

VLB: Request a CASTLE Account for VLB Only

TO BEGIN – Navigate to [CASTLE](#)

On the initial screen, you must click “I Agree” to continue.


****Warning**Warning**Warning****

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

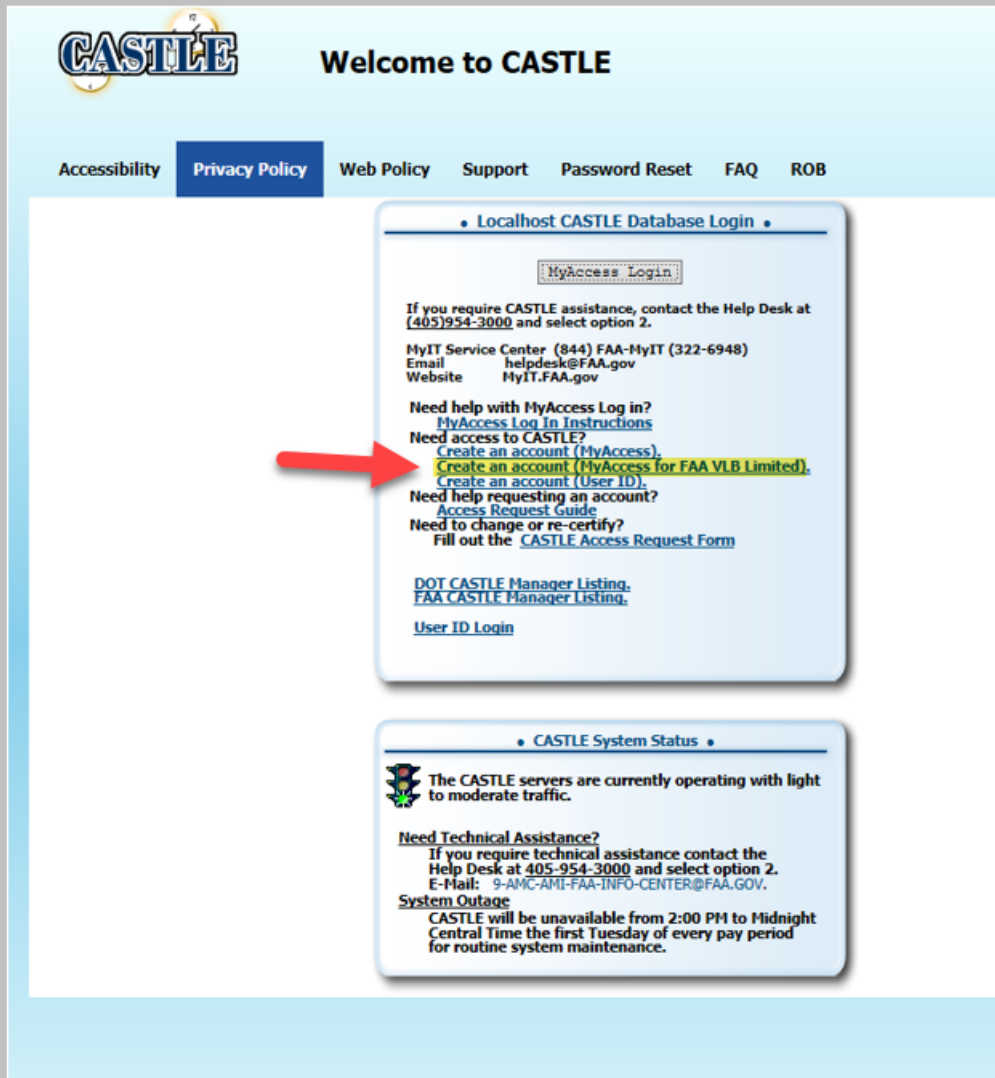
- You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system;
- At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system; and
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

CLICK to "I AGREE" to consent to these terms of use.

****Warning**Warning**Warning****



On the CASTLE logon screen, select the “[Create an account \(MyAccess for FAA VLB Limited\)](#)” option



CASTLE Welcome to CASTLE

Accessibility Privacy Policy Web Policy Support Password Reset FAQ ROB

• Localhost CASTLE Database Login •

If you require CASTLE assistance, contact the Help Desk at (405)954-3000 and select option 2.


MyIT Service Center (844) FAA-MyIT (322-6948)
Email helpdesk@FAA.gov
Website MyIT.FAA.gov

Need help with MyAccess Log in?
[MyAccess Log In Instructions](#)
Need access to CASTLE?
[Create an account \(MyAccess\)](#),
[Create an account \(MyAccess for FAA VLB Limited\)](#),
[Create an account \(User ID\)](#).

Need help requesting an account?
[Access Request Guide](#)
Need to change or re-certify?
Fill out the [CASTLE Access Request Form](#)

[DOT CASTLE Manager Listing](#)
[FAA CASTLE Manager Listing](#)
[User ID Login](#)

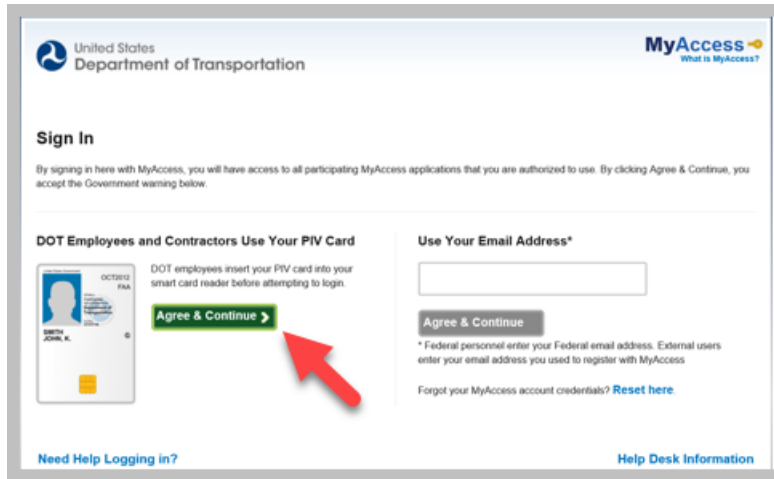
• CASTLE System Status •

 The CASTLE servers are currently operating with light to moderate traffic.

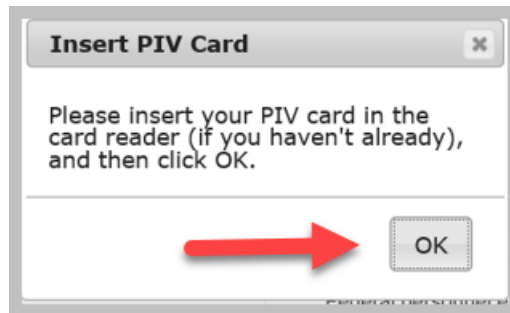
Need Technical Assistance?
If you require technical assistance contact the Help Desk at 405-954-3000 and select option 2.
E-Mail: 9-AMC-AMT-FAA-INFO-CENTER@FAA.GOV.

System Outage
CASTLE will be unavailable from 2:00 PM to Midnight Central Time the first Tuesday of every pay period for routine system maintenance.

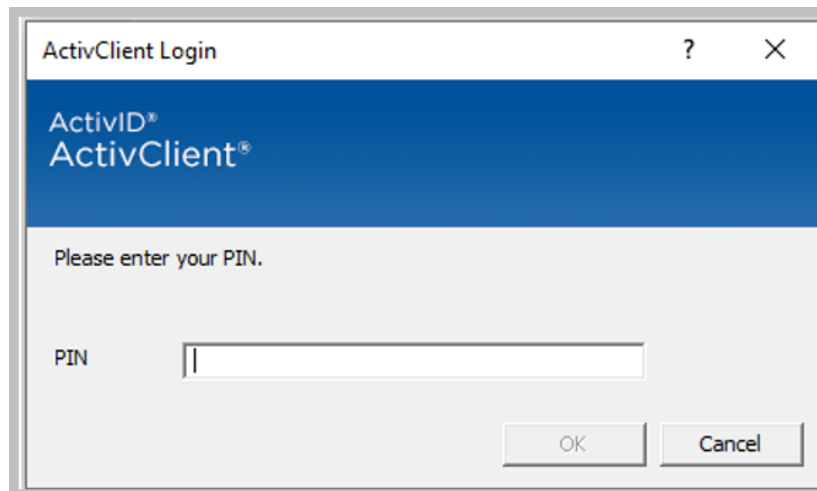
On the MyAccess logon page click “Agree & Continue” (**NOTE:** If you have let your Active Directory account expire, you will have to contact the HelpDesk @ 1-844-FAA-MYIT [322-6948] to get it enabled)



On the popup, click “OK”



Enter the PIN for your PIV



On the next screen, click “I have read the statement above. Please continue with the access request process.”


CASTLE Return

Request Access FAA Voluntary Leave Bank Limited

Wednesday, December 02, 2020 2:16:51 PM

WARNING

This is a U.S. Federal Government information system that is 'FOR OFFICIAL USE ONLY'.
Unauthorized access is a violation of U.S. Law and may result in criminal or administrative penalties.
Users shall not access other users' or system files without proper authority.

 **I have read the statement above. Please continue with the access request process**

[I do not wish to continue](#)

On the next screen:

- Enter an “Alternate Email” if you would like your CASTLE notifications to go to an email other than your FAA.gov email address.
- Select a “Supervisor” from the drop-down list. For the purposes of VLB, each facility has management designated CASTLE POCs. If you are unsure of who to choose, please ask your immediate supervisor.
- Click “Submit Request”


CASTLE Return


Request Access FAA Voluntary Leave Bank Limited


Wednesday, December 02, 2020 2:30:00 PM

- Complete this form only if your use of CASTLE is limited to the FAA Voluntary Leave Bank
- Please complete the required information below.
- All fields are required unless identified as (Optional).

Employee Name: BRILL, LISA M
FAA Email: lisa.m.brill@faa.gov

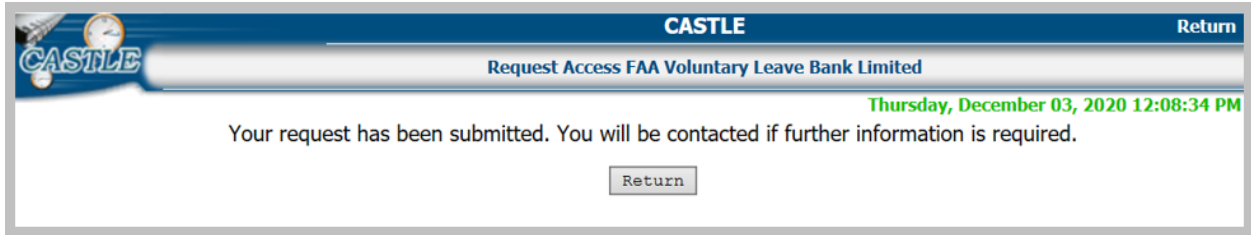
 Alternate Email (Optional):

Supervisor: 



(Contains Privacy Data, P.L. 93-579, Privacy Act)

You'll receive the following confirmation screen. You may now log off of CASTLE.



Once your Management Designated CASTLE POC and AHR Regional CASTLE manager have approved your CASTLE request, you will receive an email notification at your FAA or ALTERNATE mailbox.