



FAA

Aviation Safety

Quality, Integration, & Executive Service

Information Technology Division

MFA User Guide

VDRP – Voluntary Disclosure Reporting Program (VDRP)

Date: September 2023

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Introduction

The FAA IT team is implementing Multi Factor Authentication (MFA). This is a major milestone for the FAA as a whole and provides the next level layer of security.

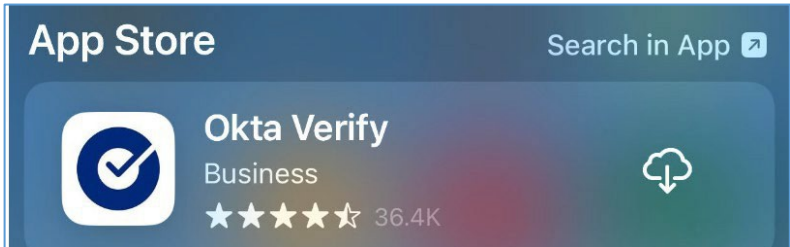
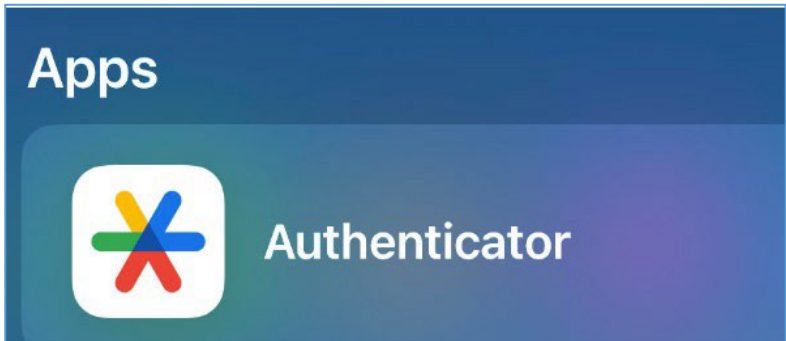
Note: To complete the security set up, the **RE user** will need to **Install OKTA on their mobile device**.

Existing VDRP users

All existing RE users should follow the registration process outlined in Part 1: “Registering and activating Okta” of this document to access VDRP.

Part 1: Registering and activating Okta

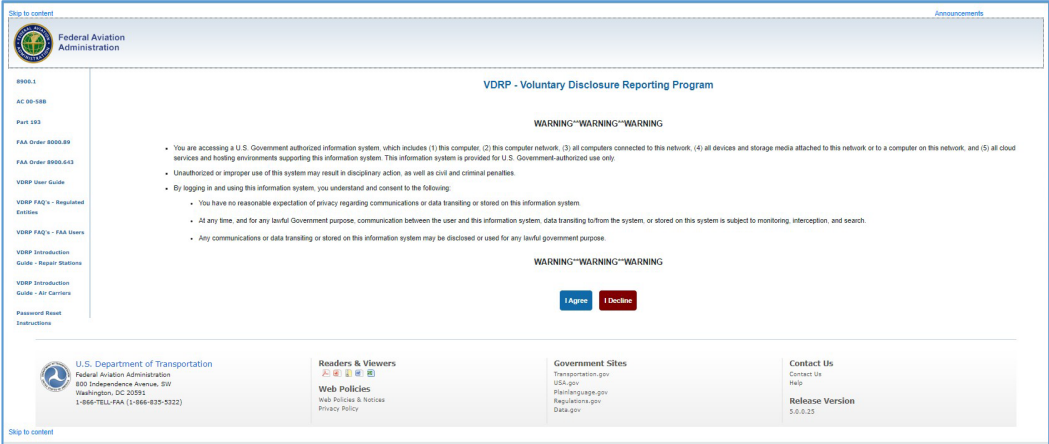
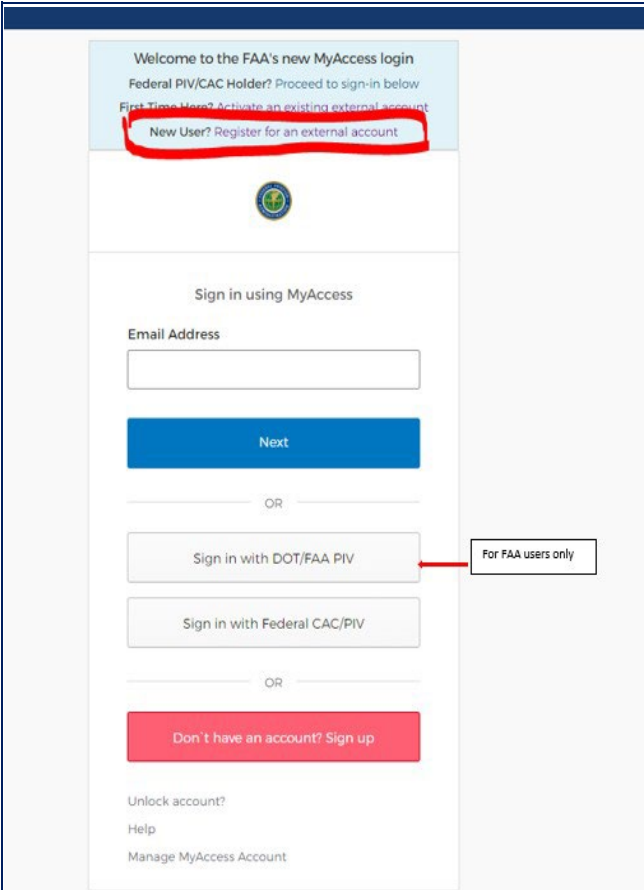
1.1 Installing OKTA

<p>1. For iPhone Users:</p> <ul style="list-style-type: none">a. Navigate to the app store and select:<ul style="list-style-type: none">i. Google Authenticator/OKTA Verify/Security Key or Biometric Authenticatorb. Download and install the app from the AppStore on the mobile device.	
<p>2. For Android Phone Users:</p> <ul style="list-style-type: none">a. Navigate to Google Play and select:<ul style="list-style-type: none">i. Google Authenticator/OKTA Verify/Security Key or Biometric Authenticatorb. Download and install the app from /Google play on the mobile device.	

- 3. After downloading the app on the mobile device: follow these steps in sequence:**
- a. Open Okta Verify/Google Authenticator/ Security Key or Biometric Authenticator and follow the instructions.
 - b. Tap Add Account.
 - c. Click on Organization.
 - d. Click Yes, Ready to scan.

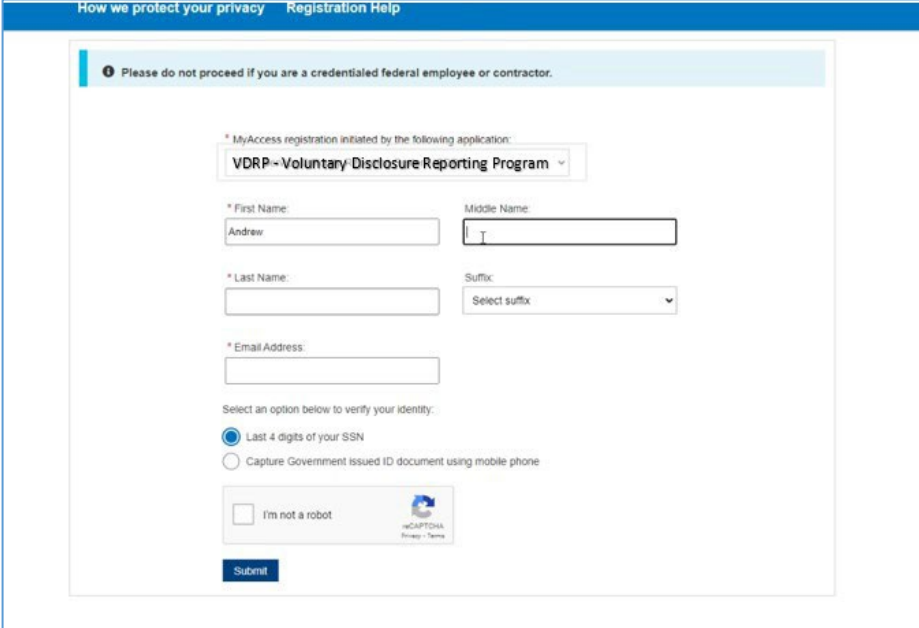
- e. Scan the QR code displayed on your computer in step 4 by using camera.
- f. Click Done on Account added.

1.2 New RE (External) user Registering in Okta

Steps	Expected Result
<p>1. To access VDRP application, click on the VDRP URL https://vdrp.faa.gov and click on “Agree” button within the Warning page.</p>	<p>The warning page with the “Agree” button is displayed.</p> 
<p>2. User will be directed to the OKTA Sign In page. As a new RE VDRP User, click on the New User? Register for an external account; highlighted in red.</p>	<p>The Okta Sign in page opens:</p> 

3. Enter your First Name, Last Name, Email Address, and select a method for identity verification.
Last 4 Digits of you SSN or Capture Govt Issued ID document using mobile phone. Check "I am not a robot" and click "**Submit**"

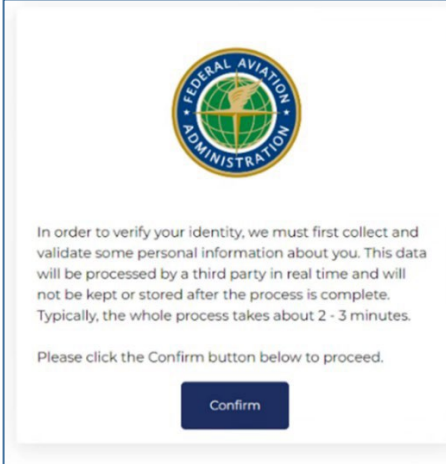
Okta Registration page is displayed.



The screenshot shows the Okta Registration page. At the top, there is a blue header with the text "How we protect your privacy" and "Registration Help". Below the header, a light blue banner contains a warning icon and the text "Please do not proceed if you are a credentialed federal employee or contractor." The main form area has a title "MyAccess registration initiated by the following application:" followed by a dropdown menu showing "VDRP - Voluntary Disclosure Reporting Program". The form includes fields for "First Name" (containing "Andrew"), "Middle Name", "Last Name", and "Suffix" (a dropdown menu with "Select suffix"). There is also an "Email Address" field. Below these fields, a section titled "Select an option below to verify your identity:" contains two radio buttons: "Last 4 digits of your SSN" (which is selected) and "Capture Government issued ID document using mobile phone". At the bottom of the form, there is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. A blue "Submit" button is located at the bottom center of the form.

4. The **RE User** will see the next screen to consent to provide personal information to continue for registration.

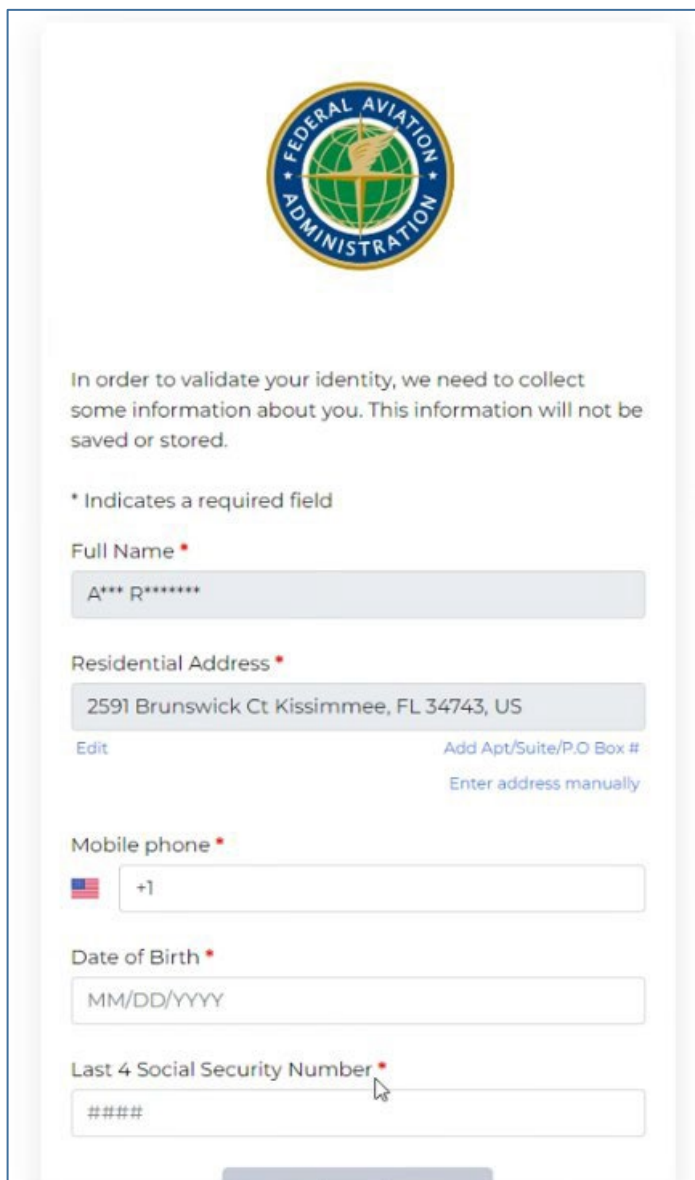
The user consent page is displayed.




The screenshot shows a user consent page. At the top center is the Federal Aviation Administration (FAA) logo, which is a circular seal with "FEDERAL AVIATION ADMINISTRATION" around the perimeter and a globe in the center. Below the logo, there is a paragraph of text: "In order to verify your identity, we must first collect and validate some personal information about you. This data will be processed by a third party in real time and will not be kept or stored after the process is complete. Typically, the whole process takes about 2 - 3 minutes." Below this text, there is another paragraph: "Please click the Confirm button below to proceed." At the bottom center, there is a blue button with the text "Confirm".

5. Clicking on the **confirm button** above will display the screen for the **RE User** to fill in the required information for validating **Identity**. Select to receive an one-time passcode (OTP) on your mobile phone, as either a SMS or voice message. Click **"Confirmation Information"**.

The required personal information page is displayed.





In order to validate your identity, we need to collect some information about you. This information will not be saved or stored.

* Indicates a required field

Full Name *


A*** R*****

Residential Address *

2591 Brunswick Ct Kissimmee, FL 34743, US

[Edit](#) [Add Apt/Suite/P.O Box #](#) [Enter address manually](#)

Mobile phone *

 +1

Date of Birth *

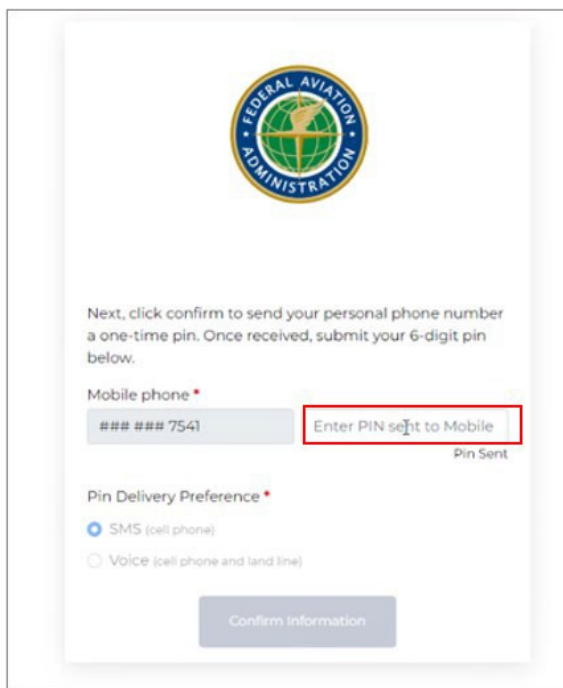
MM/DD/YYYY

Last 4 Social Security Number *

####

6. Enter the one time Code sent to your mobile phone and click on **“Confirmation Information”**

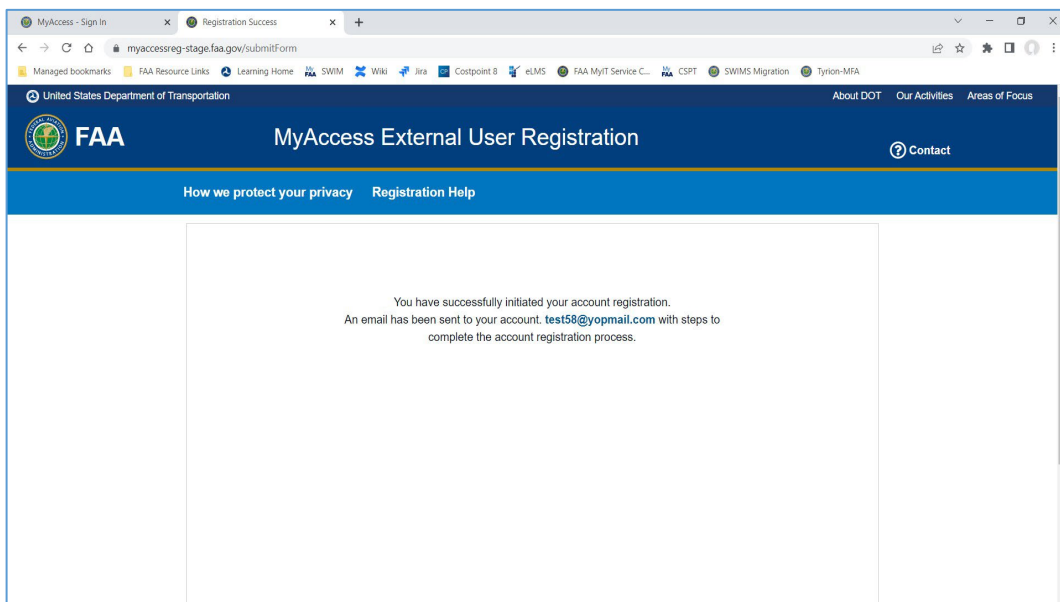
The page to enter the code sent to your mobile device is displayed.



The screenshot shows the FAA MyAccess External User Registration page. At the top is the FAA logo. Below it, the text reads: "Next, click confirm to send your personal phone number a one-time pin. Once received, submit your 6-digit pin below." There are two input fields: "Mobile phone" with the value "### ### 7541" and "Enter PIN sent to Mobile" which is highlighted with a red box. Below these fields is the "Pin Delivery Preference" section with two radio buttons: "SMS (cell phone)" (selected) and "Voice (cell phone and land line)". At the bottom is a "Confirm Information" button.

7. Upon successful submission, you (RE User) will receive:
- web confirmation that the form was submitted successfully and
 - You will receive instructions in your email to activate account.

A successful message is displayed instructing user to check their email.



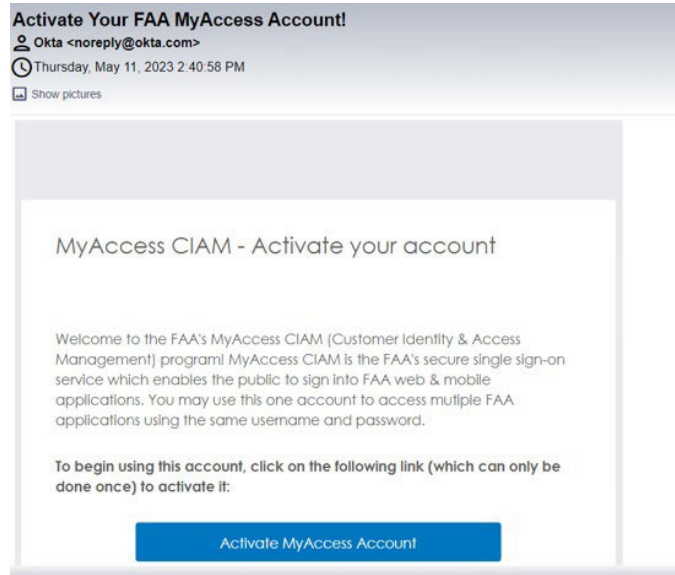
1.3 Activating OKTA Registration

To **Activate MyAccess Account** the **RE User** will access their email and view the message provided from OKTA to complete their new OKTA registration.

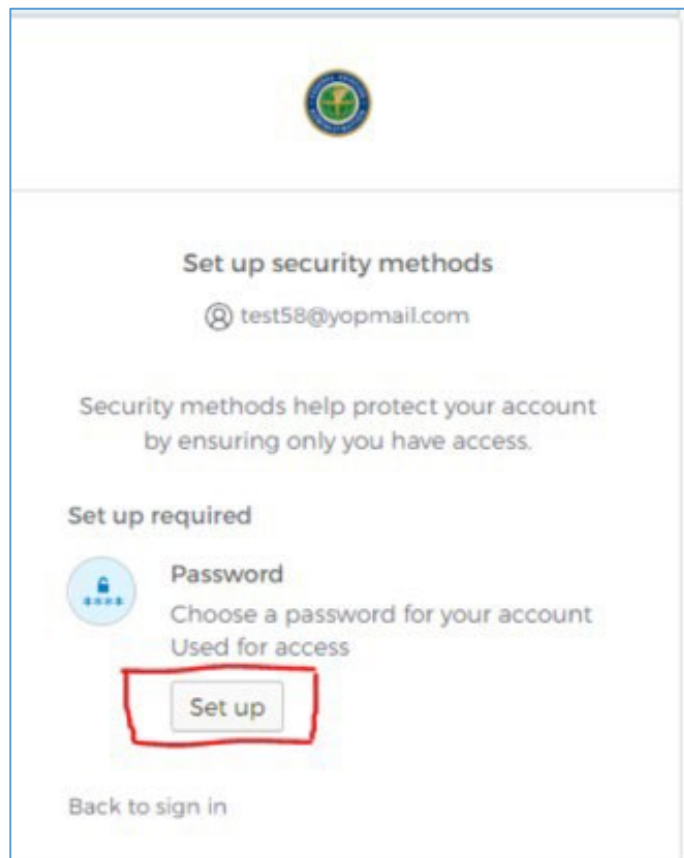
Please follow this part and steps below on your computer and not your mobile device.

1. In the registration email, click on '**Activate my Access Account**' link.

A successful message is displayed instruction user to check their email.



2. User will be redirected to the new user **OKTA set up** page. Click on the '**Set up**' button.



3. In the next screen, the **RE user** will be directed to the OKTA password screen. Create a new password based on the OKTA password requirements and click the 'Next' button.


Note: the authenticator should be installed on the user's mobile device to proceed to the next steps.


Welcome to the FAA's new MyAccess login

Federal PIV/CAC Holder? Proceed to sign-in below


First Time Here? [Activate an existing external account](#)

New User? [Register for an external account](#)






Set up password

 test58@yopmail.com


Password requirements:

- At least 8 characters
- No parts of your username

Enter password

..... 

Re-enter password

..... 

Next

[Return to authenticator list](#)

[Back to sign in](#)

1.4 Setting up Authenticator

4. The **RE user** will see the next screen for setting up security methods. The user can select one of the following set-up options and click **Set Up** button:
- a. **Google Authenticator**
 - b. **OKTA Verify**
 - c. **Security Key or Biometric Authenticator**

The screenshot shows a web interface for the FAA's new MyAccess login. At the top, a light blue banner contains the text: "Welcome to the FAA's new MyAccess login", "Federal PIV/CAC Holder? Proceed to sign-in below", "First Time Here? Activate an existing external account", and "New User? Register for an external account". Below the banner is the FAA logo. The main section is titled "Set up security methods" and shows the email address "test58@yopmail.com". A message states: "Security methods help protect your account by ensuring only you have access." Under the heading "Set up required", there are three options, each with a circular icon and a "Set up" button:

- Google Authenticator**: Enter a temporary code generated from the Google Authenticator app. Used for access. [Set up]
- Okta Verify**: Okta Verify is an authenticator app, installed on your phone, used to prove your identity. Used for access. [Set up]
- Security Key or Biometric Authenticator**: Use a security key or a biometric authenticator to sign in. Used for access. [Set up]

4. Once the setup is complete. Scan the QR code by using your mobile device's camera. Click **Done** on Account added.

Welcome to the **FAA's** new **My Access** login
Federal PIV/CAC 1-Holder" [Proceed to sign-in below](#)
First Time Here? [Activate an existing external account](#)
New User? [Register for an external account](#)



Set up Okta Verify

® lest58@yopmail.com

1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).

2. Open the app and follow the [instructions](#) to add your account

3. When prompted, tap Scan a QR code, then scan the QR code below




[Can't scan](#)

[Return to authenticator list](#)


[Back to sign in](#)

5. After scanning the bar code the user will be directed to the following page. Please click on “Set Up Later”.

 gruroddopotre-1708@yopmail.com


Security methods help protect your account
by ensuring only you have access.

Set up optional



Okta Verify
Okta Verify is an authenticator app,
installed on your phone, used to
prove your identity
Used for access

Set up



**Security Key or Biometric
Authenticator**
Use a security key or a biometric
authenticator to sign in
Used for access

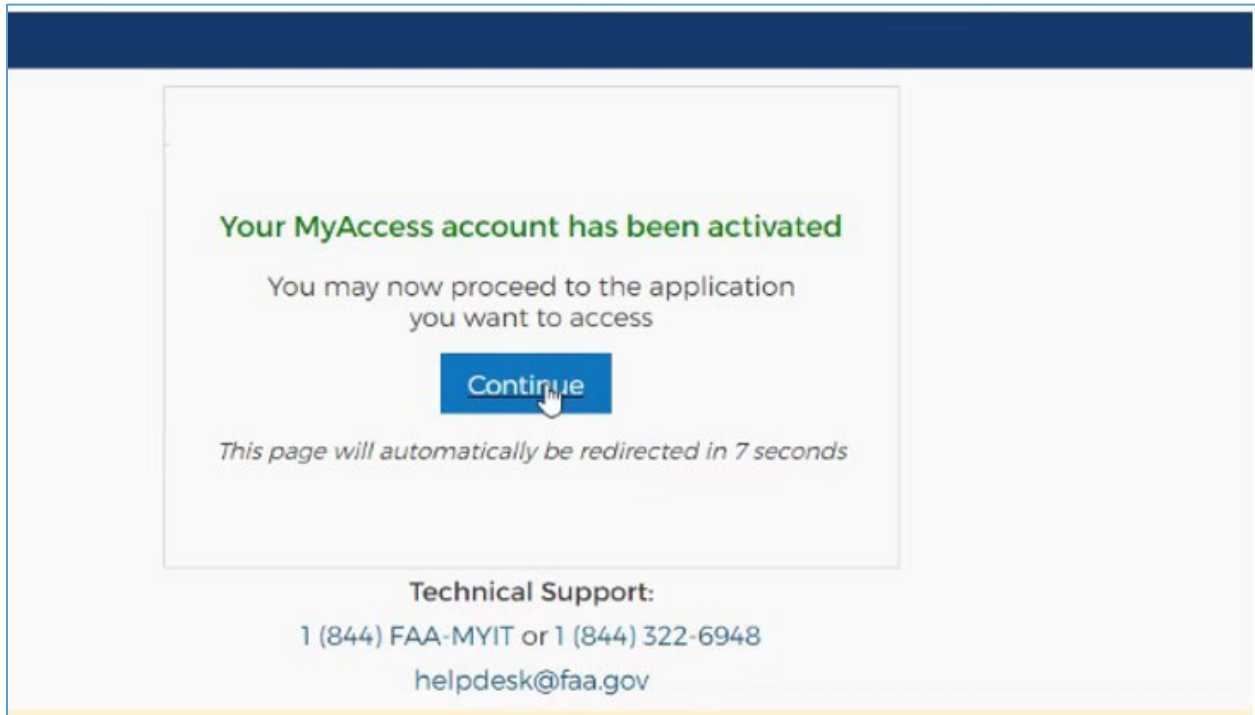
Set up

Set up later

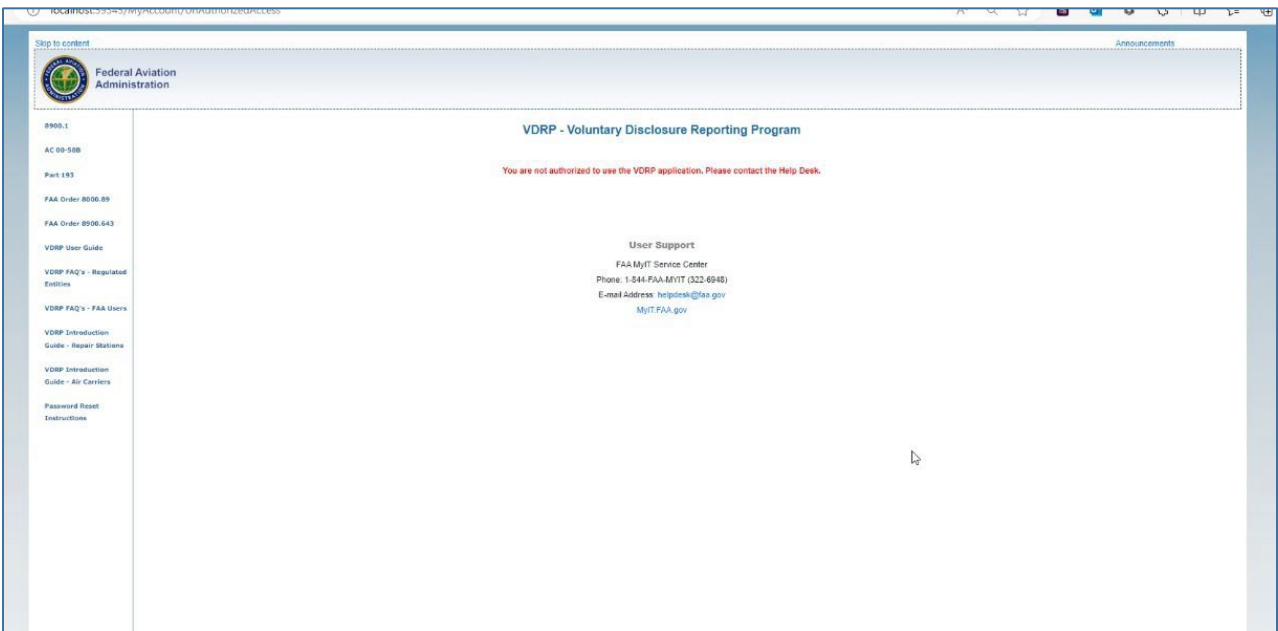
[Back to sign in](#)

Technical Support:
1 (844) FAA-MYIT or 1 (844) 322-6948
helpdesk@faa.gov

6. Once the mobile device and Authenticator are successfully paired, a **'MyAccess account has been activated'** screen will be displayed on the computer. Two factor authentication for account access is set-up. And the user is successfully registered in OKTA.



Note: at this point the user is still not set up in VDRP. If they attempt to login, they will see the following message:




1.5 Register RE User login into VDRP (view)

To access VDRP application the User will need to be authorized for Access to VDRP. Principal Inspectors will validate and set up the RE

Once added and Authorized in VDRP, the **RE Users** upon successful authentication will see the VDRP Landing page. Steps for RE users accessing VDRP is detailed in part 3.

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**Federal Aviation
Administration**

Self Disclosure

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- Search
- Search Comp. Fixes
- Upload File

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- Data Extract Report

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- Update Profile
- Change Password

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Voluntary Disclosure Reporting Program -- VDRP

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Self Disclosure List[Export/Print](#)[Help](#)

The Self-Disclosure List table displays information about each stage (see below for a brief definition of each stage) in the self-disclosure submission process, and allows the user to access the required forms for completion.

For **New** and **Open** self-disclosures, click on the **Next Action** link to begin the next step in the self-disclosure submission process.

[Show Filter Options](#)

NewOpenClosedRejected

Show entries

Search

Notification ID	SD Title	Notification Date	Next Action (Action Required)	DesignatorID	SD Type
17279	Incorrect QRH – Flight Ops	10/27/2015	Initial Notification	DALA	FitStds
26446	TEST DEV FOR PROD ISSUE	11/1/2019	Initial Notification	AALA	FitStds
26560	DEV TEST (Please Ignore)	11/27/2019	Initial Notification	AALA	FitStds
28859	test for hazmat	1/26/2021	Initial Notification	AALA	FitStds
30507	DEV TEST -- PLEASE IGNORE	10/22/2021	Initial Notification	AALA	FitStds
32109	Dev Test -- Please Ignore	7/22/2022	Initial Notification	AALA	FitStds

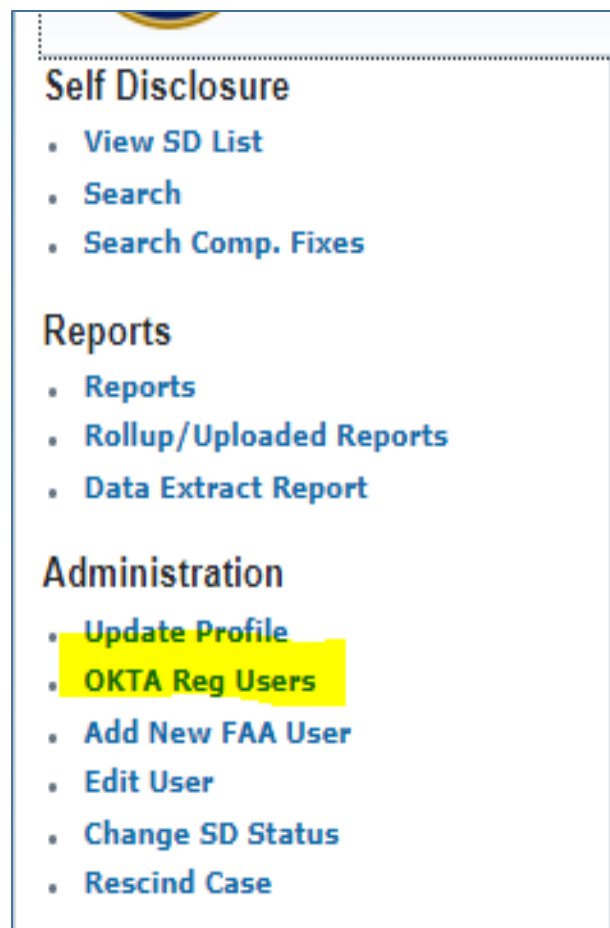
Part 2: Setting up Access for VDRP Users (For Principal Inspectors only)

Note: PI Users will continue to use the ADMIN Module to set up RE Users (External) and FAA Internal Users within VDRP.

2.1 Setting Up External RE Users in VDRP

Note: At this point, the PI will be able to verify the user is registered in OKTA, via a new interface.

1. As a PI User, login to VDRP and click on “**OKTA Reg Users**” under the Administration menu.



2. You will be directed to the “OKTA Registered Users” page. Screen shot below.

The screenshot shows the "OKTA Registered Users" page within the "Voluntary Disclosure Reporting Program -- VDRP" interface. The page header includes the Federal Aviation Administration logo and navigation links like "Skip to content", "Announcements", "Home", and "Logout". A sidebar on the left contains sections for "Self Disclosure", "Reports", "Administration", "Help", "Help Desk", and "Documents". The main content area displays a table of registered users with columns: "First Name", "Last Name", "Email", "IsUserExistsInVDRP", "RegistrationDate/Time", and "LastUpdated/Time". The table shows four entries for "Bharat Arikatia" with email addresses like "Bharat.CTR.Arikatia@faa.gov" and "Bharat.Arikatia@gmail.com". The "IsUserExistsInVDRP" column has values "true" and "false". A red box highlights the "true" value in the first row. Below the table, it says "Showing 1 to 4 of 4 entries".

3. On the **OKTA Registered Users** page, the column “**IsUserExistsInVDRP**” has two flags:
- True:** Meaning the user is registered in OKTA and is authorized for access to VDRP and can access VDRP application
 - False:** Meaning the user is registered in OKTA but is not authorized for access to VDRP and cannot access VDRP application.
4. To set-up the **RE User** with access to VDRP, click on the **user’s email**, which is a hyperlink. You will be directed to the “**Add New User**” screen. Enter all required fields and click **Save**.

Note: The **RE User’s** email will be pre-populated and cannot be edited

The screenshot shows the "Add New User" form in the "Voluntary Disclosure Reporting Program -- VDRP" interface. The form is titled "Add New User" and includes instructions: "Complete the following fields for the user you are adding. All fields are required. If you click Save Page before you correctly complete each field, you must retype the password in both the Password and Confirm Password fields. Also make sure that UserID that you create for Registered Entity is 7 characters in length (first 4 characters should be the designator code and next 3 characters should be the User Initials). Certificate Holding Office belonging to FAR 121 or 135 shall create Senior Office Manager. Before you create the new user, Click here to check if he/she already exists in the system." The form includes fields for "User Name", "New User ID*", "User Type*", "User Level*", "Designator ID#*", "Last Name*", "First Name*", "Email*", "Phone", "Country Code", "Job Title", and "Active User?". The "Email*" field is pre-populated with "Bharat.Arikatia@gmail.com". The "Phone" field has a placeholder "(XXX)XXX-XXXX". The "Country Code" field has a placeholder "(Phone Number)". The "Job Title" field has a placeholder "Note: Country Code is required only for International Users". The "Active User?" field has radio buttons for "Yes" and "No". At the bottom, there are buttons for "Save", "Save And Add Another", and "Cancel".

5. After the RE User is set-up, they can continue to access the application as captured in part 3 of this document.

2.2 Setting up FAA Internal Users in VDRP

1. As a PI User, click on the VDRP URL <https://vdrp.faa.gov/>
2. After successful login click on “**Add New FAA User**” under the Administration menu. (The link “Add New User” will be renamed to “Add New FAA User”)



3. The application will direct you to the following page to add the new user.

Note: The FAA User's email will not be pre-populated in this screen.

Before you create the new user, Click [here](#) to check if he/she already exists in the system.

* indicates a Required Field

User Name:

New User ID* :

UserID for RE = DesignatorCode (XXXX) + User Initials (XXX) (ex: DALARXY)
UserID for any FAA user = AVS Login ID

User Type* :

User Level* :

Designator IDs* :

- Indicates the WEBOPSS assigned Designator for logged-in User. Please add the designator to your user profile before you create a new user account.

Please do not use "Apostrophe" on First Name / Last Name when adding a new user.

Last Name* :

First Name* :

Email* :

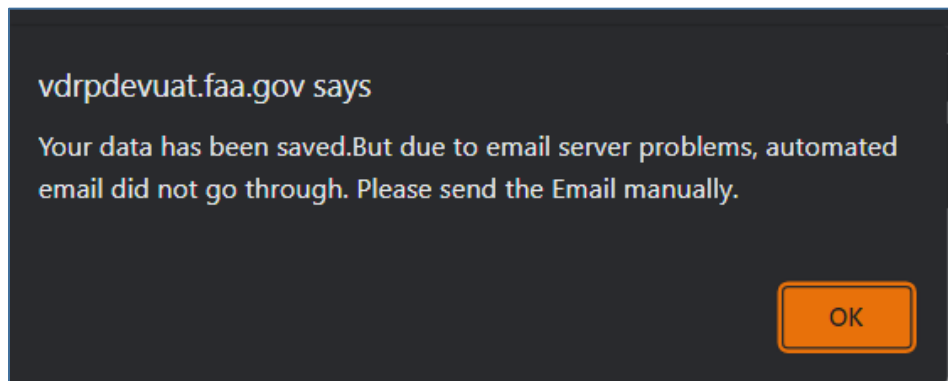
Phone :

Note: Country Code is required only for International Users

Job Title :

Active User?* : ☒ Yes ☐ No

- Please fill out the required information (all fields marked with Asterix) and click on "Save" button.
- A confirmation message will be displayed on the screen and the user will be added to the VDRP application. (In production world/environment, an email will go out to users)



Part 3: Existing VDRP RE User registered in OKTA and authorized in VDRP, Accessing VDRP

3.1 RE user Accessing VDRP after added to the application by the PI

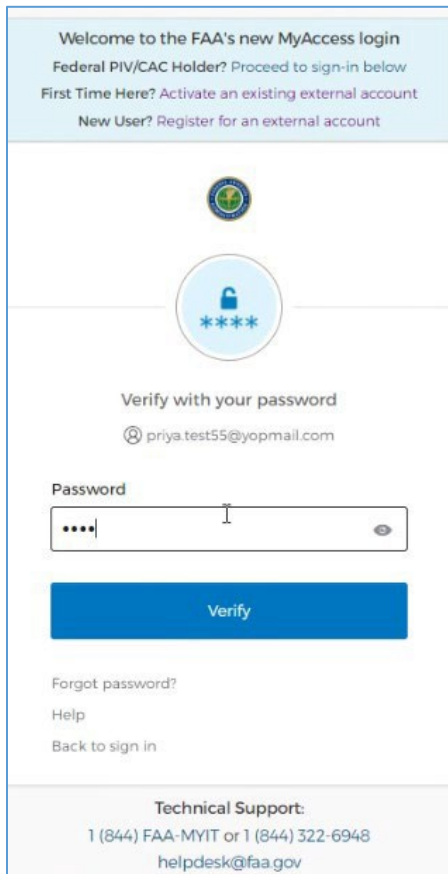
1. Click on the VDRP URL <https://vdrp.faa.gov/> and click on “Agree” from the below screen:

The screenshot shows the VDRP - Voluntary Disclosure Reporting Program warning screen. At the top, there is a header with the Federal Aviation Administration logo and the text "VDRP - Voluntary Disclosure Reporting Program". Below the header, there is a "WARNING-WARNING-WARNING" section with a list of bullet points: "You are accessing a U.S. Government authorized information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, (4) all devices and storage media attached to this network or to a computer on this network, and (5) all cloud services and hosting environments supporting this information system. This information system is provided for U.S. Government-authorized use only.", "Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.", "By logging in and using this information system, you understand and consent to the following:", "You have no reasonable expectation of privacy regarding communications or data transferred or stored on this information system.", "At any time, and for any lawful Government purpose, communication between the user and this information system, data transferred to/from the system, or stored on this system is subject to monitoring, interception, and search.", "Any communications or data transferred or stored on this information system may be disclosed or used for any lawful government purpose." Below the warning section, there are two buttons: "I Agree" and "I Decline". At the bottom of the screen, there is a footer with contact information for the U.S. Department of Transportation, Federal Aviation Administration, and links to various resources like "Readers & Viewers", "Web Policies", "Government Sites", "Contact Us", and "Release Version".

2. Navigate to the Login Page and click and enter **Email address**

The screenshot shows the FAA's new MyAccess login page. At the top, there is a header with the text "Welcome to the FAA's new MyAccess login". Below the header, there is a section with the text "Federal PIV/CAC Holder? Proceed to sign-in below", "First Time Here? Activate an existing external account", and "New User? Register for an external account". Below this section, there is a "Sign in using MyAccess" section with a red circle around the "Email Address" input field. Below the input field, there is a "Next" button. Below the "Next" button, there is an "OR" section with two buttons: "Sign in with DOT/FAA PIV" and "Sign in with Federal CAC/PIV". Below the "OR" section, there is a "Don't have an account? Sign up" button. At the bottom of the page, there is a "Technical Support" section with the text "1 (844) FAA-MYIT or 1 (844) 322-6948".

3. Enter Password and click **Verify**. You will see the Option to select you validation method.





Welcome to the FAA's new MyAccess login

Federal PIV/CAC Holder? Proceed to sign-in below


First Time Here? [Activate an existing external account](#)

New User? [Register for an external account](#)





Verify with your password

 priya.test55@yopmail.com

Password

[Verify](#)

[Forgot password?](#)

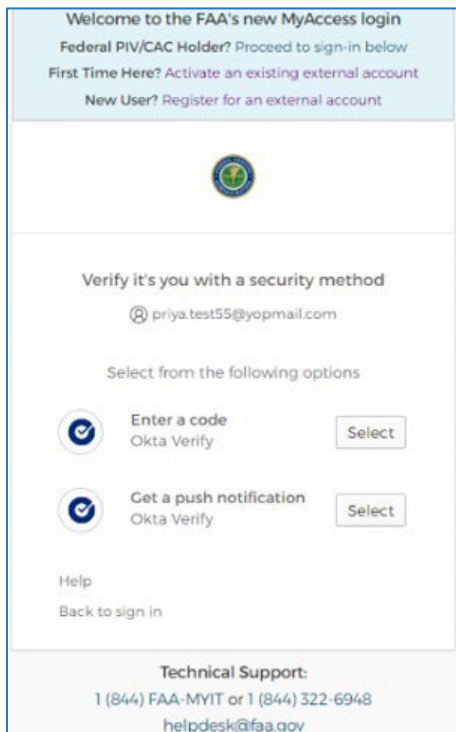
[Help](#)

[Back to sign in](#)

Technical Support:
1 (844) FAA-MYIT or 1 (844) 322-6948
helpdesk@faa.gov

3.2 Validate Using an Authenticator

1. Select an option to enter code.




Welcome to the FAA's new MyAccess login


Federal PIV/CAC Holder? Proceed to sign-in below

First Time Here? [Activate an existing external account](#)


New User? [Register for an external account](#)




Verify it's you with a security method

 priya.test55@yopmail.com

Select from the following options:

 Enter a code
Okta Verify [Select](#)

 Get a push notification
Okta Verify [Select](#)



[Help](#)

[Back to sign in](#)

Technical Support:
1 (844) FAA-MYIT or 1 (844) 322-6948
helpdesk@faa.gov

2. Enter the code from your mobile device. Depending on the app that the user download and the phone type, they will see the following options.
 - a. If using **Okta Verify**, following code verification page will display

Welcome to the FAA's new MyAccess login
Federal PIV/CAC Holder? Proceed to sign-in below
First Time Here? Activate an existing external account
New User? Register for an external account

Enter a code
priya.test55@yopmail.com

Enter code from Okta Verify app



Verify

[Help](#)
[Verify with something else](#)
[Back to sign in](#)

Technical Support:
1 (844) FAA-MYIT or 1 (844) 322-6948
helpdesk@faa.gov

(3) all computers connected to this network, (4) all devices and

- b. If using Google Authenticator, following code verification page will display

Verify with Google Authenticator
Bharat.ctr.arikatla@faa.gov

Enter the temporary code generated in your Google Authenticator app

Enter code

Verify


[Verify with something else](#)
[Back to sign in](#)

DOT Support:

3. Click on **Verify** and upon successful authentication the RE user will see the VDRP RE Landing Page:

3.3 Landing Page View Upon Validation

[Skip to content](#)[Announcements](#)

**Federal Aviation
Administration**

Self Disclosure

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- Search
- Search Comp. Fixes
- Upload File

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- Data Extract Report

Administration

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Self Disclosure List[Export/Print](#)[Help](#)

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For **New** and **Open** self-disclosures, click on the **Next Action** link to begin the next step in the self-disclosure submission process.

[Show Filter Options](#)

New**Open****Closed****Rejected**

Show entries

Search:

Notification ID	SD Title	Notification Date	Next Action (Action Required)	DesignatorID	SD Type
17279	Incorrect QRH – Flight Ops	10/27/2015	Initial Notification	DALA	FitStds
26446	TEST DEV FOR PROD ISSUE	11/1/2019	Initial Notification	AALA	FitStds
26560	DEV TEST (Please Ignore)	11/27/2019	Initial Notification	AALA	FitStds
28859	test for hazmat	1/26/2021	Initial Notification	AALA	FitStds
30507	DEV TEST -- PLEASE IGNORE	10/22/2021	Initial Notification	AALA	FitStds
32109	Dev Test -- Please Ignore	7/22/2022	Initial Notification	AALA	FitStds

3.4 Existing VDRP users

All existing RE users should follow the registration process outlined in Part 1: Registering and activating Okta of this document to access VDRP