# Requesting to Re-issue your PIT ID Badge

#### **PERFORMED BY: APPLICANT AND AUTHORIZED SIGNATORY**

#### WHEN WOULD I NEED TO REQUEST A BADGE RE-ISSUE?

You will submit a Badge Re-Issue application any time you are requesting a change of badge type, or to add or remove a badge icon outside of the standard badge renewal time.

### **REQUESTING A MOVEMENT AREA ICON**

If you are requesting a Movement Area Icon, you must first complete your assigned Movement Area GVO training or Part 139 Movement Area training. These trainings will be assigned to you in the ACAA Academy Learning Management System once your Re-issue request is approved. After completing your online training, you must then schedule and complete your Movement Area Driver's Practical training with Airport Operations before reporting to the Airport Access/ID Office with your two valid forms of ID, including a Driver's License.

#### **REQUESTING A NON-MOVEMENT AREA ICON**

If you are requesting a Non-Movement Area Icon, you must first complete your assigned Non-Movement Area GVO training (for non-ACAA employees) or Part 139 Non-Movement Area training (for ACAA Employees) before reporting to the Airport Access/ID Office with your two valid forms of ID, including a Driver's License.

### **STEP 1**

You will receive an email notification that a PIT ID Badge Re-issue application has been submitted to you by your Authorized Signatory.

Badge Reissue Application Initiated & dMYPITID-no-reply@Hypittsburgh.com> () Thursday, February 09, 2023 8 13 12 PM							
HI PETER PLUMBER,							
A badge reissue request has been submitted by your authorized signatory. Please access the MyPITID portal to complete and submit to your AS. This must be completed prior to reporting to the Airport Access/ID Office.							
MYPITID Portal: https://mypitid.flypittsburgh.com							
Username: TESTIDMS50158							
Fun Fact: More than 16,500 tons of steel will be used in the Terminal Modernization Project (TMP). That is more than Acrisure Stadium!							
Thank you,							
ACAA Airport Access/ID Office							
PITTSBURGH							

# **STEP 2**

Click on the link in the email to navigate to the MyPITID portal.



### **NEED MORE HELP?**



# **STEP 3**

Sign in to the MyPITID Portal using your MyPITID & Password.



### **STEP 4**

Once logged in, select the **My Information** pod.



### **STEP 5**

Locate the draft application for Re-Issue Badge and click on the pencil action icon.

PITTS	BURGH									IDMS.P	eterplumber	@YOPMAIL.(
Manage Ap	plications											
Application No	IDMS Id	Email	First Name	Last name	Sponsor	Employer/Ager Applicant Status	Date of Birth	Application For	Created By	Status	Created On	Actions
144760	TESTIDMS	IDMS.PET	PETER	PLUMBER	ABC CONS	ABC CONS	01/18/1985	Re-Issue B	AUDRAAU	Draft	02/09/2023	× .
144476	TESTIDMS	IDMS.PET	PETER	PLUMBER	ABC CONS	ABC CONS	01/18/1985	Re-Issue B	AUDRA AU	Approved	02/03/2023	0
144474	TESTIDMS	IDMS.PET	PETER	PLUMBER	ABC CONS	ABC CONS		Badge Ren	AUDRAAU	Cancelled	02/03/2023	0
144134	TESTIDMS	IDMS.PET	PETER	PLUMBER	ABC CONS	ABC CONS	01/18/1985	Badge Appl	AUDRAAU	Approved	01/27/2023	0
									ltems per pa	ge <u>10 +</u>	1 - 4 of 4	K K 3

### **NEED MORE HELP?**



# **STEP 6**

Update any information on the application that needs to be changed and click Submit.

PITTSBURGH INTERNATIONAL AIRPORT			🔝 idms.peterplumber@yopmail.com 🗸
Re-Issue Badge Application			
O Application History			Back Sidemit
Primary Details First Name * PETER		Last name * PLUMBER	
Middle Name	Provide Legal First Name as appears on Official ID Docu	Date of Birth	Provide Legal Last Name as appears on Official ID Docu
Email IDMS.PETERPLUMBER@YOPMAIL.COI	м	Country of Birth UNITED STATES	÷
Biographic Data Height * 5'10"		Weight *	
Hair Color * Black	Add Height in Feet & Inches (double digit) E.g. 5'06", 6'00" +	Eye Color * Brown	In pounds, 3 digit e.g. for 88 enter 888 etc.
Gender * Male			

### **STEP 7**

Once submitted, your Authorized Signatory will review and approve the Badge Re-Issue application, and it will then be electronically sent to the Airport Access/ID Office.

If you are requesting a Movement Area icon or Non-Movement Area icon, you will receive a notification of the training which has been loaded into your Learning Management System (LMS) Account.

Training Ready in LMS	Reply Forward Html Text Print Delete					
Thursday, February 09, 2023 8:51:46 PM						
Helio PETER PLUMBER,						
You have been assigned the following training in the ACAA Academy: NON MOVEMENT GROUND VEHICLE OPERATOR'S TRAINING						
Use the following link to access the ACAA Academy: https://pitairportelearning.com/Default.aspx						
Please use the following credentials to login:						
Username: TESTIDMS50158 Password: Enter your previously selected password, or else pitairport will be the default password for your first login						
Please contact your authorized signatory or hiring manager if you need assistance or send an email to AskMyPITID@Mypitsburgh.com. Your authorized signatory is the representative from your company, or the company that is sponsoring you to work at the airport, who authorized your PIT ID Security Badge application.						
Fun Fact: Pittsburgh International Airport's first-of-a-kind microgrid went online in 2021 using both solar and natural gas. We now generate enough power to supply the entire airport campus.						
Thank you, ACAA Airport Access/ID Office						

# **STEP 8**

If you are adding a Customs and Border Protection (CBP) Seal, you must wait for an approval notification before reporting to the Airport Access/ID Office.



### **NEED MORE HELP?**



# **ADDITIONAL NOTES**

If you are becoming an **Escort** or **Non Escort**, or changing your **badge type**, you will report to the Airport Access/ ID Office once notified that your Badge Re-Issue application has been approved.

If you only need to change your **legal name**, a Badge Reissue request is not required. Instead, bring two valid forms of ID which show your full new legal name to the Airport Access/ID Office to have your badge re-printed.

Once you receive approval for CBP seal, report to the Access/ID office to have your badge reprinted.

### **NEED MORE HELP?**

