Online Accreditation System (OAS)

Quick Guide to Completing your Profile

Log into Online Accreditation

1. Accredited delegates of Online Accreditation should follow this link and enter their username and password.
2. For passwords to be resent, follow this link and enter your email address and username (same as your AppCal username). For further help please email slots@iata.org

Updating 'My Information'

1. Once logged into OAS, click on the 'My Information' tab at the top of the page
2. Scroll to the end of the page and click on the red 'Edit' button
3. Update your contact information found towards the end of the page (email address, phone number (including country and area code), Airport/Section, Availability and Alternative Contact Info) examples of standardized text are found below
4. Scroll back to the end of the page and click the red 'Update' button

Contact Info	Recommended Standardized Text	Example
Email Address	Your contact email address	smithj@email.com
Phone	Your phone number including country and regional code	+1 202 555 0191
Airport/Section	List areas of specific responsibility. e.g. **Individual Coordinators /Facilitators** should list Airports they are responsible for and **Representatives of the Airlines** should list the Networks and Regions they are responsible for.	ABC /CBA Domestic, Asia
Availability	List time zone against UTC, days working, information on return to work date and backup staff if available. E.g. • UTC + 10, Mon – Fri • UTC + 10, Tue – Wed, Backup J. Smith • UTC + 10, Furloughed, until 5 Jun 2020	UTC + 10, Furloughed until 31 Aug 2020, Backup J. Smith
Alternative Contact Info	List video conferencing systems that are available to them followed by the user ID in brackets when required in order of preference. *For further information on video conferencing systems please click here.*	Skype for Business, MS Teams, Skype (ID: smithj), Zoom, WhatsApp Video (+1 202 555 0191)

View Your Updates and Search Function

1. Click on the 'Delegates' tab at the top of the page
2. Click on the Company drop down box and select your organization (it is possible to start typing your organization's name and it will scroll to your organization)
3. Click on the red 'Search' box to view all members of your organization
4. View your updates alongside your colleagues.