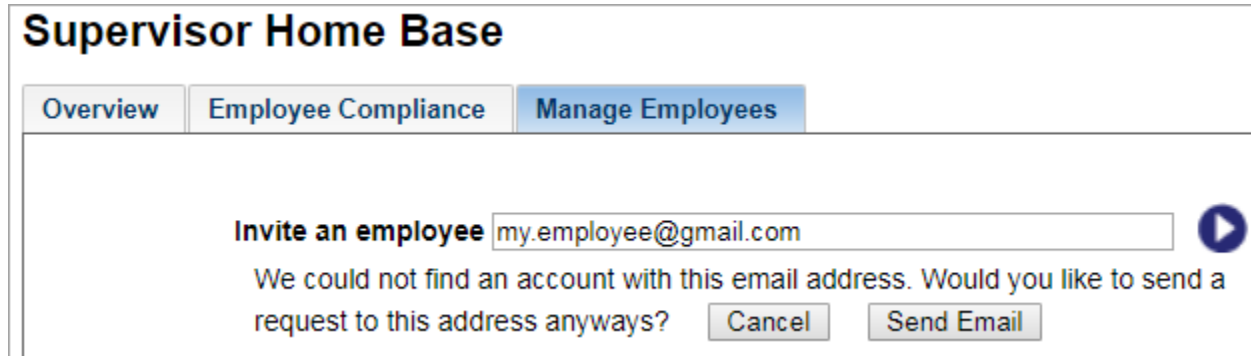
Invite an employee 

Email	Employee	Employee Assignment
<input type="checkbox"/>	Bud Instructor	Unassign
<input type="checkbox"/>	Bud Student	Confirm Decline

Your employee will receive an email notification that you confirmed, declined or unassigned them.


Invite Employee

You can invite an employee by entering their email address into the field labeled **Invite an employee**. An employee who has an IAT profile will receive an email message instructing them to accept you as their supervisor by logging into their profile and accepting the invite. If the website cannot locate the employee's email address in the IAT system it will let you know and you have the option of notifying that employee anyway. Employees without an IAT profile will receive an email with instructions to create a profile in IAT.



Supervisor Home Base

Overview Employee Compliance **Manage Employees**


Invite an employee 

We could not find an account with this email address. Would you like to send a request to this address anyways?


When you invite an employee, they will automatically be confirmed as your employee upon accepting your invitation so you will not have to go through the process of accepting them as listed in the instructions above.

Email Employee(s)

You can email your employees by selecting the checkboxes next to their names. You may select one or multiple employees to email. Once the employees are selected click the button labeled **Create Email**.


Invite an employee 

Email	Employee	Employee Assignment
<input checked="" type="checkbox"/>	Bud Instructor	Unassign
<input checked="" type="checkbox"/>	Bud Student	Unassign



You are presented with a form to fill in a Subject, Message and optionally add an attachment. The employees will be Blind Copied (Bcc) so they will not see any other email addresses; they will see your email address as the reply to address.

Send Correspondence

From: Bud Supervisor (bsupervisor@email.com)
Bcc: Bud Supervisor;Bud Instructor;Bud Student;
 Add Attachment

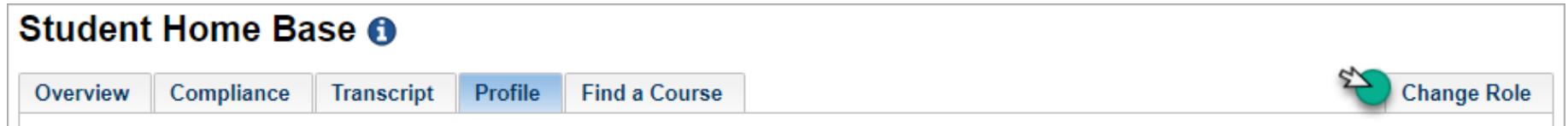
Subject: *

Message: *
Thank You
Bud Supervisor|

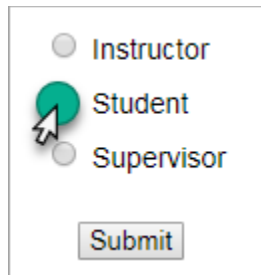
* Indicates a required field

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.**