

## Accessing INFOnet

Access to INFOnet is available to ISAC-approved loan schools and requires a user ID and password that is issued by ISAC.

To gain access, a school must first designate a contact person for their institution and/or campus who will be responsible for requesting access for others at their school. The school contact is intended to be part of the authentication process to ensure that only authorized users are accessing Meteor data through INFOnet.

Following are the procedures for gaining access to INFOnet:

- From the FAA Zone front page, the school contact should select the INFOnet logo in the Quick Links section and then select the *Sign Up as Your School Contact* option in the right margin of the INFOnet Overview screen.
- Enter the ED school code, campus code (optional), school name, first name, last name, title, phone number and e-mail address, and then click on the Submit Sign-Up Request button.
- The school contact's request for access is then forwarded to ISAC. Upon verification that the school is an ISAC-approved loan school, an ID and password will be issued and sent to the school contact via e-mail from a member of ISAC's Information Services (IS) staff. (Even though IDs and passwords will be sent from ISAC's IS Department, questions, issues, changes, etc. should be submitted to the School Services Department.)
- Once a school contact has received an ID and password, he/she can request access for additional users at the school and/or campus by selecting the *Sign Up New FAA Users* option in the right margin of the INFOnet Overview screen, entering the appropriate information and submitting the request.
- IDs and passwords will be sent directly to the individual users via e-mail. Individual users who have questions about their ID and password should contact ISAC's School Services Department. Changes to user information should be submitted to the school contact for verification and then sent to ISAC's School Services Department by the school contact.

## Logging in to INFOnet

- To log-in to INFOnet, select the INFOnet logo on the front page of the FAA Zone in the Quick Links section.
- Select the Log In to INFOnet option in the right margin of the INFOnet Overview screen.
- Enter your assigned ID and password. (Remember that IDs and passwords are case sensitive.)