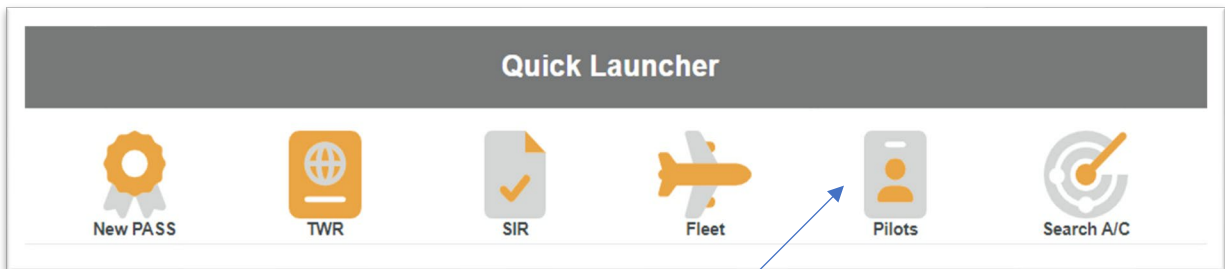


To Add Pilots / Log in to ACES.

From the Quick Launcher – click PILOTS.



Click ADD PILOT



Search for the pilot by Certificate number OR First and Last Name OR Last Name and Birthdate.

Enter your search criteria as noted above in the search box and click on the blue Search button.

Enter the Certificate Information OR the pilot name AND date of birth.

Certificate Issuing Country

United States

Certificate Number

First Name

Last Name

Date of Birth

If the pilot is found in the database, you can select the record to EDIT from the list to add it to your pilot profiles. Click on EDIT in the list of name, certificate and date of birth matches to load the existing profile and edit the information with the most recent information available.

IF the pilot does not already exist in the database,

click + Add Pilot Not Listed



This page will appear.

Add New Pilot

Do not add a pilot record unless you have the minimum required information to do so. Entering "fake" data into this form may result in errors in the platform or WYVERN needing to remove the record with "faked" data. Thank you.

Certificate

Certificate Issuing Country

Certificate Issuing Country is required

Certificate Number

Confirm Certificate Number

Certificate Issue Date

Certificate Date is required

Fixed-Wing

Fixed-Wing Rating
☐ AMEL ☐ ASEL
☐ AMES ☐ ASES

Rotor-Wing

Pilot Details

First Name

First Name is required

Middle Name

Last Name

Last Name is required

Suffix

Date of Birth

Date of Birth is required

Cancel
Create

Required Fields: Certificate Issuing Country / Certificate Number / Confirm Certificate Number / Certificate Issue Date / First Name / Last Name / Date of Birth

Enter the search for Pilot Certificate Issuing Country and select from the dropdown menu.

Certificate
Certificate Issuing Country

Certificate Issuing Country is required

EXAMPLE:

Certificate Issuing Country


United States
USA, United States
UMI, United States Minor Outlying Islands

Enter the Pilot Certificate Number, Confirm the Pilot Certificate Number and add the Certificate Issue Date found on the pilot certificate.

Certificate Number

Confirm Certificate Number

Certificate Issue Date

Date 

Certificate Date is required

OPTIONAL but available on the Pilot Certificate:

Use the dropdown menu to select the Fixed-Wing Certificate Rating

Use the buttons to select Fixed-Wing Rating

Use the drop-down menu to select Rotor-Wing Rating

Fixed-Wing	None ▾			
Fixed-Wing Rating	<input type="checkbox"/> AMEL	<input type="checkbox"/> ASEL		
	<input type="checkbox"/> AMES	<input type="checkbox"/> ASES		
Rotor-Wing	None ▾			

Fixed Wing Rating – use the drop down to select appropriate rating.

Fixed-Wing	None ▴
Fixed-Wing Rating	<div>None</div> <div>Commercial</div> <div>Commercial/Instrument</div> <div>ATP-Restricted</div> <div>ATP</div>
Rotor-Wing	

Pilot Details

Fixed Wing Rating – toggle the appropriate rating.

Fixed-Wing Rating	<input checked="" type="checkbox"/> AMEL	<input type="checkbox"/> ASEL
	<input type="checkbox"/> AMES	<input type="checkbox"/> ASES

Rotor-Wing – use the drop down to select appropriate rating. Leave as None if not applicable.

Rotor-Wing	<div>None</div> <div>None</div> <div>Commercial</div> <div>Commercial/Instrument</div> <div>ATP</div>
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Pilot Details
 First Name
 Middle Name

Enter the Pilot First Name / Last Name / and Date of Birth

Note: Middle Name and Suffix (JR/SR, II etc.) optional but if available should be entered.

Pilot Details
 First Name
 Middle Name
 Last Name
 Suffix
 Date of Birth

First Name is required

 Last Name is required

 Date of Birth
 Date of Birth is required

Once the information is entered the green CREATE button will appear in the bottom right corner. Click the CREATE button to create and save the pilot profile.



This will open the pilot record page where you can proceed to add and update any other information available for the pilot that you have created.

To add / update the pilot profile.
Click EDIT.

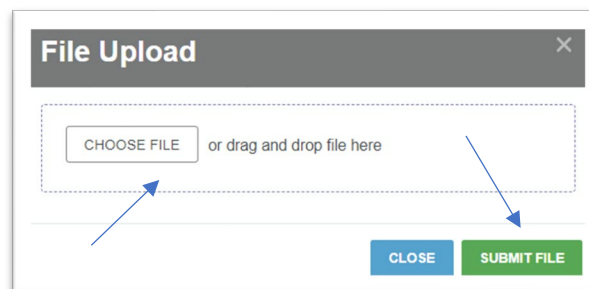
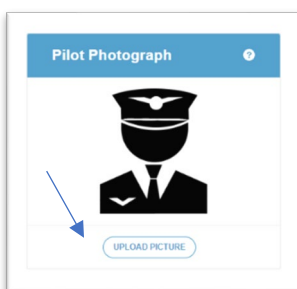


Note: To make a pilot record active and PASS available there must be at least one type rating assigned to the pilot. Once you have added a type rating toggle the pilot to “Active” and “Is PASS Available”



General Information form showing fields for Full Name (Patrick Aircraft Pilot III), Date of Birth (07/04/1976), Roster Status (Active), and PASS Status (Is PASS Available). A blue arrow points to the Roster Status toggle. A Pilot Photograph section on the right shows a placeholder image and an UPLOAD PICTURE button.

Optional: upload a photograph of the pilot. Click upload picture and select the photo from your computer to add to the pilot profile. This is optional and not required.



Enter the Pilot Employment Information. Pilot base, pilot employment status and pilot date of hire.

Employment Information

Pilot Base

Employment Status

Unknown

Date of Hire

Date

Pilot Employment status categories are:

Unknown

Unknown

Dedicated Full-Time/Part-Time

Dedicated Contractor

Part-Time

Contractor

Enter the certificate information not already included in the initial pilot addition. This includes the Medical Class on the medical certificate and the medical certificate issue date (US) or the medical certificate expiration date (non-US). The date depends on where the medical certificate was issued.

Certificate

Certificate Number

1223455

Last Verified from FAA Database

Certificate Issuing Country

United States

Certificate Issue Date

04/26/2023

Medical Class

None

Medical Check Date

Date

Fixed-Wing

Commercial/Instrument

Fixed-Wing Rating

AMEL

ASEL

AMES

ASES

Rotor-Wing

None

Make sure to click SAVE in the upper right corner when finished updating the information.

View Gap Analysis

Save