

Registration instructions for new users

Create a profile

1) Go to https://portal.rockwellcollins.com website

2) Click "Register"

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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

Rockwell Collins

Submit Clear Close

New user registration		
Create Account -> Confirmation -> Review Terms of Access -> Request	Capabilities	
Provide your profile information to begin registration		
 indicates a required field 		
Describe your primary reason for requesting a Rockwell Collins acco C To access catalogs, technical publications, downloads, dealer resources To access the Supplier Portal, a collection of resources for suppliers to F	, reliability data, and other tools.	
User ID (Email address):	•	
First name:	•	
Middle initial:		
Last name:	· ·	
Job title:	*	
Company:		
Name of supervisor:		
Address line 1:	*	
Address line 2:		
City:	•	
State, Province or Region:	•	
Postal code:	•	
Country:	· · ·	
Work phone number:		
Work phone extension:		
Best time to call:	×	
Rockwell Collins point of contact:		
Comments:		
Create your password		
New password:	*	View password policy
Confirm password:	· ·	
Validation code:		
V fm not a robot	*	



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 <u>https://portal.rockwellcollins.com</u> 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.

) Choose "Manage Ac	cess" from the up	per right of the page	
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Apps 🌟 Bookmarks 🖷 Home - Rockwell Coll 🧿 Welco	me to Sitecore 🛛 🧿 Edit: Domestic Dealer 🛛 🧿	Edit: International Dea 🧿 Domestic Dealer Map 🧿 Inte	ernational Dealer N 🔲 Dealer Enhancements
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Welcome			
Welcome to Rockwell Collins		Support For questions or concerns related to t password maintenance please contact	this Rockwell Collins site, user registration, or loct us.
		Email To contact Rockwell Collins using em- here.	aail, please complete the online form available

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

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Rockwell Collins	
	Log in
Welcome to the Rockwell Collins Account Management Center.	
To log in, enter your User ID and password. Indicates Required Field	
User ID (email address)	
Log in	
Create new account Forgot password? Help	
Copyright Rockwell Collins, Inc. All Rights Reserved. Terms of Access Privacy	Statement Cookie Statement

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)