




MyPITID Authorized Signatory Sessions

March 2023




ALLEGHENY COUNTY AIRPORT AUTHORITY
PITTSBURGH INTERNATIONAL AIRPORT
ALLEGHENY COUNTY AIRPORT

A review of the MyPITID system...




My Information

My PITID Personal Records




Appointments

View All Scheduled Appointments




Appointment Scheduler

Schedule an Appointment for Fingerprints




New Authorized Signat...

Request Additional Authorized Signatory




Application Management

Manage all MyPITID applications & invite new applicant(s)




Badge Audit

Manage All Badge Requests



AS Form Requests

Manage All Badge Requests



My Requests

Self request management for AS

AS Form Requests Quick Action

BADGE OPERATIONS

Badge Renewal

Badge Renewal

Re-Issue Badge

Re-Issue Badge

Grant Additional Access

Grant Additional Access

Report Lost, Stolen or Damaged Badge

Report Lost, Stolen or Damaged Badge

Replace Badge

Replace Badge

ReActivate Badge


ReActivate Badge

Retrieval of Identification

Retrieval of Identification


The **Authorized Signatory (AS) Portal** has all the operations that an AS needs to perform in one place. *Applications, appointments and approvals right from your desk!*

The **Badge Holder Portal** is even simpler. *Fill your badge application out online!*



My Information

My PITID Personal Records



Applicant Operations

Update My AS Information

The **Access/ID Office** can see all information about a badge holder in a single view. *No more paper forms and file cabinets!*

AlertEnterprise!

HomeBadgingReportsSetupHelp

Userid or employer or first name or last name

Elaine Szalay

Billing Transaction Management

Applicant Profile

72% Completed

NextCloseRejectSubmit

Applicant Profile

Employment

Authorization to Work

Signature for Biometric

Bio Metrics

Background Check


Training & Screening

Badge Info

Billing Transaction

Incident Management

Applicant Notes



OLIVER OFFICER

First NameOLIVERLast nameOFFICER

Date of Birth12/31/1991 00:00:00SponsorCOUNTY POLICE-COUNTY POLICE

IDMS IdTESTIDMS261Employer/AgencyCOUNTY POLICE-COUNTY POLICE

Notes (0) Attachments (0) Audit History

Modify User Details

Primary Details

First Name*OLIVERLast name*OFFICER

Middle Name*PDate of Birth*12/31/1991

Social Security Number*345-12-2191Emailidms.acpdoliver@yopmail.com

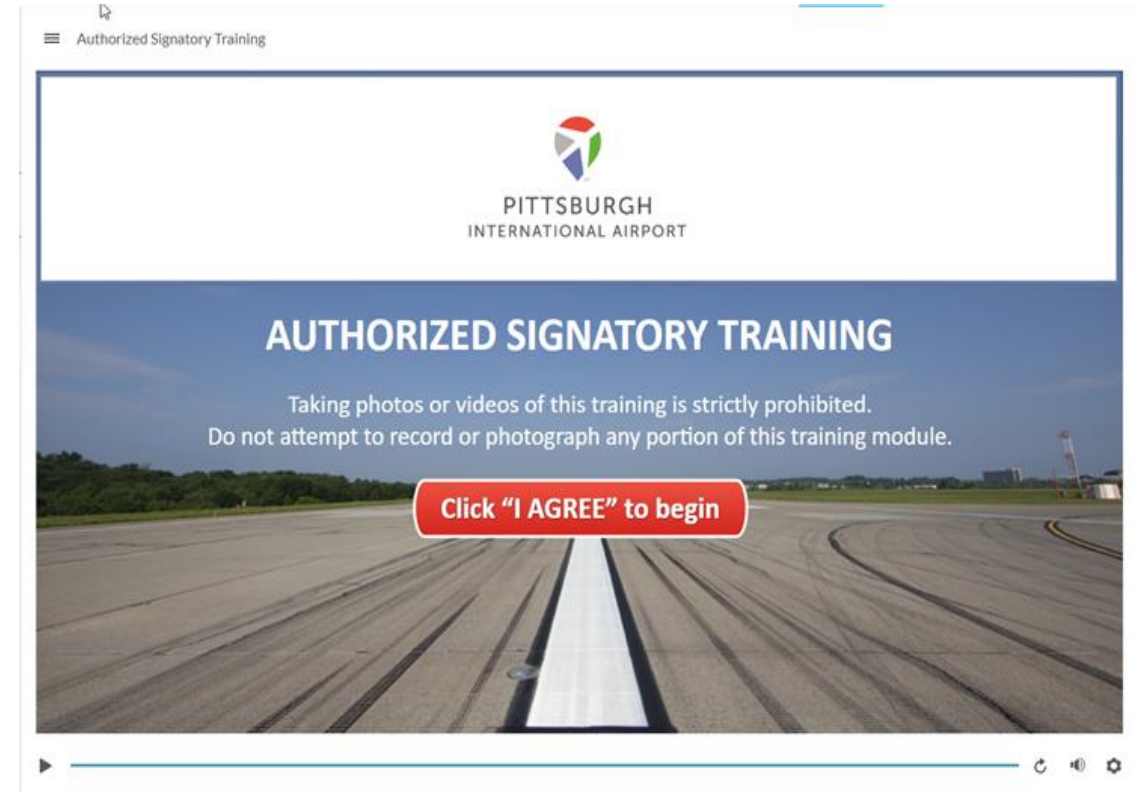


...and our beautiful new badges!



New Training Videos

- Training videos were refreshed
- Videos will focus on new badges and areas of airport where employees are allowed to be
- Initial SIDA video for new employees
- SIDA renewal video for existing badged employees



Even the Access/ID Office is Getting a Makeover



- There will be a new layout to the ACAA Access/ID Office
- Each desk will be able to fingerprint, take photos, issue IDs and passes

So, What Do I Need Know?

- How to use the MyPITID online portal instead of paper forms to manage requests related to PIT ID badges, keys, vehicle passes and visitor passes
- ***How will I learn it?***
- 30-minute online learning module assigned through the Learning Management System (LMS) and Drop-In Demo/Q&A Sessions for Authorized Signatories



Important Dates To Remember

- **Monday, March 20th** – All Authorized Signatories will have a video placed into the LMS account regarding IDMS. It is a REQUIREMENT to maintain AS privileges, the video is viewed no later than **Friday April 7th**
- **Monday, March 27th** - All PIT ID badge holders will have a 5-minute video assigned into their LMS account explaining the new badge types in detail
- **Weeks of March 27th and April 3rd** – Drop-in sessions will be available for all Authorized Signatories for MyPITID Q & A
- **Friday, April 7th** – Last fingerprint day before go live
- **Wednesday, April 12th – Friday, April 14th** – ID Badge Office CLOSED
- **Monday, April 17th** – MyPITID goes live!



Badge Rollout Timeline

- New badge rollout - beginning May 1st lasting until August 18th
- Employees updating from April 17th until August 18th will go through standard renewal process
- Replacing older badge with new - most cases will be like for like
- AS will receive notification when your group is ready to trade in the old badges for the new badges



What to expect in the coming weeks – Help Us Spread the Word!

MyPITID
is getting ready to takeoff on April 17th.

NEW PIT ID BADGES AND A NEW ONLINE PORTAL FOR BADGE MANAGEMENT REQUESTS ARE COMING SOON TO OUR SMARTER AIRPORT!

Follow along with training and go-live updates on our MyPITID Project website by scanning the QR code:

QUESTIONS?
Email AskMyPITID@flypittsburgh.com or visit FlyPittsburgh.com/MyPITID

Your PIT ID Matters @ our Smarter Airport
THE MYPITID SMART PROJECT IS GETTING READY FOR TAKEOFF

A quick briefing about upcoming plans for the launch of MyPITID and new badges.

KNOW You want to know that plans are now underway to prepare for the launch of our new MyPITID system and new badges on April 17th, 2023. As we successfully complete our testing of the new system, we will post the training touches on our training materials and begin executing our roll-out plan.

Training for both the MyPITID portal and the new badge scheme will be provided over a 4-week period leading up to the go-live. Detailed training and roll-out schedule will be posted on the MyPITID project information site on the Airport Badging page on FlyPittsburgh.com. We will be sharing information through many other communication channels as well. Don't worry, we've got you covered!

All badge holders will receive specific instruction on when and how to replace their current badge with a new badge. Your current badge will continue to provide access until contacted about being issued a new badge.

DO No action is necessary on anyone's part at this point except to help us spread the word of this upcoming important change. Select team members should watch for invitations and announcements about MyPITID portal training. This includes:

- ACAA, Tenant, Concessions, Airline and Partner Agency Authorized Signatories
- ACAA Airport Operations
- Allegheny County Police Department

All badge holders should expect to watch a short educational video about our new badge types. Later this spring, you will be instructed how to access this video which will be assigned to you through ACAA's online learning library.

To learn more, review the information available on FlyPittsburgh.com and the ACAA intranet or scan the QR code to the right. Questions can be sent to AskMyPITID@flypittsburgh.com



- ✓ Posters & One-Pagers
- ✓ Updated Project Website
- ✓ Training Videos
- ✓ Reference Guides
- ✓ News You Need Announcements
- ✓ And more!

<https://flypittsburgh.com/myPITID/>

MyPITID Identity Management System

MyPITID
is getting ready to takeoff this spring

NEW PIT ID BADGES AND A NEW ONLINE PORTAL FOR BADGE MANAGEMENT REQUESTS ARE COMING SOON TO OUR SMARTER AIRPORT!

Project News

February 27th, 2023 – Plans for MyPITID takeoff are underway! As we complete our system testing phase, we are finalizing training and go-live plans for an anticipated April 17th, 2023 launch. Watch this site for detailed training schedules and information on how/when to receive your new PIT ID badge.

Planning Ahead: How to Prepare

Hover over or click on the questions below to view the answers.

All PIT Badge Holders

What do I need to know? How will I learn it?

Authorized Signatories

What do I need to know? How will I learn it?

From Smart Plans to Projects: Your PIT ID Matters @ our Smarter Airport!

Transforming travel at our Smarter Airport begins with putting the passenger first. In order to do that, our team members have to get to the places they're needed to support our passengers. Whether it's in the terminal, on the airfield or anywhere in between, **your PIT ID matters**.

We're putting our strategic plans into motion with tangible projects these days, and creating a new ACAA Identity Management System (IDMS) and revising our badging scheme. Our Access/ID Office will operate in a more efficient way, with increased data accuracy, improved customer service and a more secure way of processing and issuing badges.

Your PIT ID Matters @ our Smarter Airport
INTRODUCING NEW BADGES AT PIT

BADGE TYPE	PUBLIC AREAS	STERILE AREA	SIDA/SECURED	AOA
	✓	✓	✗	✗
	✓	✓	✓	✓
	✓	✗	✗	✓

NEW ICONS ON BADGES

Driving Privilege Movement Area	Customs and Border Protection Red = Zone 1
Driving Privilege Non-Movement Area	Customs and Border Protection Black = Zone 2
SIDA AOA Escort Privilege	Allegheny County Airport Access Grey = Non-Driving
SIDA AOA Non-Escort	Allegheny County Airport Access Blue = Movement Area Driving
Armed Law Enforcement Officer	Allegheny County Airport Access Orange = Non-Movement Area Driving

QUESTIONS? Email AskMyPITID@flypittsburgh.com or visit FlyPittsburgh.com/MyPITID

Disabling a PIT ID Badge

WHEN SHOULD A PIT ID BADGE BE DISABLED BY AIRPORT SECURITY OR AIRPORT OPERATIONS?
A PIT ID badge should be disabled by Airport Security or Airport Operations when there has been a security violation or employee termination which occurs outside of Access/ID Office hours.

WHO CAN DISABLE A PIT ID BADGE?
Supervisors and Managers within the ACAA Airport Security and Airport Operations teams will have access to a MyPITID portal to immediately disable a badge. The badge will be shut down in both the MyPITID system as well as the COUS physical access management system.

WHAT HAPPENS AFTER A BADGE HAS BEEN DISABLED?
The Access/ID Office and the Authorized Signatory for the badge holder will be notified that the badge has been disabled. The badge will appear on the Stop List, and the badge holder will no longer be able to swipe their card for access or clear a TSA Checkpoint.

STEP 1
Login to the MyPITID admin portal at <https://myPITID-admin.flypittsburgh.com> using your regular ACAA network login credentials. Note that the admin portal is a different URL than your regular MyPITID app/portal. The same username and password that you use when logging onto your ACAA PC is used here for the MyPITID admin portal.

STEP 2
Select the Airport Operations pool.

NEED MORE HELP?
Contact your Authorized Signatory or send an email to AskMyPITID@flypittsburgh.com

PITTSBURGH INTERNATIONAL AIRPORT

March 8, 2023

Thank You

Sarah Gaddess
Airport Access/ID Office Administrator

Joan Stasiowski
Manager, Airport Security

Taylor Zaney
Airport Access/ID Office Supervisor

The future of travel is here and it's focused on you.

