

# A-CDM Portal Access- Application Form

## INSTRUCTIONS:

Complete this form to request access to the A-CDM Portal for an employee.

This form must be filled out using the interactive form fields. Forms which are printed and scanned will not be approved.

Once completed and saved, send this PDF to the following e-mail address:

GTAA – IT Service Desk  
Subject: A-CDM Portal access request  
e-mail: [it.servicedesk@gtaa.com](mailto:it.servicedesk@gtaa.com)

## Organization and Representative

This section must be completed by an authorized representative of the Company/Airline requesting A-CDM Portal access for an employee.

**Note:** Fields marked with an \* are mandatory.

Company/Airline name *	
Name of authorized representative *	
Representative RAIC number (if unavailable, leave this field blank)	
Company/Airline Address * (please provide the address for the point-of-contact, station, or centralized office)	
Telephone number *	
Fax number	
Email address *	
Date of request	

## Employee / Individual requiring access

**NOTE:** The employee/individual may be contacted by the GTAA/Manager, Operations Airport Flow (MO-AF) when necessary. Please ensure the individual can be reached at the telephone number and email address provided below.

Employee name *	
Employee's RAIC number (if unavailable, leave this field blank)	
Position/Title	
Telephone number *	
Email address *	
Reason for requesting access	
Employee's A-CDM Training Completion Date (required if requesting Edit access)	

**Note:** Is it the responsibility of the Company/Airline to advise the IT Service Desk of when to grant or deny A-CDM access to employees. GTAA does not take any responsibility for updated times for an employee who has left the company.

## Minimum System Requirements for A-CDM Portal

<b>Desktop browsers supported for A-CDM Portal</b>	Google Chrome version 70 or higher (macOS and Windows)
<b>Mobile Browsers Supported</b>	iOS: Google Chrome (version 70 or higher) Android: Google Chrome (version 70 or higher)
<b>Minimum Resolution Support</b>	1920 x 1080

### TO BE COMPLETED BY GTAA

User Role assigned for applicant	GTAA authorizer's name

View access

Edit access (including TOBT update)