



# Talon ETA

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AN INTRO TO THE AFS SCHEDULING SYSTEM



## INTRODUCTION

### WHAT IS ETA?

ETA (Education and Training Administration) is a 100% web-based training management system designed specifically for the management of flight training. It is a system which offers training programs unprecedented tools for managing Curriculum, Instructor Records, Student Training Records, Resources, Scheduling and Operations, Accounting, Maintenance, HR etc.

### MINIMUM CLIENT COMPUTER RECOMMENDATIONS

Since ETA is a 100% web-based application, all you need is a decent computer and a web browser!

The following are minimum recommendations for your PC:

- Domestic customers should have at least broadband connectivity such as DSL, Fiber, or Cable. Overseas customers can get by with DSL, however, for optimal performance, Cable, Fiber or T3 connectivity is advised.
- 1.6 Ghz processor or better
- 2Gb RAM or better
- Monitor setting to 1024x768 - Minimum screen size: 17" viewable. All 1024x768 must be completely visible without scrolling
- Microsoft Internet Explorer Version 7 (Note: version 6 is no longer supported.) or better. **Must contain latest Microsoft patches for IE.** Some high-use pages have already been converted to work in other browsers.
- Operating System: Windows XP. **The operating system must contain the latest updates from Microsoft.** While multi browser support is an ongoing modification for the system, Microsoft IE is still primarily required. Any operating system that can run IE version 7 or better will work.
- To view some pages in ETA, you must have the FLASH plugin in your browser
- Your IT department may need to make certain small changes to the configuration of the security environment to be able to use ETA. These include Special PORT access, SSL Secure Socket Layer access for ETA's 256-bit security encryption or making the domain a trusted site.

*It is recommended that you only use Internet Explorer when accessing ETA*

Certain pages in ETA will not work if you have a Popup Blocker enabled. To disable popup blocker in IE:

1. Select Tools from the Internet Explorer menu
2. Select *Pop-Up Blocker*
3. Select *Turn Off Pop-up Blocker*

## LOGGING IN

### ETA ARDMORE WEB ADDRESS

To access the ETA Web Page, you will need to go to the link below:

[www.talon-systems.com/ardmore/](http://www.talon-systems.com/ardmore/)

This will then re-direct you to the website with a much longer URL. It is recommended if bookmarking or saving the URL, you should save the extended version.

<https://apps4.talonsystems.com/tseta/servlet/content?module=home&page=homepg&zajael120=765176A383C30C9EA8053185EF609A46>

### LOGIN DETAILS

If this is your first time logging into ETA your default details are as follows:

**Username:** [first Name].[last Name] *(Maximum of 16 Characters) (All lower case)*

**Password:** Password12

The first time you log in to ETA you will be prompted to change your password and pin from the default.

Your new password must be 6 characters long and contain at least one number and one letter

Your new pin must be at least 2 characters' long

#### **Difference between password and pin**

Your password is what you will use to initially login in to ETA, whilst your pin is what is used whilst navigating certain activities within ETA. Such as Activity Completions.

Your PIN acts more like a digital signature that you will use when signing flights back in (Activity Completions).

**Default PIN:** 1234

*If you are having trouble signing into ETA, see Zak in the Operations Office*

#### **iPhone and Android Talon ETA App**

You can also download the app for Talon Systems on your mobile device. To access the app you will need an access pin.

Access PIN: 0400615298

## HOME PAGE

Every user in ETA has a Home Page. This is the page that first appears after you log in. Below is an example of the Home Page for an instructor. From this page, depending on the level of access you have, you can go to the different components of ETA by clicking an item in the menu to the left of the page or selecting from the row of icons near the top right of the page.

[New Request](#) | [New Message](#) | [Directory](#) | [Feedback](#) | [Menu](#) | [Log Out](#) | [Home](#) | [Help](#) 












The buttons you, as a student, can access are:

- MENU - view a drill-down tree view of all ETA system areas
- LOG OUT - End your ETA session
- HOME - Back to the Home Page
- **HELP - [View this for help](#)**

There are 2 tabs on this page: Each of these tabs will display more information and links for more detailed data.



In the top right hand corner below the 'Post Schedule Status' you will find a few buttons:

-  My Course Outline (for students)
-  My Messages - Use this area for sending and reading ETA messages. Also use this page for setting up ETA Notifications to receive info on your mobile device or via email.
-  My Debit Account – view your flying account funds and expenditure
-  My 7-day outlook - View scheduled activities, requests, and availability for the next 7 days all on one page
-  My Currencies - View a list of your currencies. You can see which ones have **expired** and which ones are within 30 days of expiration (yellow color)
-  My Qualifications - View a list of your qualifications
-  My Pilot Log - View your pilot log entries.
-  My FIFs – Flight information files (similar concept to NOTAMS)
-  Change my Password
-  Change my PIN
-  Links – Clicking on this icon will open up a window to links that you may find useful throughout your training