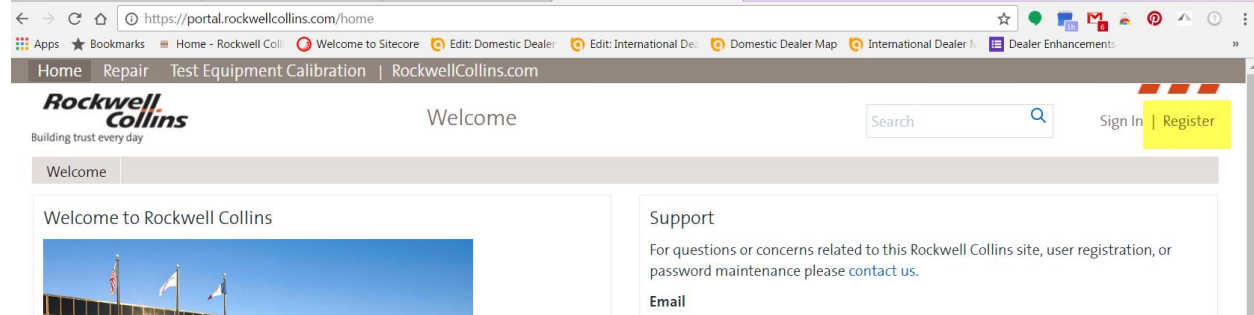


Registration instructions for new users

Create a profile

- 1) Go to <https://portal.rockwellcollins.com> website
- 2) Click "Register"



- 3) Complete the 'New user registration' form for your email address you are registering. This must be a company e-mail address, your request for capabilities will be denied if it's not a company e-mail address.

a) For the first question, be sure to select 'To access catalogs, technical publications, downloads, dealer resources, reliability data, and other tools.'

b) Fill in all the yellow highlighted fields with a *

c) Enter a password (then re-enter it again to confirm)

Password Requirements:

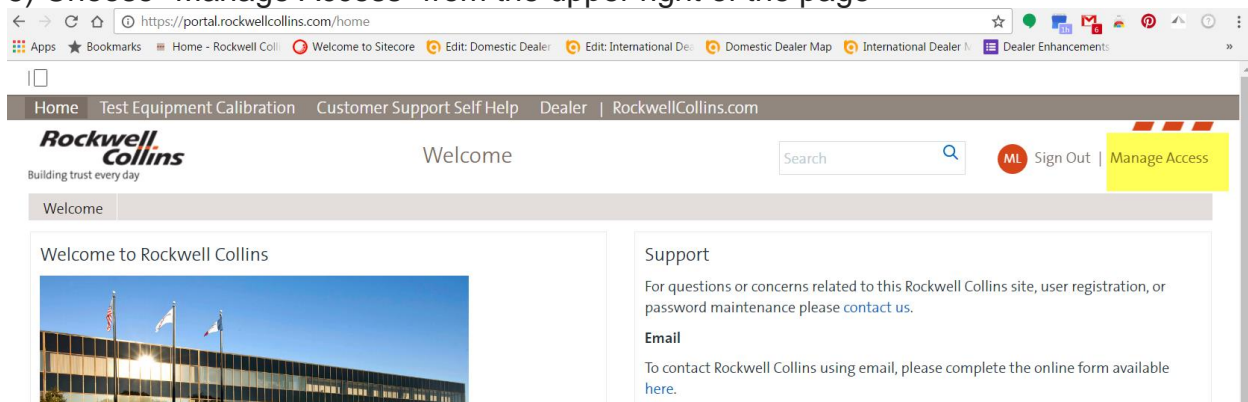
- Password is case sensitive
- Password must be at least eight characters in length
- Password must contain characters from at least three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (symbols)

d) Click Submit

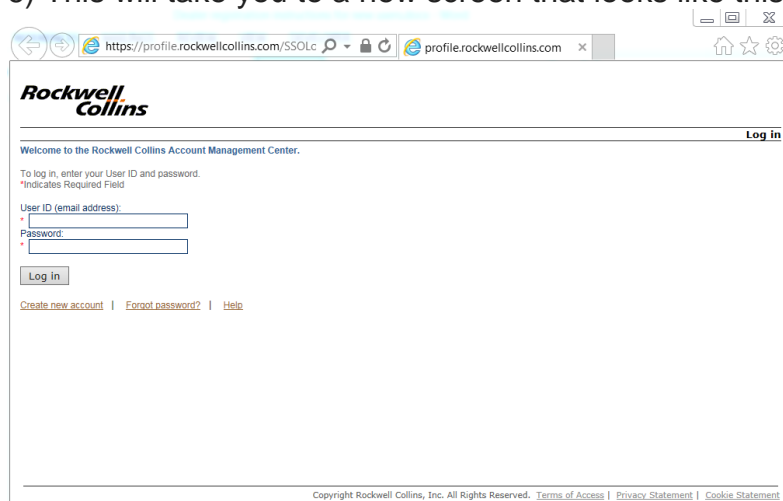
- 4) You will receive a Terms of Access email from portaladmin@rockwellcollins.com
 - a) Follow the instructions in the email and accept the web terms of access. This needs to be done within 48 hours of receiving the e-mail. If you try to accept your terms and conditions after 48 hours of receiving the e-mail, you will need to call our help desk to accept your terms and conditions.

Once the terms of access are accepted, go back to <https://portal.rockwellcollins.com> and click "Sign In". Log in with your email and password you created in step 4 above and follow the steps below to select capabilities.

- 5) Choose "Manage Access" from the upper right of the page



- 6) This will take you to a new screen that looks like this. You will need to log in again.



- 7) Select desired tools and submit the form. (You may choose one or many; Dealer recommended selections below)
 - a) Technical Publications and Training
 - b) Dealer (If you don't know your Dealer number, enter 1)
- 8) For each selected tool, wait for an approval email (from portaladmin@rockwellcollins.com)

[Click here for additional help](#)