

How to Set up a TSA Provider Account for a CFI

**Step by Step Walkthrough  
of establishing a  
TSA Flight Training  
Provider Account**

Effective November 1, 2024

## How to Set up a TSA Provider Account for a CFI

**Go to:**

**<https://www.fts.tsa.dhs.gov/>**

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The screenshot shows the TSA Flight Training Security Program (FTSP) website. The header includes the TSA logo, the text 'Transportation Security Administration', and 'Flight Training Security Program (FTSP) Department of Homeland Security'. Navigation links include 'Home', 'About the Regulation', 'Legal Notices', 'FAQs', 'User Guides', 'Links', and 'Contact FTSP'. In the top right corner, there are buttons for 'Log In' and 'Register Options'. A red arrow points to these buttons. The main content area is titled 'What's New' and contains several notices:

- FTSP STA Application Processing Status** (2024-Oct-17, 14:22:26): FTSP is currently receiving a high volume of STA applications and Help Desk Emails. There are two types of applications: expedited and non-expedited. Expedited applications are processed within seven (7) calendar days and non-expedited within thirty (30) calendar days. Currently, FTSP Help Desk emails are being responded to within forty-five (45) calendar days. Please refer to the Candidate Guides located under the User Guide tab on the FTSP home page for additional information. To avoid delays, FTSP kindly suggests submitting your STA application at least 30 days in advance of your planned flight training. We thank you for your patience.
- Helpful tips for creating training events** (2024-Oct-17, 17:44:05): Cannot create a training event. On July 30, 2024, the FTSP Final Rule became effective, and one main part of the change was moving from an event-based security threat assessment to a time-based security threat assessment (3 years). In order to create training events for candidates, they would first need to submit an application via their candidate portal. Once FTSP issues a determination of eligibility (DOE) to the candidate, the candidate can then select a flight training provider. You would then receive an email notification advising you can create training events. When you click on 'Create Training Event', it will bring you to the training tab and a list of eligible candidates will show with a green check mark under the training eligibility column. Candidate has a valid DOE - Final Approval and Provider cannot select Candidate for training. First select the training dates, then the Training Type/Category, and then, the candidate(s) you are creating the training event for. Please refer to the FTSP home page <https://www.ftsa.dhs.gov/home>, User Guides, Provider Guide pages 26 - 33 cover the training event notification process.
- Candidates Having Trouble Submitting an STA Application** (2024-Oct-17, 14:22:20):
  - Ensure you have uploaded an image to each document entry.
  - An expired document listed on your account, without an image, will also block submission. Either upload an image of that expired document or delete it.
  - If the Submit button turns grey after clicking it, the application was submitted successfully.
  - Please ensure all Expired documents are listed as Expired prior to submitting your application.
- Why Might the Review or Approval of an STA Application be Delayed?** (2024-Oct-17, 14:22:17):
  - Candidate has not:**
    - Submitted sufficient information
    - Submitted accurate information
    - Followed fingerprint instructions
  - Candidate allegedly has one or more of the following issues:**
    - Investigation inconsistencies that TSA has referred to USCIS or others for resolution

It will look like this. And the register button will be in the upper right of the web page.

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When you click register, it will bring up another window on which you will click register again if you don't already have an account.

The screenshot shows the TSA Flight Training Security Program (FTSP) website. A modal window titled "FTSP Log In" is open, displaying a login form with fields for "Username" and "Password". Below the form are links for "Forgot User ID or password", "Register", and "Account Recovery". A red arrow points to the "Register" link. The background shows the main website content, including a "Welcome to the TSA Flight Training Security Program (FTSP) portal" section and a "What's New" section with a "FTSP STA Application Processing Status" update.

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The screenshot shows a web browser window with the URL `fts.tsa.dhs.gov/home/candidateregistration`. The page header includes the Transportation Security Administration logo and the text "Flight Training Security Program (FTSP) Department of Homeland Security". A navigation bar below the header shows a progress indicator for "FTSP Candidate Registration" with six steps: Welcome, Step 1 (Enter Personal Information), Step 2 (Enter Passport Information), Step 3 (Create a User ID), Step 4 (Create Security Questions), Step 5 (Verify / Digitally Sign), and Step 6 (Submit). The main content area features a white box with the heading "Welcome to the Flight Training Security Program!". The text inside the box reads: "You are beginning the process of creating a Candidate account on the Flight Training Security Program (FTSP) online portal. Please make sure you have the following information ready, to make creating your account as easy as possible:" followed by a bulleted list: "• Current, valid, Government-issued identification documents (typically passport and visa); and" and "• A valid personal email address (required), TSA will send your user login ID, password, and other communications to this address." Below the list, there is a note: "If you have previously created an account, but have forgotten your password, please click [here](#) to have your login information emailed to you. DO NOT attempt to create a new account, as this may delay the processing of your security threat assessment or training event notification(s)." and a final note: "If you have questions or concerns, please contact us at [FTSP.Help@tsa.dhs.gov](mailto:FTSP.Help@tsa.dhs.gov). (Allow at least 5 business days for a response.)" A "Next >" button is located to the right of the text.

This will bring you to the first of the tabs you will use establishing the account. It introduces the process and indicates that you will need current government ID to get through the process.

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The screenshot shows the TSA Candidate Registration page. The browser address bar is [fts.tsa.dhs.gov/home/candidateregistration](https://fts.tsa.dhs.gov/home/candidateregistration). The page header includes the Transportation Security Administration logo and the text "Flight Training Security Program (FTSP) Department of Homeland Security". A "Home" button is visible in the top right. Below the header is a progress bar with six steps: Step 1 (Enter Personal Information), Step 2 (Enter Passport Information), Step 3 (Create a User ID), Step 4 (Create Security Questions), Step 5 (Verify / Digitally Sign), and Step 6 (Submit). A message box states: "Please enter the following information EXACTLY as it appears on your current, valid passport or other provided identification. Any discrepancies will delay the process until corrected." The form fields are: First/Given Name, Middle Name, Last Name/Surname, Name Suffix, Date of Birth, Date of Birth Type (Exact/Approximate), and Phone Number. A red arrow points to the First/Given Name field.

The next tap, Step 1, will have you enter personal information.

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The screenshot shows the FTSP Candidate Registration page. At the top, there is a navigation bar with the Transportation Security Administration logo and the text "Flight Training Security Program (FTSP) Department of Homeland Security". Below this is a progress bar with six steps: Welcome, Step 1: Enter Personal Information, Step 2: Enter Passport Information, Step 3: Create a User ID, Step 4: Create Security Questions, Step 5: Verify / Digitally Sign, and Step 6: Submit. Step 2 is currently active. Below the progress bar, there is a message: "To verify your identity, we require a Passport Number to proceed. Please fill out this form to the best of your ability. If you do not have a passport, please see FAQs for other acceptable forms of documentation." Below this message are four input fields: "Passport Number:", "Passport Type:", "Issue Date:", and "Expiration Date:". There are also "Back" and "Next" buttons. A red arrow points to the "Passport Number" field.

Step 2 will have you enter a passport. If you do not have a current passport, there are alternate ID methods that can be used. Review the FAQ for more information on this page.

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FTSP Home

fts.tsa.dhs.gov/home/candidateregistration

Transportation Security Administration

Flight Training Security Program (FTSP)  
Department of Homeland Security

Home

FTSP Candidate Registration

Welcome | Step 1: Enter Personal Information | Step 2: Enter Passport Information | Step 3: Create a User ID | Step 4: Create Security Questions | Step 5: Verify / Digitally Sign | Step 6: Submit

Please create a User ID; it will be a permanent feature of your account. The User ID is used when communicating and transmitting documents between other agencies such as the FBI for fingerprinting purposes. **Your User ID is permanent and cannot be changed.**

Please provide a valid personal email address. TSA will email your temporary password and instructions to this email address. Make sure the email address you provide is valid and you have access to it, as email is the primary way TSA will communicate with you.

< Back

Next >

\* User ID

\* Email Address

\* Verify Email Address:

With your ID information entered, it will have you choose a User ID and enter a valid email address.

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The screenshot shows the 'Flight Training Security Program (FTSP)' website. The page title is 'FTSP Candidate Registration'. A progress bar at the top indicates the current step is 'Step 4: Create Security Questions'. Below the progress bar, there are instructions and tips for answering security questions. Three red arrows point to the input fields for the security questions: 'What city were you born in?', 'What is your favorite food?', and 'What is your favorite color?'. The 'Back' and 'Next' buttons are visible on either side of the instructions.

**Instructions:**  
Please answer the 3 security questions below and type your responses in the boxes provided.

**Tip:**

- Choose answers that you can easily remember. (If you are a professional pilot, you may use these answers over 30-40 years of your career.)
- TSA personnel will not be able to supply these answers if you forget them.
- If you forget your login information and no longer have access to the email address on file, you can change your email address online after correctly answering the security questions.
- For more information, see [Frequently Asked Questions](#) (FAQ).

< Back

Next >

What city were you born in? What is your favorite food? What is your favorite color?

Next it will provide you a couple of security questions to help secure your account for future retrieval if needed.

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The screenshot shows the 'FTSP Candidate Registration' page. At the top, there is a navigation bar with the TSA logo and the text 'Flight Training Security Program (FTSP) Department of Homeland Security'. Below this is a progress bar with six steps: 'Welcome', 'Step 1: Enter Personal Information', 'Step 2: Enter Passport Information', 'Step 3: Create a User ID', 'Step 4: Create Security Questions', 'Step 5: Verify / Digitally Sign', and 'Step 6: Submit'. The current step is Step 5. Below the progress bar, there is a text box with a warning icon and the text: 'Title 18 Section 1001 of the U.S. Code provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison or both. By submitting this form, you are certifying that the information provided herein is true and complete to the best of your knowledge and ability.' Below this is a declaration box with a warning icon and the text: 'I hereby declare under penalty of perjury that the information contained on this form is true and correct.' To the left of the declaration box is a '< Back' button, and to the right is a 'Next >' button. Below the declaration box, there are two fields: a checkbox labeled 'I understand and agree to the above:' and a text input field labeled 'Enter full name to digitally sign:'. A red arrow points to the text input field.

Then there will be a “digital signature” and acknowledgement.

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The screenshot displays the 'FTSP Candidate Registration' page. At the top, the URL is 'fts.tsa.dhs.gov/home/candidateregistration'. The page header includes the Transportation Security Administration logo and the text 'Flight Training Security Program (FTSP) Department of Homeland Security'. A progress bar shows six steps: Step 1 (Enter Personal Information), Step 2 (Enter Passport Information), Step 3 (Create a User ID), Step 4 (Create Security Questions), Step 5 (Verify / Digitally Sign), and Step 6 (Submit). Below the progress bar, five green buttons represent completed steps: 'Personal', 'Passport', 'ID & Email', 'Security', and 'Signature'. A red arrow points to a CAPTCHA verification box containing the characters '4c82e3bd' and a small 'c' icon. Below the CAPTCHA is a 'Verification code' input field and a 'Submit' button. A red arrow also points to the 'Submit' button.

The last step in the tabs is a “CAPTCHA” verification before submission.

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The screenshot shows the TSA Candidate Registration portal. The progress bar indicates that Steps 1 through 5 are completed. A CAPTCHA challenge is visible above the modal dialog. The modal dialog contains the following text:

**Candidate registration acknowledgement statement**

Pursuant to 18 U.S.C. § 1001 and 49 U.S.C. § 46301, if an individual covered by 49 CFR part 1552 commits fraud, makes a false statement or misrepresentation, or omits a material fact when submitting any information required under this part, the individual may be:

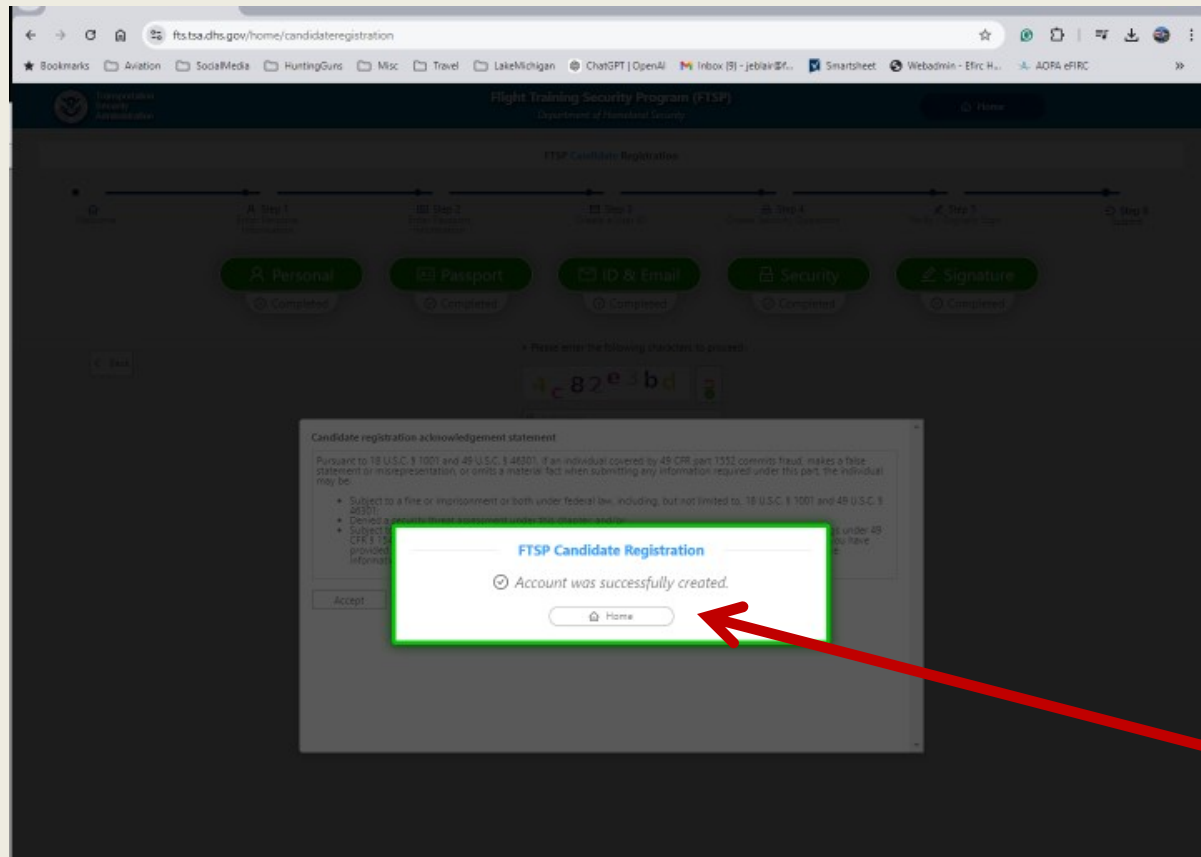
- Subject to a fine or imprisonment or both under federal law, including, but not limited to, 18 U.S.C. § 1001 and 49 U.S.C. § 46301;
- Denied a security threat assessment under this chapter; and/or
- Subject to other enforcement or administrative action, as appropriate, including but not limited to, proceedings under 49 CFR § 1540.105. By submitting information to TSA through this portal, you are certifying that the information you have provided is true and complete to the best of your knowledge and ability. I have read and understand the above information.

Buttons for "Accept" and "Deny" are located at the bottom of the modal dialog. A red arrow points to the "Deny" button.

Submitted, it will ask you to accept the registration.

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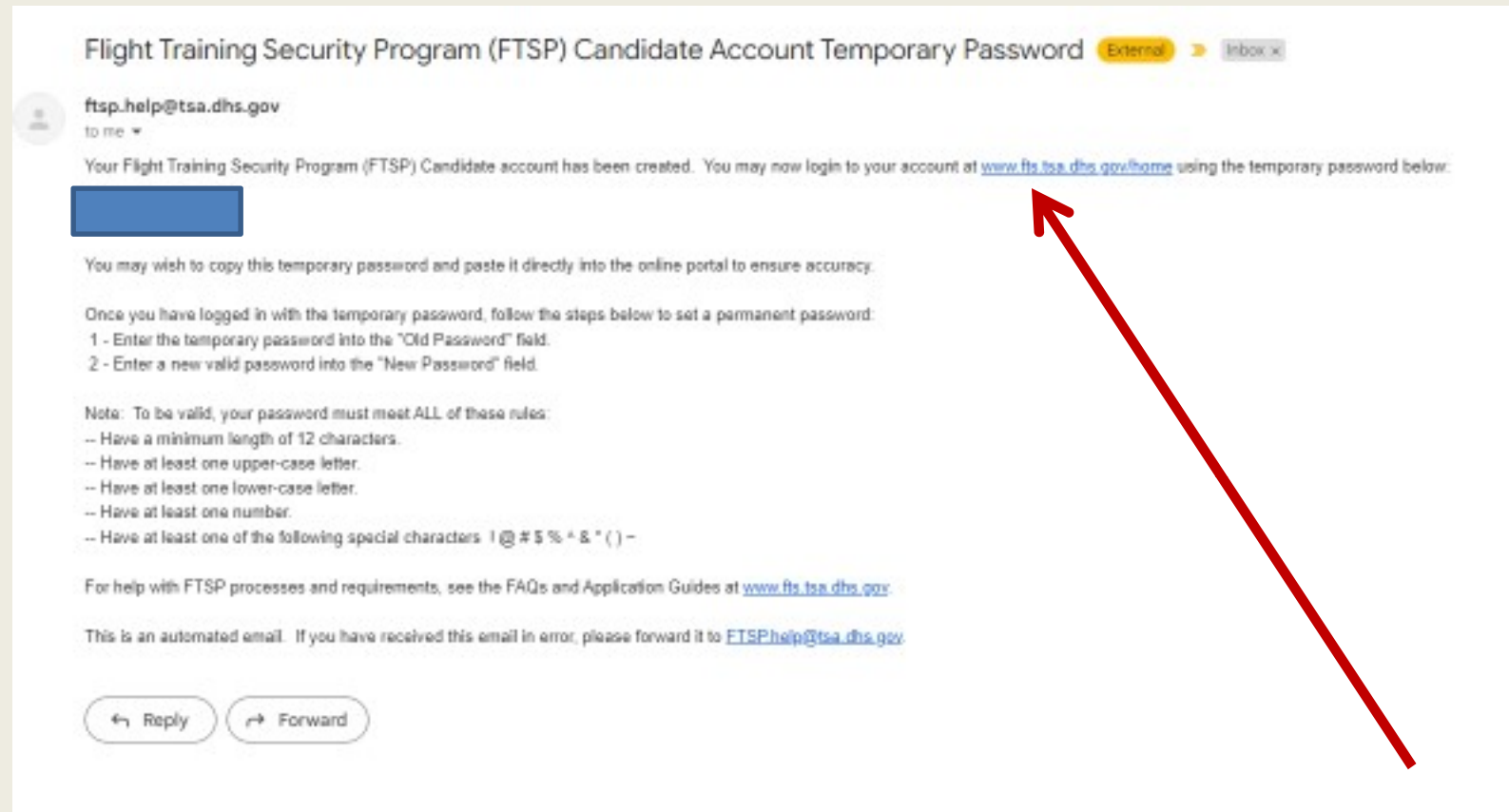
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Then it will verify that you have registered. But you aren't quite done yet.

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You will now get an email that will have you change your temporary password to a permanent one. You will need to login to do this.

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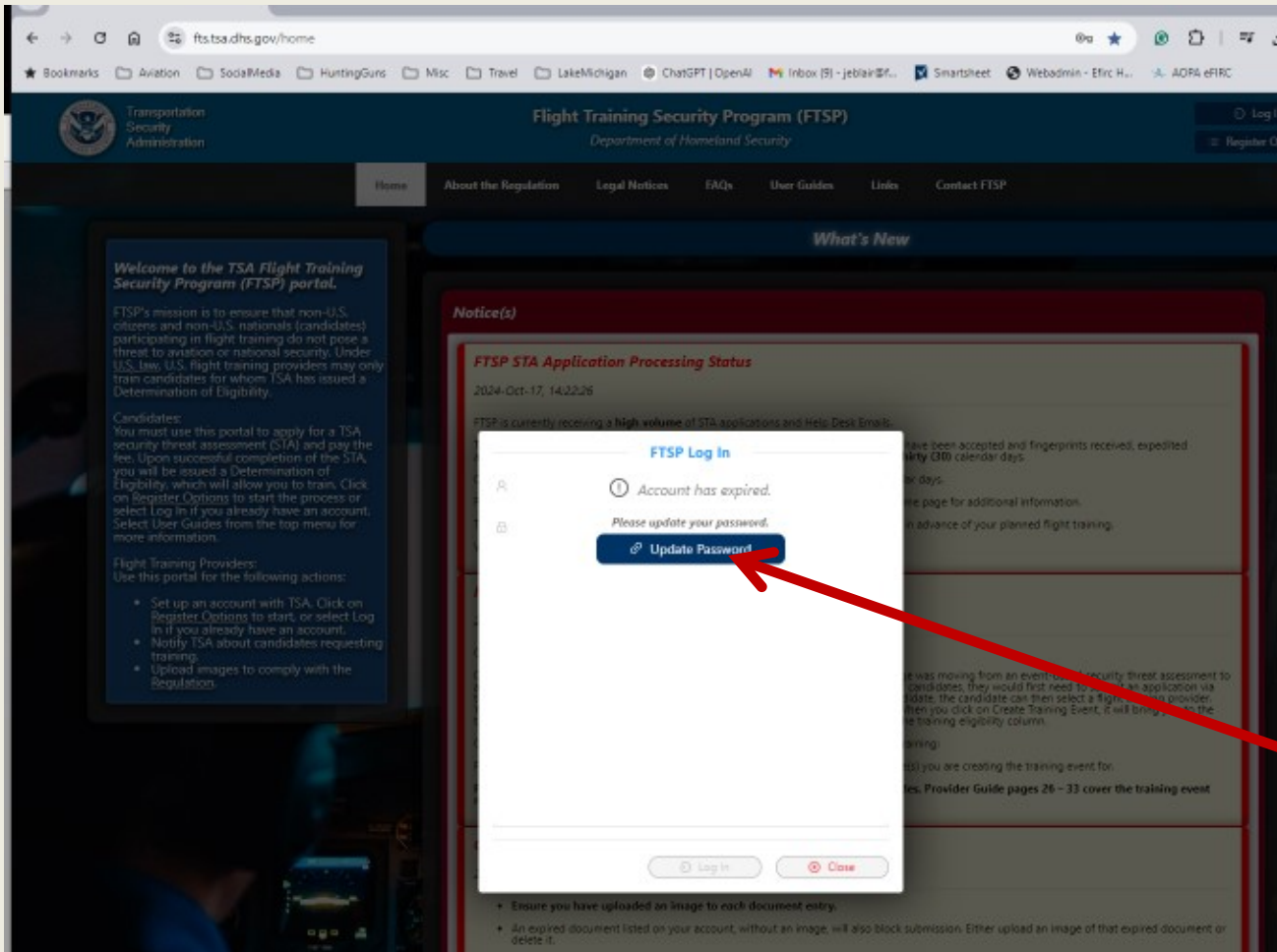
Go back to the main site start, and login with the temporary password.

The screenshot shows the TSA Flight Training Security Program (FTSP) portal. The browser address bar displays 'ftsaa.dhs.gov/home'. The page header includes the TSA logo and navigation links such as 'Home', 'About the Regulation', 'Legal Notices', 'FAQs', 'User Guides', 'Links', and 'Contact FTSP'. A 'Log In' button is visible in the top right corner. The main content area features a 'Welcome to the TSA Flight Training Security Program (FTSP) portal.' message, a 'Notice(s)' section titled 'FTSP STA Application Processing Status' dated 2024-Oct-17, 14:22:26, and a 'FTSP Log In' modal window. The modal window contains two input fields for username and password, a 'Log In' button, and a 'Close' button. A red arrow points from the text on the right to the 'Log In' button in the modal window. Below the modal window, there is a section titled 'By Logging in you agree to the following:' with a detailed disclaimer about the use of the information system. At the bottom of the page, there are several bullet points providing instructions and status updates.

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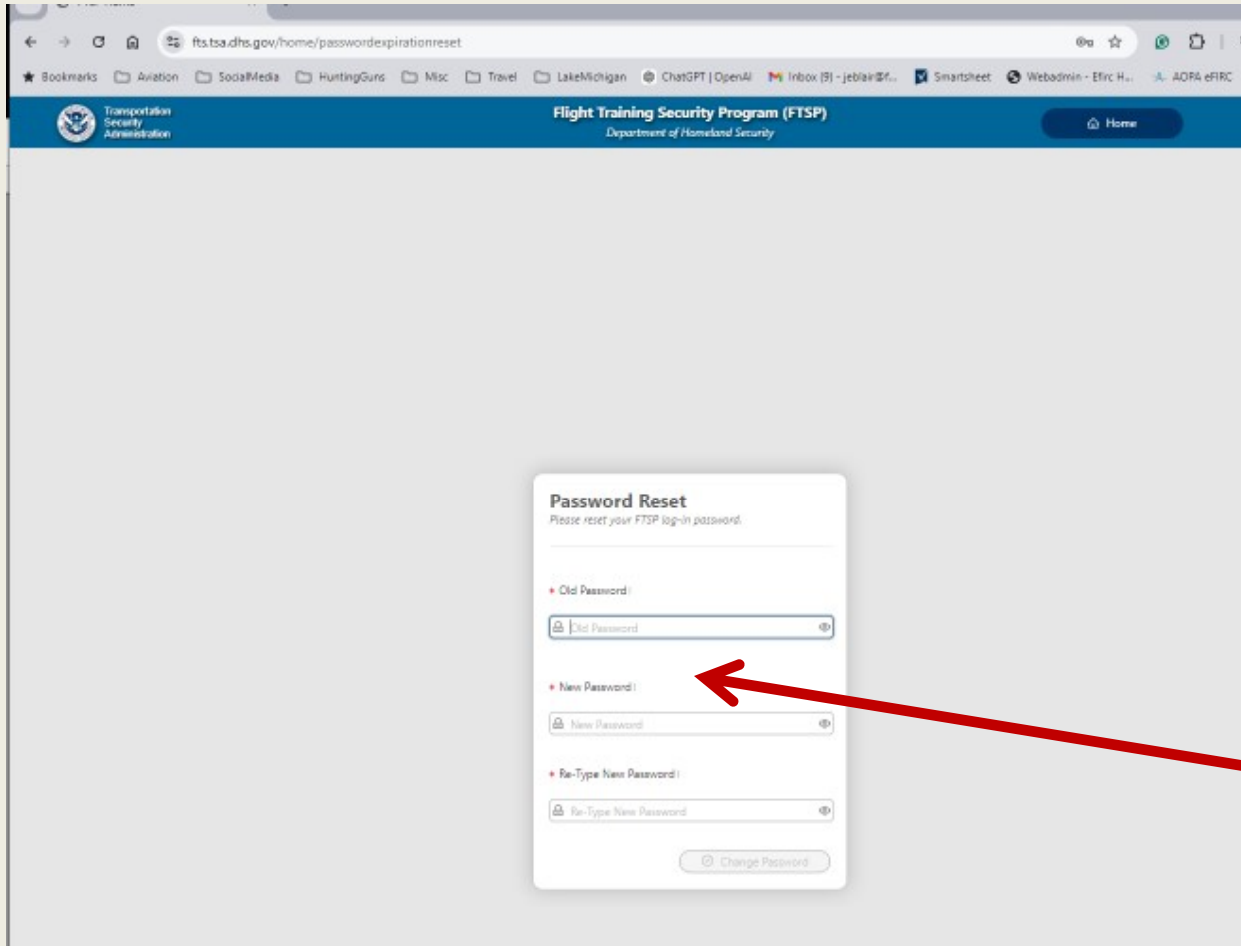


It will tell you that “account” has expired, but it means the password. It lets you then update it here to a new password.

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The screenshot shows a web browser window with the URL `fts.tsa.dhs.gov/home/passwordexpirationreset`. The page header includes the Transportation Security Administration logo and the text "Flight Training Security Program (FTSP) Department of Homeland Security". A "Home" button is visible in the top right. The main content area features a "Password Reset" form with the following fields:

- Old Password:
- New Password:
- Re-Type New Password:

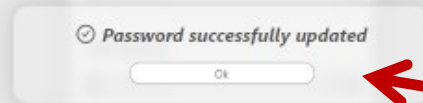
A "Change Password" button is located at the bottom of the form. A red arrow points from the right side of the slide to the "New Password" field.

Enter the temporary password again, then enter a new password and confirm it.

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This will update the password to your new password.



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Welcome to the TSA Flight Training Security Program (FTSP) portal.

FTSP's mission is to ensure that non-U.S. citizens and non-U.S. nationals (candidates) participating in flight training do not pose a threat to aviation or national security. Under U.S. law, U.S. flight training providers may only train candidates for whom TSA has issued a Determination of Eligibility.

**Candidates:**  
You must use this portal to apply for a TSA security threat assessment (STA) and pay the fee. Upon successful completion of the STA, you will be issued a Determination of Eligibility, which will allow you to train. Click on Register Options to start the process or select Log In if you already have an account. Select User Guides from the top menu for more information.

**Flight Training Providers:**  
Use this portal for the following actions:

- Set up an account with TSA. Click on Register Options to start or select Log In if you already have an account.
- Notify TSA about candidates requesting training.
- Upload images to comply with the Regulation.

**What's New**

**Notice(s)**

**FTSP STA Application Processing Status**  
2024-Oct-17, 14:22:26

FTSP is currently receiving a **high volume** of STA applications and Help Desk Emails. There are two types of applications: **expedited** and **non-expedited**. Once documents have been accepted and fingerprints received, expedited applications are processed within **seven (7)** calendar days and non-expedited within **thirty (30)** calendar days. Currently, FTSP Help Desk emails are being responded to within **forty-five (45)** calendar days. Please refer to the Candidate Guides located under the User Guide tab on the FTSP home page for additional information. To avoid delays, FTSP kindly suggests submitting your STA application at least 30 days in advance of your planned flight training. We thank you for your patience.

**Helpful tips for creating training events**  
2024-Oct-17, 17:44:05

Cannot create a training event.

On July 30, 2024, the FTSP Final Rule became effective, and one main part of the change was moving from an event-based security threat assessment to a time-based security threat assessment (3 years). In order to create training events for candidates, they would first need to submit an application via their candidate portal. Once FTSP issues a determination of eligibility (DOE) to the candidate, the candidate can then select a flight training provider. You would then receive an email notification advising you can create training events. When you click on Create Training Event, it will bring you to the training tab and a list of eligible candidates will show with a green check mark under the training eligibility column.

Candidate has a valid DOE - Final Approval and Provider cannot select Candidate for training.

First select the training dates, then the Training Type/Category, and then, the candidate(s) you are creating the training event for.

Please refer to the FTSP home page <https://www.ftsp.dhs.gov/home>, User Guides, Provider Guide pages 26 - 33 cover the training event notification process.

**Candidates Having Trouble Submitting an STA Application**  
2024-Oct-17, 14:22:20

- Ensure you have uploaded an image to each document entry.
- An expired document listed on your account, without an image, will also block submission. Either upload an image of that expired document or delete it.
- If the Submit button turns grey after clicking it, the application was submitted successfully.
- Please ensure all **Expired documents** are listed as **Expired** prior to submitting your application.

**Why Might the Review or Approval of an STA Application be Delayed?**  
2024-Oct-17, 14:22:17

**Candidate has not:**

- Submitted sufficient information
- Submitted accurate information
- Followed fingerprint instructions

**Candidate allegedly has one or more of the following issues:**

- Investigation inconsistencies that TSA has referred to USCIS or others for resolution

Transportation Security Administration | Terms of Use | Privacy Policy | Paperwork Reduction Act | Privacy Act Statement

You can now go back in and login with a fully verified account!

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