

New England DBE Workshop Office of Civil Rights

DOORS Overview

Presented to: Airport Sponsors

By: Maria Sarra & Ossie Jordan

Date: July 24, 2008



DOORS Overview

- Login at: <https://www.faa.gov/secure/doors/>
- Enter your User ID (first initial of your name & last name) – If you forgot your password – click: Forgot Password, enter your email address and click - submit. DOORS will email your password to you. If you haven't used DOORS for 90 days, DOORS will prompt you to reset your password.
- To the left menu under Reviews, you will find DBE/ACDBE forms and instructions.
- To add DBE Awards Participation – 49 CFR Part 26, Select – Add Information.



DOORS Overview (Con't)

- **To Edit or Delete DBE Awards, Select Edit or Delete Information.**
- **Once you enter all your information - click on Submit. If there is information missing or incorrect, DOORS will provide a notice at the top of the screen in red letters advising what needs to be corrected.**
- **Page down, correct the data and click on Submit. Once you click on Submit, it sends an email to the External Program Manager for review and saves the info in DOORS as well.**



DOORS Overview (Con't)

- **To Edit or Delete – On the ACDBE menu, Select: Edit or Delete Info**
- **Select Grant Recipient from the pull down menu and Select: Submit**
- **Select the ACDBE you are editing and Select: Submit. Make required changes and Select: Save Changes**



Tips & Information

- **Part 26, DBE reports are due December 1st**
- **Part 23, ACDBE reports are due March 1st**
- **DOORS automatically totals and calculates**
- **No need to enter totals or percentages – DOORS will calculate for you!**
- **DOORS rounds off numbers to whole numbers – Do not enter decimals except for DBE goals line**



Tips & Information

- **A recipient and a consultant can both have their own individual user account for the same recipient.**
- **A consultant can have one user account for several recipients.**
- **If you are a consultant or other person representing an airport recipient, you must have the airport recipient's consent before requesting a user account in DOORS.**



Tips & Information

- **All User Accounts must have a valid email address**
- **All menus contain basic instructions**
- **Forms and instructions are at left menus**
- **Reboot and/or clear your internet cache before logging onto DOORS. To clear internet cache: Select Tools – Internet Options – Delete Cookies – Delete Files – Clear History**
- **Session time is 60 minutes**
- **If you are having any difficulty with any of the above, call you External Program Manager for assistance**
- **You can also refer to the DOORS FAA User Guide for assistance**

