

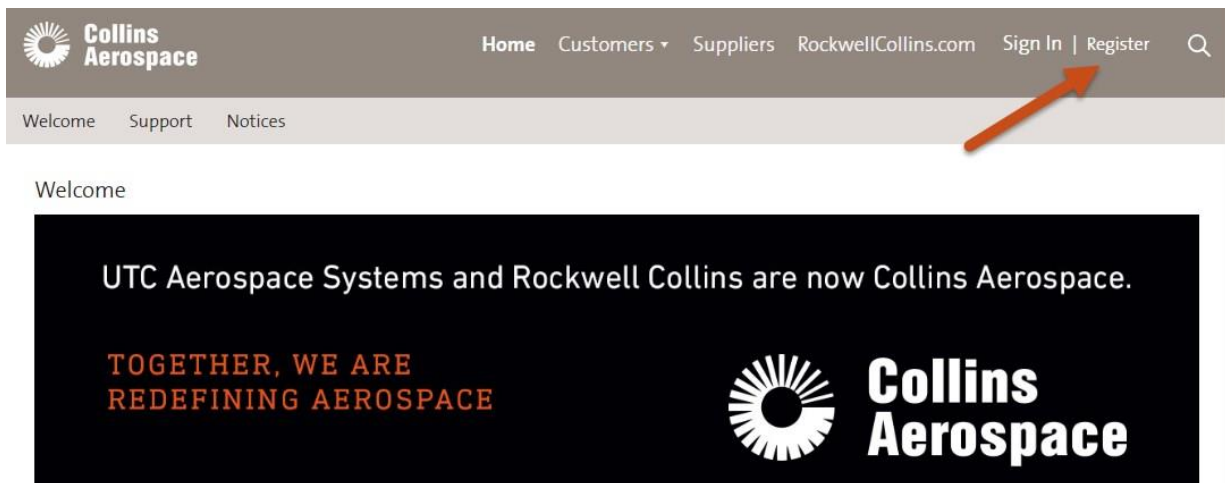
## Publications Registration Process

For questions, please contact [pubstrain@rockwellcollins.com](mailto:pubstrain@rockwellcollins.com)

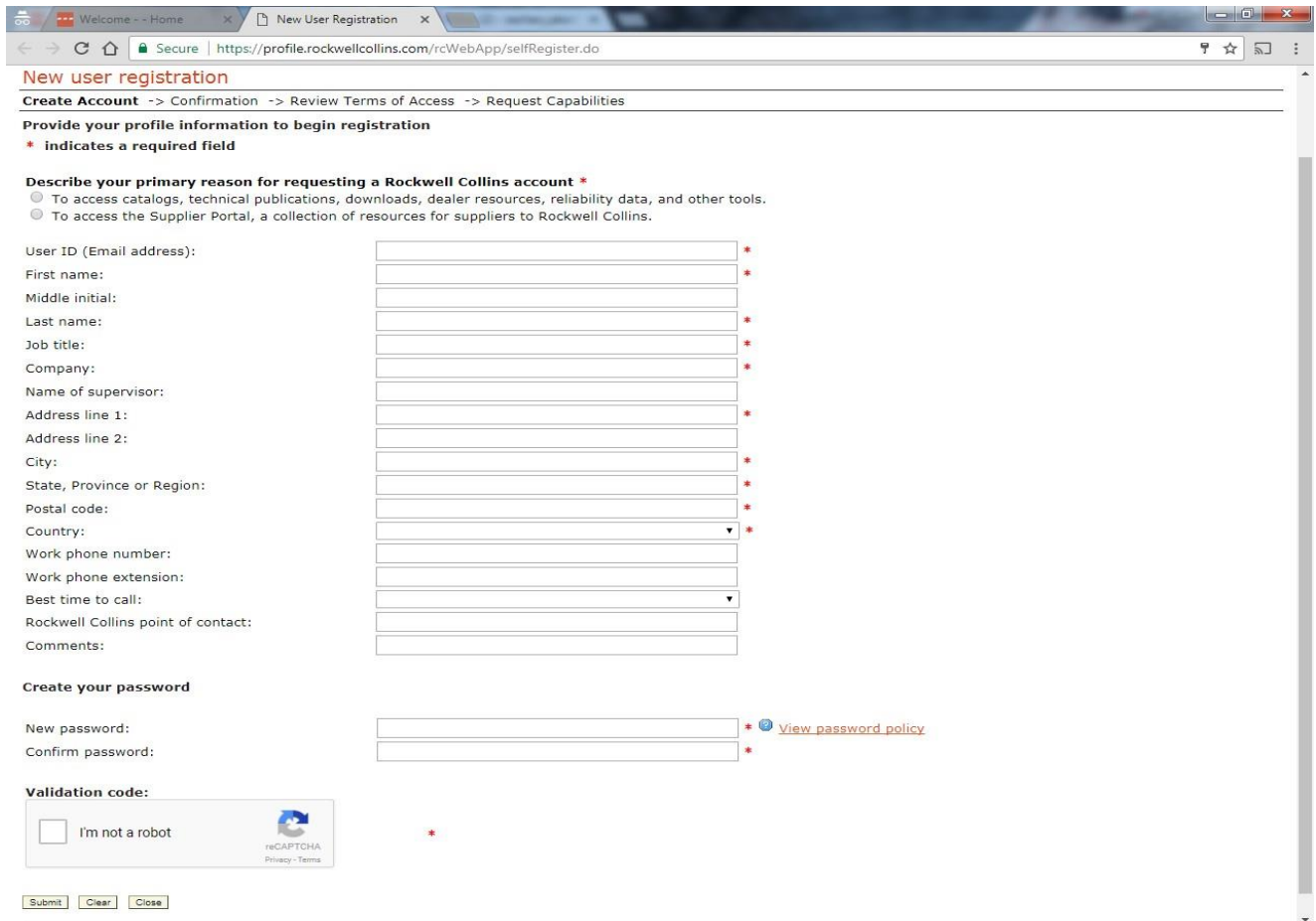
If you already have an existing account, please login and skip to page 5 of these instructions.

To gain access to Technical Publications through Collins Aerospace, please visit:  
[portal.rockwellcollins.com](http://portal.rockwellcollins.com).

Upon selecting Register, you will be prompted to enter detailed information in regards to your account request.



Once you select Register, you will be prompted to enter information in regards to your account request.



The screenshot shows a web browser window with the URL <https://profile.rockwellcollins.com/rcWebApp/selfRegister.do>. The page title is "New user registration". Below the title, there is a breadcrumb trail: "Create Account -> Confirmation -> Review Terms of Access -> Request Capabilities".

The main heading is "Provide your profile information to begin registration". A note below it states: "\* indicates a required field".

Under the heading "Describe your primary reason for requesting a Rockwell Collins account \*", there are two radio button options:

- To access catalogs, technical publications, downloads, dealer resources, reliability data, and other tools.
- To access the Supplier Portal, a collection of resources for suppliers to Rockwell Collins.

The form contains the following fields, all marked with a red asterisk to indicate they are required:

- User ID (Email address):
- First name:
- Middle initial:
- Last name:
- Job title:
- Company:
- Name of supervisor:
- Address line 1:
- Address line 2:
- City:
- State, Province or Region:
- Postal code:
- Country:
- Work phone number:
- Work phone extension:
- Best time to call:
- Rockwell Collins point of contact:
- Comments:

Below these fields is the "Create your password" section, which includes:

- New password:  [View password policy](#)
- Confirm password:

The "Validation code" section features a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA" logo. Below the widget is a red asterisk indicating a required field.

At the bottom of the form, there are three buttons: "Submit", "Clear", and "Close".

Once you have completed the form, select the submit button at the bottom of the page. You will then receive information about your request. If you do not receive any email in regards to your request please use the ID information and call 319-295-2000 for 24/7 assistance.



### New user registration

Create Account -> **Confirmation** -> Review Terms of Access -> Request Capabilities

Thank you for your interest in Rockwell Collins.

Your next steps will be to view and accept our Terms of Access and then select the desired capabilities. You will receive an email from [portaladmin@rockwellcollins.com](mailto:portaladmin@rockwellcollins.com). Please add this address to your email address book and check your junk mail folder for messages that may have been inadvertently placed in this folder.

Your request ID for tracking purposes is 1181641. If you have any questions, or if you would like more information, please [contact us](#) and mention communication ID REG-525.

Close

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If your account has been processed successfully you will receive an email with the following information:

Rockwell Collins Portal profile created >

 portaladmin@rockwellcollins.com via   
to  >

*This message has been auto-generated. Please do not respond to this message.*

Your Rockwell Collins profile has been created with user ID . The next step will be to review and accept our [Terms of Access](#).

If you are unable to click the link above, please copy and paste the following URL into your browser: <https://profile.rockwellcollins.com/rcWebApp/> 

Your request ID for tracking purposes is 1181641. If you have any questions, or if you would like more information, please [contact us](#) and mention communication ID REG-525.

Customer Portal:  
[www.rockwellcollins.com/customer](http://www.rockwellcollins.com/customer)

Supplier Portal:  
[www.supplycollins.com](http://www.supplycollins.com)

Selecting the link within the email you will be redirected to the Terms of Access page:



## New user registration

Create Account -> Confirmation -> **Review Terms of Access** -> Request Capabilities

### Terms of Access

The following are terms of a legal agreement between any user ("you" or "User") of this Web site or Database, and Rockwell Collins. By accessing, browsing, and using this Web site or Database, you acknowledge having read, understood and hereby agree to be bound by these terms and conditions, as modified or amended from time to time and each time you access the Web site or Database, you reconfirm your agreement. Therefore, it is recommended that you frequently review the Terms of Access and policies so that you understand the terms and conditions that apply to your use of the site.

By clicking here I confirm that I have read, understood, and agree to the Terms of Access.

**IMPORTANT!** After accepting the Terms of Access, you will be directed to the login page. If you are not able to log in on your first attempt, please wait 15 minutes and try again, as there may be a delay while our systems synchronize.

After logging in, you can request access to desired capabilities.

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You must accept the terms of access before you can proceed to the Manage Profile page:



[Manage Profile](#) | [Manage Password](#) | [Track Requests](#) | [Manage Access](#)

#### Manage Profile

##### Your Profile Information

User ID (Email address):  
First name:  
Middle initial:  
Last name:  
Job title:  
Company:  
Name of supervisor:  
Address line 1:  
Address line 2:  
City:  
State, Province or Region:  
Postal code:  
Country:  
Work phone number:  
Work phone extension:  
Best time to call:  
Rockwell Collins point of contact:  
Comments:

After you open the Manage Access page you will be prompted with a list of capabilities that you can enable for your account.



[Manage Profile](#) | [Manage Password](#) | [Track Requests](#) | [Manage Access](#)

## Manage Access

### Requested capabilities

View the capabilities you can currently access, as well as the status of pending requests.

### Search for capabilities

Type search criteria in the space provided below and then choose **Find Capabilities**.

### Request Additional Access

Choose additional capabilities that you would like to access, then choose Submit to forward your request to Rockwell Collins. Your request should be processed within two business days.

#### [Customer Capabilities](#)

Airline

Access news, contacts and product information specific to Air Transport aircraft owners and operators.

obtain order status.

Technical Publications and Training

Identify, view and download the most current version of a publication, service bulletin, and related documents by part number, equipment type, system, and similar functions. For FMS Navigation Database, please access <http://www.rockwellcollins.com/fms>

Worldwide Rental Exchange Catalog

Access the Rockwell Collins Worldwide Rental Exchange Catalog in Adobe® PDF format

#### [Supplier Capabilities](#)

Accounts Payable

View dates that items are scheduled to be paid as well as the history of past payments.

Quotes

Allows suppliers to view and respond to Electronic Requests for Quotes also known as eRFQs. The portal then completes all quotes and programmatically selects a winning supplier based on a Total Cost of Ownership formula.

Supplier Scorecard

Allows suppliers to view how they are performing on Rockwell Collins Supply Chain Delivery and Quality measures. Provides details on supplier shipments that are early or late, as well as an overall quality score.

Select the Technical Publications and Training checkbox, and then Submit at the bottom of the page.

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[Manage Profile](#) | [Manage Password](#) | [Manage Access](#)

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## Thank you

Most requests are processed within two business days. You will receive an email from [portaladmin@rockwellcollins.com](mailto:portaladmin@rockwellcollins.com) once we have processed your request.

Choose **OK** below to return to the Manage Access page.

After submitting your request, please allow time for our publication registrar to process your account to activate the publications associated to your company.

If you have not heard back from our team within 2 business days, please contact our Publications and Training Distribution team at [Pubstrain@rockwellcollins.com](mailto:Pubstrain@rockwellcollins.com) or by calling 319-263-4727.