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.
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.

Supervisor Home Base

<table>
<thead>
<tr>
<th>Name</th>
<th>Training Plan</th>
<th>Nearest Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor, Bud</td>
<td>Demo Helicopter Manager - Resource (8-Course Path)</td>
<td>Past Due</td>
</tr>
<tr>
<td>Instructor, Bud</td>
<td>Demo Helicopter Manager - Resource (A Course Path)</td>
<td>Past Due</td>
</tr>
<tr>
<td>Student, Bud</td>
<td>Aircrew Member</td>
<td>Past Due</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Last Completed</th>
<th>Cert</th>
<th>Next Required</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-100</td>
<td>Basic Aviation Safety</td>
<td>5/10/2016</td>
<td></td>
<td>5/10/2019</td>
<td>!</td>
<td>Enrolled</td>
</tr>
<tr>
<td>A-116</td>
<td>General Awareness Security Training</td>
<td>No Record</td>
<td>N/A</td>
<td></td>
<td>!</td>
<td>View Offerings</td>
</tr>
<tr>
<td>A-200</td>
<td>Mishap Review</td>
<td>2/16/2018</td>
<td></td>
<td>2/16/2021</td>
<td>✓</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>
Click on the **View Offerings** button to see a current list of offerings and register the employee for those offerings.

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**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.

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<table>
<thead>
<tr>
<th>Offering Title</th>
<th>Delivery Method</th>
<th>Schedule</th>
<th>Location</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-116 General Awareness Security Training (Online)</td>
<td>Online</td>
<td>On-Demand</td>
<td><a href="http://www.iat.gov">www.iat.gov</a></td>
<td>Register</td>
</tr>
</tbody>
</table>
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 or not they are compliant with those training plans.

<table>
<thead>
<tr>
<th>Supervior Home Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
</tr>
</tbody>
</table>

### Employee Compliance by Training Plan

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

<table>
<thead>
<tr>
<th></th>
<th>Aircrew Member</th>
<th>Demo Helicopter Manager -</th>
<th>Demo Helicopter Manager -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bud Instructor</td>
<td>N/A</td>
<td>!</td>
<td>!</td>
</tr>
<tr>
<td>Bud Student</td>
<td><img src="image" alt="Icon" /></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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.

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**.

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

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.

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;

Subject: * [New A-200 Course Available]
Message: * Please login to IAT, register and complete the new A-200 course that is now available.
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.*