Three Steps

- Registering for the Standard Setting Workspace (SSW) requires 3 steps:

  * **Step 1:** Register for IATA’s Customer Portal
  * **Step 2:** Add the SSW as an Application
  * **Step 3:** Join your Groups within SSW

  The group secretary will approve your request to join

*If you are already registered with the IATA Customer Portal, simply log in and progress with Step 2

#If you are already an SSW user, simply find your group and request to join in Step 3
Step 1: Customer Portal

To register for the Customer Portal, go to the below link and follow registration instructions:

http://www.iata.org/customer-portal/Pages/index.aspx

Please note for the Account Type to only choose “Airline” or “Other Company”
Step 2: Log into the Customer Portal

Once you have confirmed your email and received a temporary password, log into the IATA Customer Portal and create a password.

Note that this is a system generated message. Please do not respond to this email.

Dear Mr.

Welcome to IATA Customer Portal. Your e-mail address is DZPyO1a.

Your temporary password is DZPyO1a.

Please click on the button below to finalize your registration process:

Complete your registration

Thank you for signing up,

IATA Customer Service

iata.org/cs
Step 2: Adding SSW as a Service

Once logged into the Customer Portal, simply go to the “Services” tab, and select the “Standards Setting Workspace” as a new service. You will receive an email once approved.
Step 2: Adding SSW as a Service

A shortcut to SSW will be available on your IATA Customer Portal home page under “Favorite Services”
Or from now on, you can access SSW directly at [http://Standards.iata.org](http://Standards.iata.org)
Step 3: Standard Setting Workspace

Once logged in to SSW, you will see the below tabs with the relevant information. All the documentation can be found under Workspace tab once joined the group.
Step 3: Joining Groups

Select “All communities” from the Communities dropdown. Find the Group that you would like to join and send a request. *This will open a new email message. State your Name, Company, and the Secretary will add you to the community as requested.

Contact the Secretary:
Tabs description

The following tabs will be available in the community:

- Community Home – this is a place where you can see latest discussions, announcements, files and community members.

- Discussions – Here you can discuss either by posting a new message or replying to an existing thread.

- Discussion documents - This is a place where all the files and documentation is stored.

- Events – Here you can see events for this community (ex. calls, voting etc).

- Members – Members of the community are listed here.

- Workspace – depending on the community, you will find ballots, action items and documents.
Issues

For issues with registration or logging in, contact SSW Support SSW@iata.org or Standards@iata.org