

WINGS Made Easy for Flight Instructors and FAASafety Team Representatives – Giving Credit for Activities


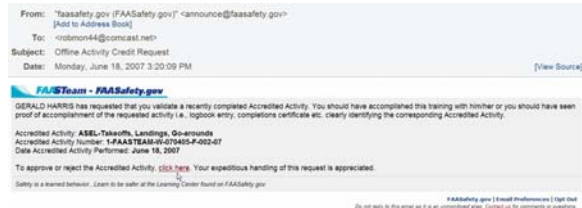
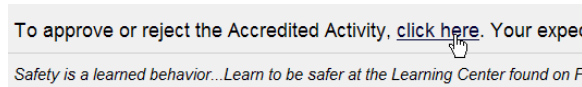
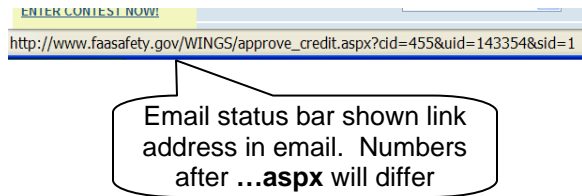
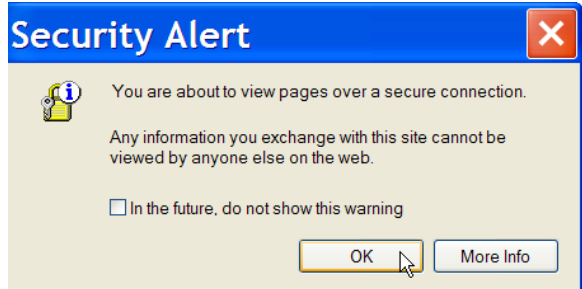
These instructions are intended to show:

- How a Flight Instructor, FAASafety Team Representative for FAASafety Program Manager (FPM) gives credit for a WINGS activity.

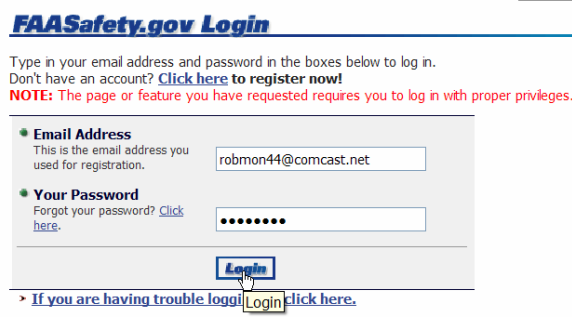


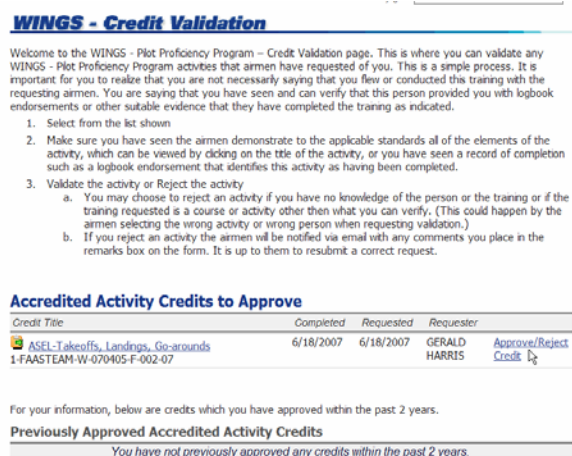
Prerequisites:

- WINGS Participant has created a **FAASafety.gov** website account.
- WINGS Participant has created his/her **WINGS Profile**.
- WINGS Participant has completed the activity for which he/she is requesting credit.
- Flight Instructor has created a **FAASafety.gov** account.

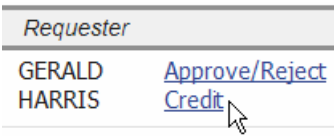
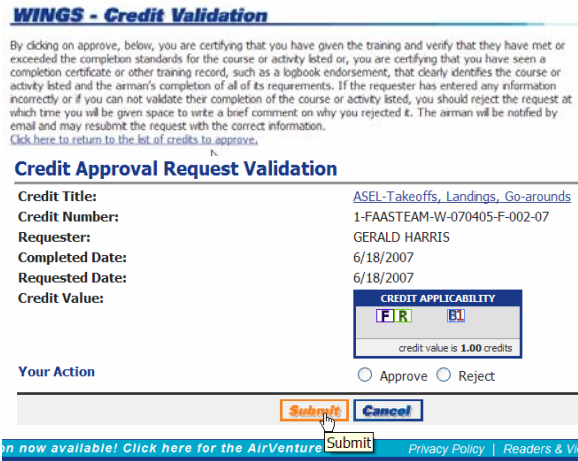
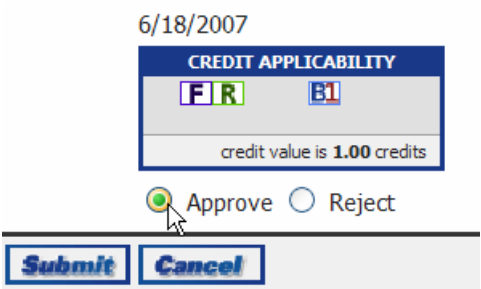
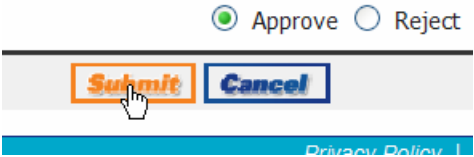

Note: if a CFI does not have a **FAASafety.gov** account, a WINGS Participant will have to contact a FAASafety Team Representative or Program Manager for credit. The WINGS Participant will be expected to show proof on completion of the activity.

<ol style="list-style-type: none"> 1. Open and log into your email program. 2. Open the email from FAASafety.gov with the Subject Offline Activity Credit Request 	
<ol style="list-style-type: none"> 3. The email will indicate who is requesting credit, what the activity is and the date completed. 	
<ol style="list-style-type: none"> 4. Click on the Click Here link after To approve or reject the Accredited Activity. 	
<ol style="list-style-type: none"> 5. The link in the email will take you to the www.faasafety.gov/WINGS/approve_credit.aspx... website as shown to the right. 6. Click OK if your email security program asks if you want to go to this site. 7. If you get an error message on the www.faasafety.gov website, go to Step 9. 	
<ol style="list-style-type: none"> 8. If you get this Security Alert box, click OK. 	

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<p>9. Login to your FAASafety.gov account.</p>	 <p>FAASafety.gov Login</p> <p>Type in your email address and password in the boxes below to log in. Don't have an account? Click here to register now!</p> <p>NOTE: The page or feature you have requested requires you to log in with proper privileges.</p> <p>• Email Address This is the email address you used for registration. <input type="text" value="robmon44@comcast.net"/></p> <p>• Your Password Forgot your password? Click here. <input type="password" value="....."/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p>> If you are having trouble logging in, click here.</p>										
<p>10. Click on WINGS - Pilot Proficiency Program located on the left side of the screen.</p>	 <p>WINGS Administration My FAASafety.gov Home</p> <p>About the FAASTeam My FAASafety.gov</p> <ul style="list-style-type: none"> My Home Page My Courses My Events My Preferences My Topic Suggestions <p>Aviation Learning Center</p> <p>WINGS - Pilot Proficiency Program</p> <ul style="list-style-type: none"> WINGS Information WINGS - Credit Validation WINGS Course Developer Information WINGS Help <p>FAAFASTeam Directory</p> <p>Welcome to FAASafety.gov! Below you'll see a list of events and meet your preference criteria. To change your preferences, click here more events on your favorite topics. If you have a need for inform Suggestions function to let us know how we can help you with your s</p> <p>Here are a few upcoming events within 50 miles of 19350 . Click here to show all upcoming events.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Title and Topic</th> </tr> </thead> <tbody> <tr> <td>Jun 19, 2007 7:00 pm EA1715228</td> <td>Take Care of your airplane and it will take care of you! Inspection and care of your... Review Regulations and updates AC 43-12A Inspecto Aircraft. Fighting compliances in preflight and post...</td> </tr> <tr> <td>Jun 20, 2007 7:00 pm EA1715028</td> <td>FLY FRIENDLY- A special Airport Advisory meeting for all pilots. Airport Operations at New... Fly Friendly. This meeting will be hosted by the FAA Sa Inspectors from the PHL FSDO 17 and Management c <i>There may be more upcoming events meeting your pre</i> Click here to show all events meeting</td> </tr> </tbody> </table>	Date	Title and Topic	Jun 19, 2007 7:00 pm EA1715228	Take Care of your airplane and it will take care of you! Inspection and care of your... Review Regulations and updates AC 43-12A Inspecto Aircraft. Fighting compliances in preflight and post...	Jun 20, 2007 7:00 pm EA1715028	FLY FRIENDLY- A special Airport Advisory meeting for all pilots. Airport Operations at New... Fly Friendly. This meeting will be hosted by the FAA Sa Inspectors from the PHL FSDO 17 and Management c <i>There may be more upcoming events meeting your pre</i> Click here to show all events meeting				
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<p>11. Click on WINGS – Credit Validation.</p>	 <p>WINGS - Pilot Proficiency Program</p> <ul style="list-style-type: none"> WINGS Information WINGS - Credit Validation WINGS Course Developer Information WINGS Help 										
<p>12. Review the WINGS - Credit Validation introductory comments.</p> <p>13. Review the Accredited Activity Credits to Approve.</p>	 <p>WINGS - Credit Validation</p> <p>Welcome to the WINGS - Pilot Proficiency Program – Credit Validation page. This is where you can validate any WINGS - Pilot Proficiency Program activities that airmen have requested of you. This is a simple process. It is important for you to realize that you are not necessarily saying that you flew or conducted this training with the requesting airmen. You are saying that you have seen and can verify that this person provided you with logbook endorsements or other suitable evidence that they have completed the training as indicated.</p> <ol style="list-style-type: none"> 1. Select from the list shown 2. Make sure you have seen the airmen demonstrate to the applicable standards all of the elements of the activity, which can be viewed by clicking on the title of the activity, or you have seen a record of completion such as a logbook endorsement that identifies this activity as having been completed. 3. Validate the activity or Reject the activity <ol style="list-style-type: none"> a. You may choose to reject an activity if you have no knowledge of the person or the training or if the training requested is a course or activity other than what you can verify. (This could happen by the airmen selecting the wrong activity or wrong person when requesting validation.) b. If you reject an activity the airmen will be notified via email with any comments you place in the remarks box on the form. It is up to them to resubmit a correct request. <p>Accredited Activity Credits to Approve</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Credit Title</th> <th>Completed</th> <th>Requested</th> <th>Requester</th> <th>Approve/Reject Credits</th> </tr> </thead> <tbody> <tr> <td> ASL_Takeoffs, Landings, Go-arounds 1-FAAFASTEAM-W-070405-F-002-07</td> <td>6/18/2007</td> <td>6/18/2007</td> <td>GERALD HARRIS</td> <td style="text-align: center;"><input type="button" value="Approve/Reject Credits"/></td> </tr> </tbody> </table> <p>For your information, below are credits which you have approved within the past 2 years.</p> <p>Previously Approved Accredited Activity Credits</p> <p style="text-align: center;"><i>You have not previously approved any credits within the past 2 years.</i></p>	Credit Title	Completed	Requested	Requester	Approve/Reject Credits	ASL_Takeoffs, Landings, Go-arounds 1-FAAFASTEAM-W-070405-F-002-07	6/18/2007	6/18/2007	GERALD HARRIS	<input type="button" value="Approve/Reject Credits"/>
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<p>14. Click the Approve/Reject Credit link beside the Requestor's name.</p>	
<p>15. You will be at the Credit Approval Request Validation page.</p> <p>16. Review the WINGS – Credit Validation introductory material that appears on the page and is shown to the right.</p>	
<p>17. Click on the Approve or Reject radial dot as is appropriate.</p> <p>18. If you feel that you need to Reject the request, go to Step 22.</p>	
<p>19. Click on Submit.</p>	
<p>20. Wait for the information to be recorded in the WINGS database. This may take up to a minute.</p> <p>21. You will see the message "This Credit has been approved" at the bottom of the WINGS – Credit Validation introductory material.</p>	

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<p>22. If you click the Reject radial dot, a comment window will open.</p> <p>23. Fill in the reason for the rejection. This will be included in the FAA's email back to the requestor.</p> <p>24. Click on Submit.</p>	
<p>25. Wait for the information to be recorded in the WINGS database. This may take up to a minute.</p> <p>26. You will see the message “This Credit has been rejected” at the bottom of the WINGS – Credit Validation introductory material.</p>	
<p>27. The email sent to the requestor after a rejection is illustrated to the right.</p>	

~~ End of Instructions ~~