

Effective Date: 15-JUN-09

FIL 09-039

Cancellation Date: None

Title: On-line Aircraft & Instructor Schedule Implementation

The Department of Aviation will begin using an on-line scheduling system 15-JUN-09. This will replace the paper scheduling system currently used in flight operations. Complete instructions on how to use the new system is available on the department's web site under the "Support Documents" tab named "On-line Schedule Instructions".

Access to the schedule is through the department's home page www.hsu.edu/aviation. At the bottom of the page are two links: "Sign up to use on-line schedule" and "Users login". Users must first click on "Sign up to use on-line schedule" and register to become a user. You will not be allowed to use the schedule until you have successfully registered and have been approved by the administrator. Usernames should be in the Firstname.Lastname format. If your username is not in this format your registration will be rejected by the administrator. Once you register to become a user, please e-mail the airport secretary (Brandy Erwine – erwineb@hsu.edu) and request that your registration be validated. Validation will normally be accomplished by the end of the following business day.

Once successfully registered, simply click on "Users login" to gain access to the scheduling system (by using the username and password supplied when registering) and then follow the guidance given in "On-line Schedule Instructions" mentioned above. If you have any questions regarding the on-line schedule please consult with your flight instructor or the airport staff as they will be glad to assist you in any way.

Thank you and fly safe,



Charles H. Wilson