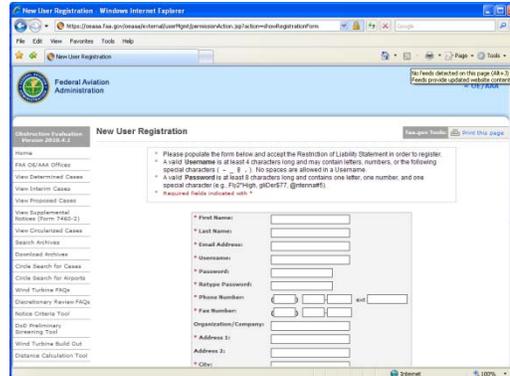


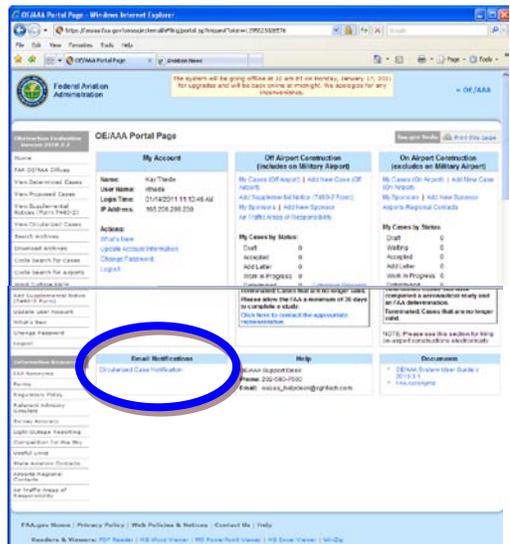
# Tutorial

## New user registration

- Complete the requested information.

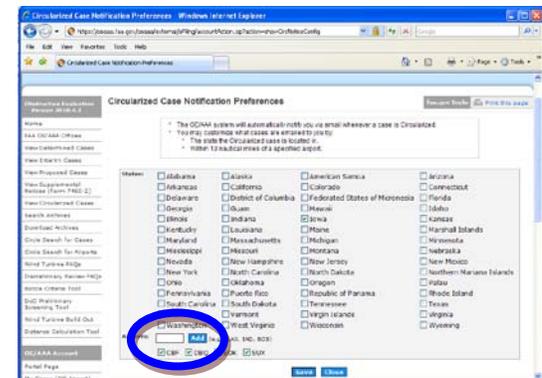


- Your personal page displays after you register.
  - Scroll down to the bottom of the Web page.
  - Move your cursor to the lower-left side of the Web page to the “E-mail Notification” heading.
  - Click on the “Circularized Case Notification” link.



- Type in your airport identifier in the white rectangle (near bottom of the state list).

- Press the save button.



E-mail notifications are sent when a case is determined within 13 nautical miles of the airport.

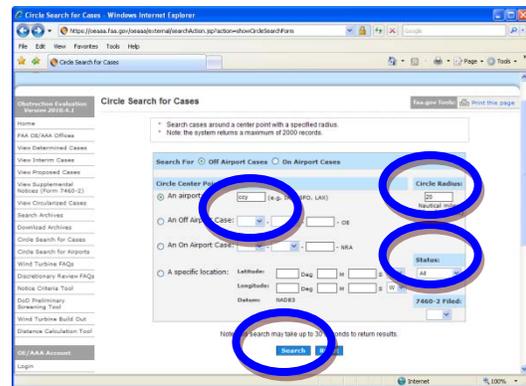
### Sample notification

**From:** oeaaa\_helpdesk@cghtech.com [mailto:oeaaa\_helpdesk@cghtech.com]  
**Sent:** Tuesday, January 25, 2011 2:17 AM  
**To:** Thede, Kay [DOT]  
**Subject:** OE/AAA Circularized Case Notification

ASN	Status	Date Circularized	Date Determined	City	State	Latitude	Longitude
NEW <a href="#">2010-ACE-3504-OE</a>	Determined		01/24/2011	Dubuque	IA	42° 23' 51.70" N	90° 39' 53.59" W

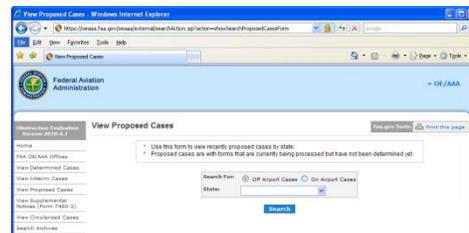
### Search for cases around a specific airport

- Type in the airport identifier.
- Type in the number of miles from the airport.
- Select the status option you want from the drop-down menu (all, determined, interim, circularized or proposed).
- Press search.
- Click on any column heading to sort by that heading (e.g., click on the case number to sort by newest case first).



### Search for proposed cases

- Select Iowa to display all cases proposed in Iowa.



## Notice criteria tool

This is a useful tool for developers in the initial planning stage.

- Enter location of the proposed structure to determine if a 7460 FAA review is needed.
- Enter latitude, longitude, site elevation and structure height, and indicate if the structure is a traverse way.
- Select if the proposed structure is off or on airport property.

Results will indicate whether the proposed structure exceeds notice requirements.

## Wind turbine build-out

Displays wind turbine cases that have an FAA determination.

- Type in the latitude and longitude for an airport. (This information is in the Airport Directory.)
- Press the submit button.

- A map with determined wind turbines within 48-nautical miles of the location is entered.