

# INITIAL BADGE REQUEST

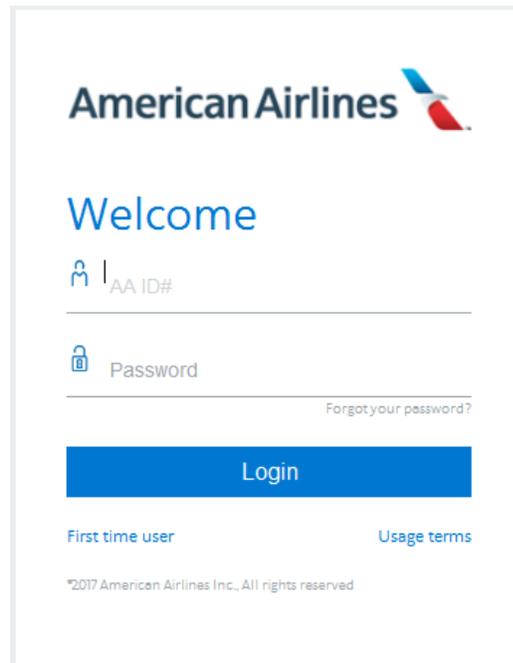
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Need a new badge? You can use our mobile-friendly site to request one. Using the guide below, you'll learn how you can make the request, including submitting an approved photo. Not sure what we mean by approved photo? Find out more in the [photo guidelines](#).

## User Guide

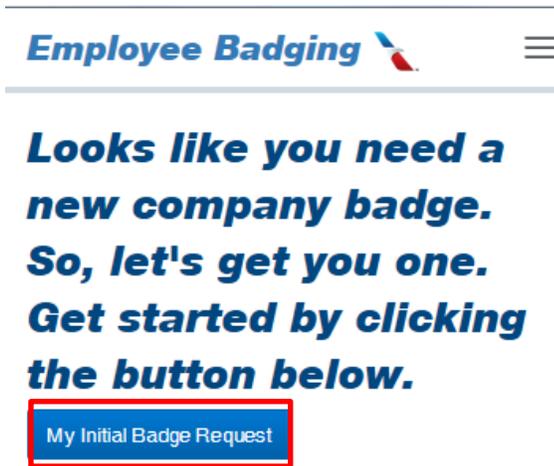
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1. Log into <https://badging.aa.com>  
Using your Jetnet ID and password



The screenshot shows the login page for the American Airlines badging system. At the top, the American Airlines logo is displayed. Below the logo, the word "Welcome" is written in a large, blue font. There are two input fields: the first is labeled "AA ID#" and has a person icon to its left; the second is labeled "Password" and has a lock icon to its left. A blue "Login" button is positioned below the password field. To the right of the password field, there is a link that says "Forgot your password?". At the bottom of the page, there are two links: "First time user" and "Usage terms". A small copyright notice at the very bottom reads "©2017 American Airlines Inc., All rights reserved".

## 2. Select My Initial Badge Request



3. Employee ID and Legal Last name will auto populate and cannot be changed. Legal first name and Legal Middle name will also auto populate. **Only** complete and/or edit **Legal First name** and **Legal Middle Name** if any data is missing or incorrect. Legal first name is what is shown on your government issued ID, i.e. driver license or passport. Middle name is optional therefore this box can display your full middle name, just an initial, or be left blank. If you have a preferred name this can be entered in **Preferred First Name** i.e. Sam for Samantha. Preferred name must comply with the [name guidelines](#).

The screenshot shows the 'Badge Request' form. The header includes the text 'Employee Badging' with a logo and a hamburger menu icon. Below the header, the title 'Badge Request' is displayed in bold blue text, followed by the instruction 'Please enter your information'. A red dot indicates a required field. The form contains the following fields:

- Employee ID**: A text box containing '888888'.
- Legal Last Name**: A text box containing 'Smith'. Below it is a link 'Last Name Incorrect?'.
- Legal First Name**: A text box containing 'Samantha'. It has a question mark icon and a red dot.
- Legal Middle Name**: An empty text box. It has a question mark icon.
- Preferred First Name**: A text box containing 'Sam'. It has a question mark icon and a red dot.

If your last name is incorrect discontinue the badge request and reach out to the [Team Member Service Center](#). After you receive confirmation of your name change, you'll want to submit a new badge request 24 hours later (we need to allow some time for our systems to update and talk to each other).

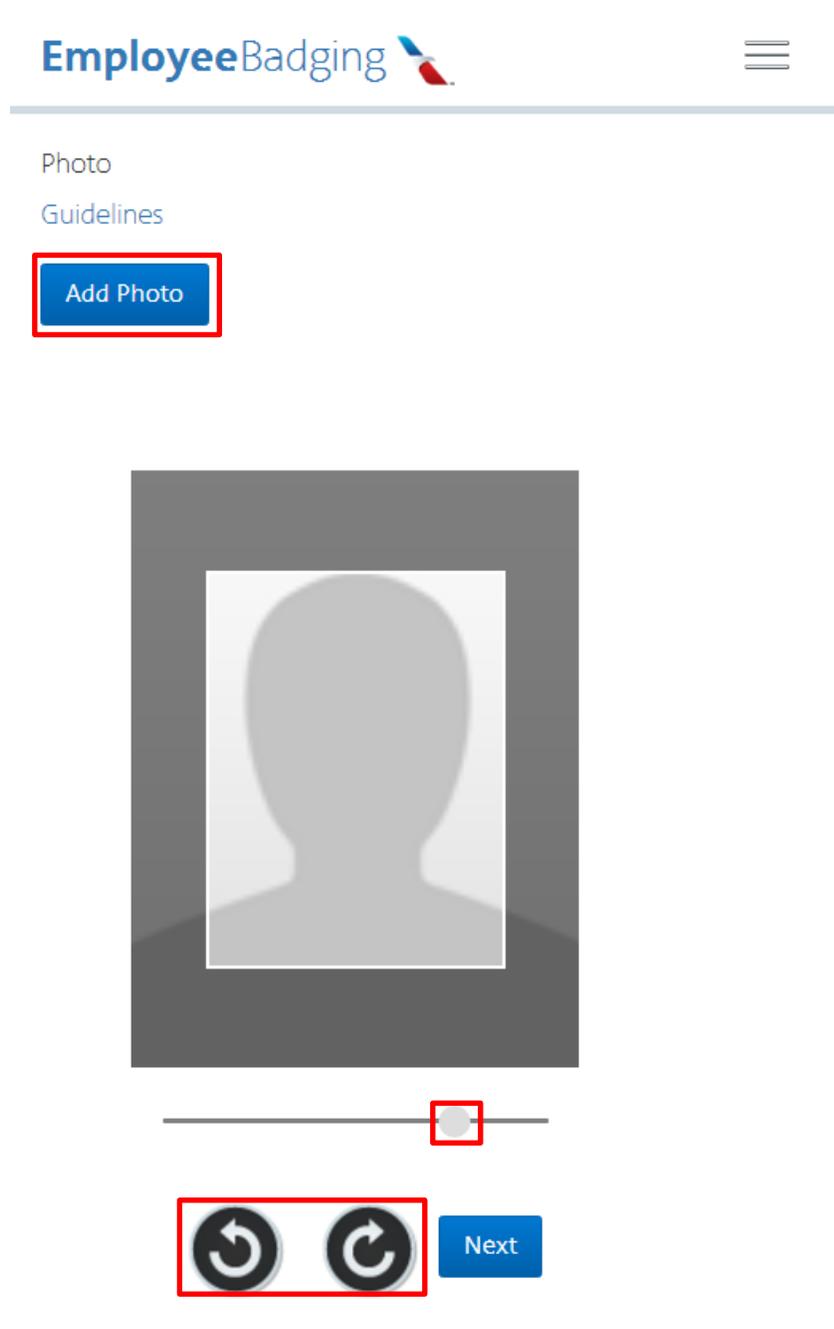
4. Enter your **Location** from a list of pre-defined options where your badge will be sent once it is created. Start by beginning to type in your location and the box will begin to autocomplete. As you start typing a list will appear, choose your location from the drop-down list.

*Locations will all start with your nearest 3 character airport code followed by a description of the location. Each location will map to a local badging contact or General Manager. Some locations may be consolidated to one point of contact (i.e. DFW Hangars 1,2, and 3 are just "DFW West Hangars").*  
*Example: If your physical location is at the DFW airport terminals, begin by typing "Dallas" or "DFW" in the location box. Your location options will appear. Select your location.*

Legal Last Name	<input type="text" value="Lorenzen"/>
<small>Last Name Incorrect?</small>	
Legal First Name	<input type="text" value="Timothy"/>
Legal Middle Name	<input type="text" value="P"/>
Preferred First Name	<input type="text" value="Tim"/>
Location	<input type="text" value="dfw"/>
Photo	

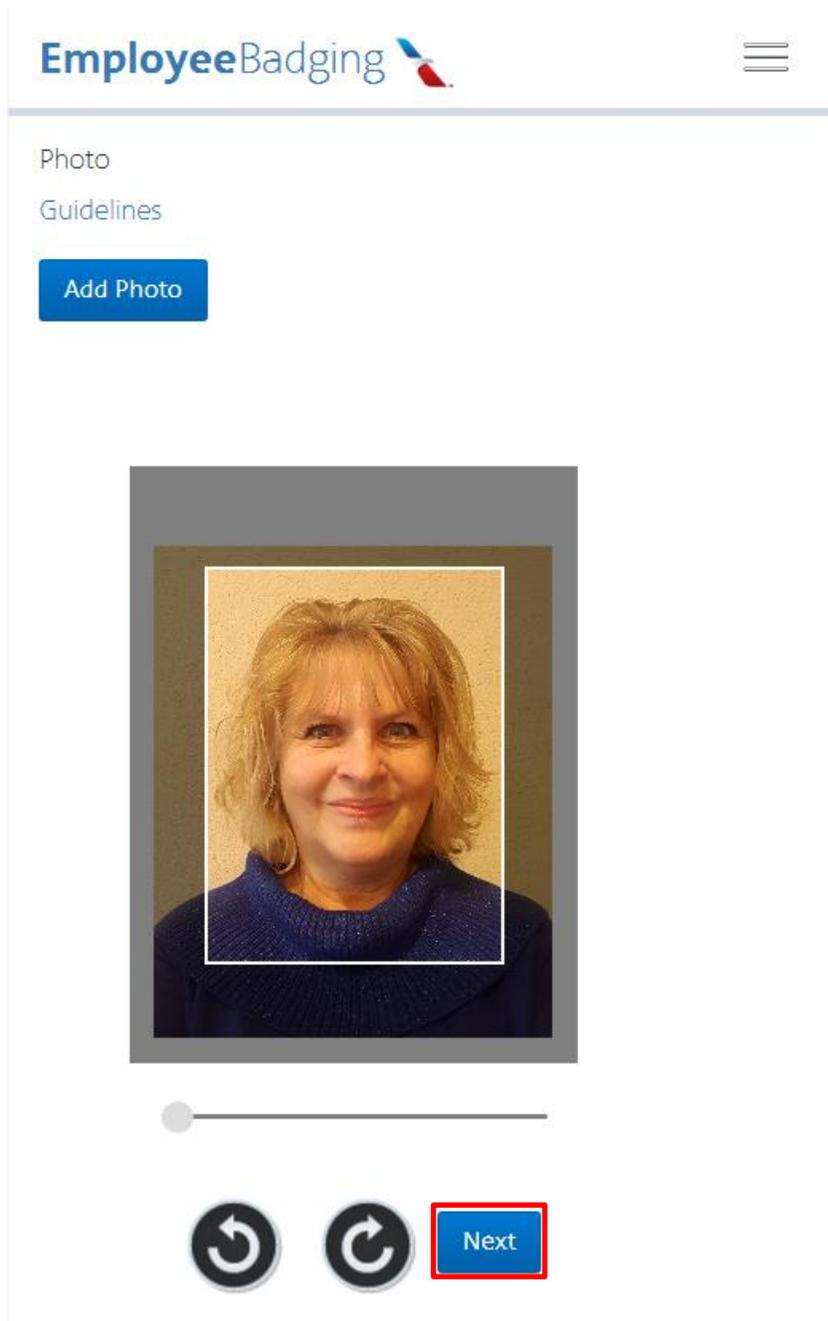
DFW Dallas Fort Worth AA Headquarters 1 (HDQ1)  
DFW Dallas Fort Worth AA Headquarters 2 (HDQ2)  
DFW Dallas Fort Worth AAFCU Headquarters  
DFW Dallas Fort Worth Cargo  
DFW Dallas Fort Worth Flight Training Academy (GSW)  
DFW Dallas Fort Worth Hanger 5 (DWH)  
DFW Dallas Fort Worth Integrated Operations Center (IOC)  
**DFW Dallas Fort Worth Intl Airport Terminal, TX**  
DFW Dallas Fort Worth Reservations Office (SRO)  
DFW Dallas Fort Worth Training and Conf Center  
DFW Dallas Fort Worth West Hangars  
DFW Irving Envoy Headquarters

5. To upload your photo, select **Add Photo**. If you are using a mobile device, you will be able to select your camera and take a selfie using your device. If using a desktop computer, adjust your picture using the slider bar, mouse wheel, rotate buttons, and by clicking and dragging the image with your cursor so your face fits inside the middle box. If using a mobile device you can pinch the photo to increase/decrease size and touch and slide the photo to move the image so your face fits inside the middle box. Position the picture just below your shoulders with your full head and face in view. Take your photo indoors in good lighting up against a wall (solid background). And if you have any questions, please take a look at the [Photo Guidelines](#).



When you select **Add Photo** from your mobile device, you will be given the option to either select an existing photo on your device or selecting your camera to take a photo. All photos need to follow the [photo guidelines](#).

6. Once your photo is uploaded and positioned properly in the middle box, select **Next**



The screenshot shows the 'EmployeeBadging' web interface. At the top left is the logo 'EmployeeBadging' with a red and blue graphic element. To the right is a hamburger menu icon. Below the logo, the text 'Photo' and 'Guidelines' is visible. A blue button labeled 'Add Photo' is positioned below the text. The central part of the interface features a large grey rectangular frame containing a portrait of a woman with blonde hair wearing a blue turtleneck sweater. Below the photo frame is a horizontal slider bar with a grey circle on the left side. At the bottom of the interface are three circular icons: a left-pointing arrow, a right-pointing arrow, and a blue rectangular button with the text 'Next' inside, which is highlighted with a red border.

7. A preview will appear. Ensure that your details, all names, employee number and photo are correct and select **Yes**. If something doesn't look right, select **No**.

Badge Preview ✕

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Expires  
**DD-MMM-YYYY**

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JONES, SAMANTHA



**SAM**  
Employee #  
**00798548**

**American**

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Is this correct?

8. Please read the statement that appears. If you agree select **Submit**.

Badge Submission ×

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By selecting "Submit" you certify the data here is correct and appropriate and you acknowledge and agree to this request being submitted to your manager for review.

Furthermore, by selecting "Submit" you acknowledge and agree that you either own or have the right to provide the photograph submitted, and that you grant to American Airlines a license to retain and use the photograph in relation to your employment for American Airlines.

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9. Success message will appear, and your badge request will be sent to your manager for review.

**Employee Badging**  ☰

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**Success**

*Thank you, your badge request has been submitted successfully to your manager for approval.*

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If there are technical issues with the website call the IT Helpdesk at +1 480-693-6029.

If you have questions on the use of the site please email [employee.badging@aa.com](mailto:employee.badging@aa.com)

## **GUIDELINES**

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Below are the guidelines for Name and Photo when submitting a badge request. Please ensure all badge requests conform to these guidelines.

### **Badge Photo Guidelines**

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Guidelines for appropriate and usable pictures for ID badges are outlined below.

- Background must be a solid color
- Head must be directly facing the camera with your full face in view
- No sunglasses or dark lenses
- No hats or head coverings unless worn daily for religious purposes. Your full face must be visible and your head covering cannot cast shadows on your face
- No headphones or wireless hands-free devices
- No photo alternations or filters applied
- Color photos only
- Uniforms or business casual are acceptable attire
- Taken with a neutral facial expression or a natural smile, with both eyes open
- No outdoor photos

### **Name Guidelines**

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Guidelines for acceptable names on ID badges.

- Legal Last Name will auto populate. If the last name is incorrect please contact the [Team Member Service Center](#) (for mainline) or your HR department (for Envoy, Piedmont and PSA) so they can make the update for you. Once you receive confirmation that your name has been updated, please wait 24hours before submitting your new badge request.
- Legal First Name used on an official government passport or travel document. Usually the first name from an official government birth certification, unless the person's name has changed based on certain events, such as a marriage or a valid court order for a name change.
- Middle name is optional. This can be left blank, just be the middle initial or the full middle name. Legal Middle name is what is used on an official government ID such as a driver's license or passport.
- Preferred name is a name an employee prefers to be known by that may be different from his or her legal first name. Before you make a change here, know this name will display prominently on your badge. Also, be sure it's appropriate. Preferred names attempting misrepresentation, fraud or interpreted as offensive by a reasonable person should not be used.