



**Southeastern Oklahoma
State University**

**SOUTHEASTERN OKLAHOMA
STATE UNIVERSITY**

Aviation Sciences Institute

Student Talon ETA Training Manual

Original July 07, 2020



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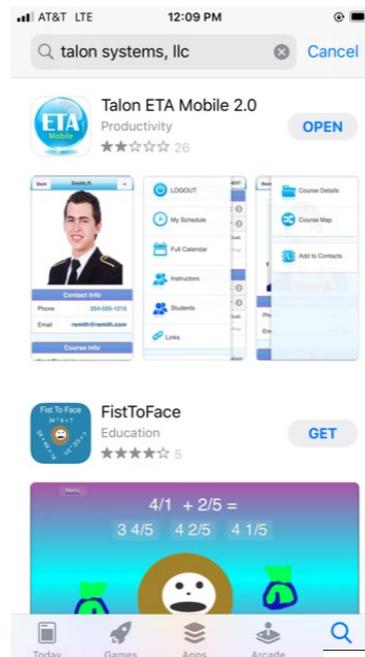


ETA – Education & Training Administration

ETA (Education and Training Administration) is a 100% web-based training management system specifically Southeastern uses a comprehensive scheduling, dispatch, and learning management system called ETA from Talon. for the management of flight training; curriculum, student records, resources, flight scheduling and following/operations.

TALON ETA Mobile 2.0 ONLINE APP

Go to the app store and find Talon ETA Mobile – download



When you open it will ask you for access code. That code is **0500843185** after you enter that it will ask you to set up your password and your pin. The password must be at least 5 letters there are no set rules of what you can use. Your pin is 4 numbers this is your electronic signature in the system. Do not forget this number and do not give this number to anyone else.



ACCOUNT INFO

LOGIN

Status: Ready...

Current as of 04 JUN 2020 12:09

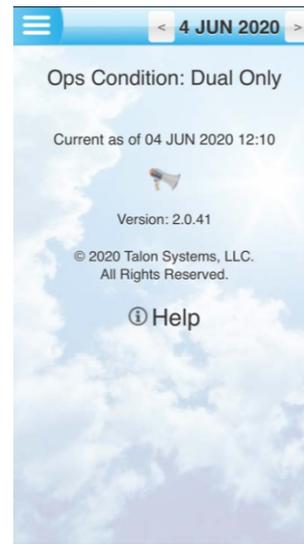


Version: 2.0.41

Once you log in you will see the screen that gives you Ops conditions and on the left corner is a drop down and if you choose my schedule or scheduling you can see the flights for you for the day.

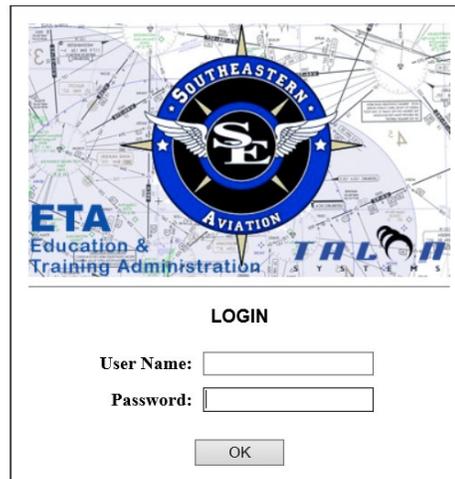
Please see the following pages for computer access and how to look at your information like grades and flight log and flight account.

On some android phones after you open then you can hit the little page sign at bottom and tell it to save to phone and it will put the app on your phone. Some android phones do not get push notifications.



Student Training Guide for Talon System ETA

Log in to talonsystems.com/sosu



The “Home” page has icon shortcuts to different things on the top right-hand corner, including a short cut to change your password or your pin. The left side is how you go into your records.



The “My issues” is where you get notifications.

Click on personnel on left hand side. Then click “filter” – your name should come up.

Click on the “D” and you will see your detail and on left hand side a navigation list.

The screenshot shows the 'ETA Personnel Students' interface. At the top, there are navigation links: REQUEST, NEW MESSAGE, MENU, LOG OUT, HOME, HELP. Below this is a search and filter section with dropdowns for Team, Course, Class, Site, and Instructor. A 'FILTER' button is visible. The main area displays a table of personnel records. The first record is for 'PERSON, TEST' with ETA ID 999999, Team A, and Instructor RESH, ELIZABETH. Below the table is a navigation bar with 'My Schedule' and 'My Issues' tabs. The 'My Issues' tab is active, showing a notification: 'You have a debit account balance of \$0.00 which is below the debit account minimum balance of \$200.00.'

Please go to addresses click and then edit each one all three of these should be completely and correctly filled out.

Please go to emergency contact and fill out this area completely.

This is where you can view many areas including your pilot log, schedule, grades, and debit account.

The screenshot shows the 'ETA Personnel Student Details' page for 'PERSON, TEST'. The page has a navigation menu on the left with options like DETAILS, DOCUMENTS, HOLDS, GROUND, PILOT LOG, SCHEDULE, CURRENCIES, QUALIFICATIONS, COMMENTS, TRAINING STATUS, INFORMATION RELEASE, TRAINING HISTORY, ADDRESSES, EMERGENCY CONTACT, NO-SHOWS, RATES, ROLE ASSIGNMENT, DEBIT ACCOUNT, AVAILABILITY, and COURSE DETAILS. The main area displays personal information, registration details, and course information. The 'Personnel' section shows: Display Name: PERSON, T.; ETA ID: 999999; Title: ; First Name: TEST; Last Name: PERSON. The 'Registration' section shows: Registration Date: 12 MAY 2020; 1st Scheduled Activity Date: 12 MAY 2020; Ground School Start Date: 12 MAY 2020; Active Courses: 1. The 'Course' section shows: Course Grade: ; Team: Team A; Instructor: RESH, E.+; Status: Active; Course Contract: Stdtr Trng Stnd; PO: ; Course: ; Student Training Calendar: 3 Events Per Wk; Rental Contract: ; Person Subtype: Full Time; Flight Block: 7-11; Crew: ; Registration Term: Fall 2019; Account Type: Flight Account; Class: .

Take some time to go through the icons on the home page and the navigation bar on the left in your detail page. Just click home on top bar to go back to home page at any time. Remember you have to hit filter to get the page to fill. This takes some getting used to but if it’s not working you may not have any records yet. Some icons

and some navigation items you may not have access to. The system will let you know. Below you will find some definitions for the items on the left hand navigation column.

Explanations for some of the things on the Navigation Column

Documents section allows you to upload different kinds of files for an associated student. For example, images, DL, Microsoft Word, etc.

Document Type	File Name	Entered
Document	testdocument.doc	23 JAN 2009

Student Documents

Pilot Log is automatically filled out when a student completes a flight or simulator activity.

Date	A/C Type	Res	PICUP	Student1	Student2	A/C Class		Condition of Flight			Type of Piloting				Total Flight Duration		
						SE	ME	NT	ACT INST	SM INST	Flight Sim	XC	Flight INST	DUAL REC		PIC	
26 OCT 2011	R44	N518SP		Smith,R		2.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	2.0
22 NOV 2011	R44	N518SP		Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0
29 NOV 2011	R44	N307SP		Smith,R		2.0	0.0	0.0	0.0	1.1	0.0	0.0	0.0	0.0	0.0	2.0	2.0
02 DEC 2011	R44	N505SP		Smith,R		2.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	2.0
20 DEC 2011	R44	N518SP		Smith,R		2.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	2.0
21 JAN 2012	R44	N988AC		Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0
13 MAR 2012	R44	N505SP	Morgan,K.*	Smith,R		2.0	0.0	0.0	0.0	0.7	0.0	0.0	0.0	0.0	2.0	0.0	2.0
16 APR 2012	R44	N505SP		Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0
24 APR 2012	R44	N307SP		Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0
26 APR 2012	R44	N578SP		Smith,R		1.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	1.0	1.0
08 MAY 2012	R44	N988AC		Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0
18 MAY 2012	R44	N988AC		Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0
19 MAY 2012	R44	N578SP		Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0
23 MAY 2012	R44	N578SP		Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	0.0	3.0	3.0
11 JUL 2012	R44	N988AC	Morgan,K.*	Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	1.5	1.5	3.0
12 JUL 2012	R44	N307SP	Morgan,K.*	Smith,R		3.0	0.0	0.0	0.0	0.0	0.0	3.0	0.0	0.0	1.5	1.5	3.0
17 JUL 2012	R44	N307SP	sheshaby,A.*	Smith,R		2.0	0.0	0.0	0.0	1.5	0.0	0.0	0.0	0.0	2.0	0.0	2.0
26 JUL 2012	R44	N518SP		Smith,R		3.1	0.0	0.0	0.0	0.0	0.0	3.1	0.0	0.0	0.0	3.1	3.1
TOTALS						46.1	0.0	0.0	0.0	3.3	0.0	40.1	0.0	7.0	30.1	46.1	

Pilot Log- Student Example

Schedule displays your schedule for the given Start and Stop dates.

A **Currency** is an endorsement that typically has a duration or expiration such as Medical. Currencies along with **Qualifications** are requirements that can be assigned to people

28 MAY 2012 20:13 [Current Condition=IFR] New Request | New Message | Directory | Feedback | Menu | Log Out | Home | Help

Currencies

ETA Definitions

Popup Details Status: Active Location: Dallas[TST/DEMO] FILTER NEW

Location	Obsolete	Obsolete Reason	Display Name	Description	Duration	M/D	Default
E Dallas[TST/DEMO]	<input type="checkbox"/>		Academic IP	Supervisor sign off Academic Instructor currency after monitorin	6	months	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Annual Standrds	Annual Standardization Check	12	months	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Bio Hazard Test	Annual test on bio-hazard procedures	12	months	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		CPR Training	Annual CPR training	12	months	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Finance	2 month currency for installment payments.	2	months	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Homeland Security	Homeland Security Training Currency	365	days	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Medical	Medical Certificate	24	months	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Medical 40 Plus	Second Class Medical reverting to Third Class for persons 40 yea	12	months	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Sim IP Current	Simulator Currency	12	months	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Solo Landing	Student must accomplish at least one satisfactory landing every	10	days	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		TSA	TSA Flight Training Approval	180	days	<input type="checkbox"/>
E Dallas[TST/DEMO]	<input type="checkbox"/>		Test Currency	Currency for testing academic curenry checker	6	months	<input type="checkbox"/>

Currencies

TRAINING HISTORY This page will display any courses that have been completed within ETA.

31 OCT 2012 14:27 [Current Condition=Unrestricted] New Request | New Message | Directory | Feedback | Menu | Log Out | Home | Help

Student Details

ETA Personnel

Person: Abbot, Stan (AAA Test) ADMIN - EDIT USER ADMIN - ASSIGN USER TYPES ADD NEW COURSE HISTORY EDIT

ETA ID: stanabbot

Item Changed	Old Value	New Value	Changed By	Changed Date
Class		Private Classes	Duser, Dean	31 OCT 2012 14:27
Site		Dallas A	Duser, Dean	31 OCT 2012 14:26

Display Name: AbbotS Privacy Flag: Carry Over:

ETA ID: stanabbot

Course Contract: Person Subtype: Advanced Student Class: Private Classes

Last Activity: Last Activity Date: Course Repeat:

Non Start: Non Start Date: Non Start Reason: Non Start By:

Withdraw: Withdraw Date: Withdraw Reason: Withdraw By:

Reset: Reset Date: Reset Reason: Reset By:

Preferred Method Of Notification: Site: Dallas A

Training History -Student example

No Shows -If a student does not show up for an activity at dispatch, the dispatcher may mark him/her No Show. If the student does show up but is unprepared for the lesson, the instructor may request that he/she be marked No Show - Unprepared.

The screenshot shows the 'ETA Operations' software interface. At the top, it displays the date '1 NOV 2012 10:51:46' and the current condition 'Unrestricted'. The main area features a table with the following data:

Position	Name	Open FIFs	Clear	Check In	No Show	Unprepared
PIC/IP	Hardick,E.+	<input checked="" type="checkbox"/>				
Student 1	Mason, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student 2		<input type="checkbox"/>				
Observer 1		<input type="checkbox"/>				
Observer 2		<input type="checkbox"/>				

Below the table, there are several control fields:

- Event Start:** 30 OCT 2012 14:00
- Event Stop:** 30 OCT 2012 15:00
- Change PIC/IP:** Hardick,E.+
- Request Resource Type:** Ground
- RESOURCE TIME:** 1.0
- Room:** [Dropdown menu]
- Simulator:** [Dropdown menu]
- Aircraft:** [Dropdown menu]
- Activity Comments:** [Text input field]

At the bottom right, there are buttons for 'NEW PASSENGER', 'SAVE', and 'CANCEL'.

Operations Dispatch-Ops-Check In

Debit Account is account with your organization from which funds are drawn as needed. Student can look at and print receipts from here.

01 NOV 2012 11:12 [Current Condition=Unrestricted] New Request | New Message | Directory | Feedback | Menu | Log Out | Home | Help

ETA Personnel Debit Account

Harvey, B. Balance: 383.00 01 NOV 2012

Trans. Type: All Trans. SubType: All Course: All Invoice #: TRANSACTION FILTER

Main Menu	Date	Type	Subtype	Description	Invoice #	Payment	Deposit	Subtotal	Balance
Student Personnel List	05 DEC 2005	Debit		auto payment for Pvt U3 Oral #2 02 DEC 2005 06:30	05 871	35.00		-35.00	-35.00
Details	09 JAN 2006	Debit		auto payment for Pvt U1 Oral #1 16 DEC 2005 06:30	05 911	70.00		-105.00	-105.00
Documents	11 JAN 2006	Debit		auto payment for Pvt U2 Fit # 1 10 JAN 2006 06:42	06 919	203.00		-308.00	-308.00
Holds	24 JAN 2006	Debit		auto payment for Pvt U4 Fit #2 13 JAN 2006 06:42	06 558	196.25		-504.25	-504.25
Grounds	29 JAN 2006	Debit		auto payment for Pvt U6 Fit # 3 26 JAN 2006 07:30	06 579	203.00		-707.25	-707.25
Pilot Log	07 FEB 2006	Debit		auto payment for Pvt U5 Oral # 3 30 JAN 2006 09:30	06 593	35.00		-742.25	-742.25
Schedule	09 FEB 2006	Debit		auto payment for Pvt U7 Fit #4 08 FEB 2006 06:42	06 605	203.00		-945.25	-945.25
Currencies	06 MAR 2006	Debit		auto payment for Pvt U8 Oral #4 10 FEB 2006 07:00	06 1232	30.00		-975.25	-975.25
Qualifications	25 MAR 2006	Debit		auto payment for Pvt U9 Fit #5 16 MAR 2006 06:48	06 1465	160.50		-1,135.75	-1,135.75
Comments	10 APR 2006	Debit		auto payment for Pvt U11 Oral #5 30 MAR 2006 16:48	06 1356	20.00		-1,155.75	-1,155.75
Training Status	27 APR 2006	Debit		auto payment for Pvt U10 Fit #6 11 APR 2006 06:48	06 1286	192.20		-1,347.95	-1,347.95
Information Release	17 MAY 2006	Debit		auto payment for Pvt U12 Fit #7 27 APR 2006 06:48	06 1361	168.50		-1,516.45	-1,516.45
Training History	17 MAY 2006	Debit		auto payment for Pvt U12 Fit #7 18 MAY 2006 06:48	06 1367	163.30		-1,679.75	-1,679.75
Addresses									
Emergency Contact									
No-Shows									
Rates									
Role Assignment									
Debit Account									
Availability									

Debit Account

Filtering capability:

- Date Range - view all transactions between specified dates
- Course - view transactions associated with a specific course a student has been registered in or view all "Non Course" related transactions
- Invoice # - quickly display a transaction associated with a specific invoice number

Training Records course details can also be accessed via the [ETA-Home Page-Personnel-Student list](#) by

clicking the  icon.

This page displays an overview of the student's performance with completed units along with planned units. You can view the unit, date executed and grade received. You can see at a glance the number of completed units, remaining units, number of unit repeats, number of failed unit attempts, number of incomplete units, and number of no shows.

The  button will open the unit Grade sheet page in read-only mode.

Training Records **course details** can also be accessed via the [ETA-Home Page-Personnel-Student list](#) by clicking the  icon.



The screenshot shows the 'ETA Training Records' interface for 'Course Details'. At the top, it displays the student name 'Baltes, Earl(Integrtd. Theory)' and various filters for Status, Activity Type, Activity Subtype, Instructor Last Name, and Stage. Below this, summary statistics are shown: Completed Units (2), Remaining Units (8), Unit Repeats (0), Unit Failures (1), Unit Incompletes (0), and No Shows (0). A table lists the course activities with columns for Stage, Unit, Date, Grade, Instructor, and Status.

Stage	Unit	Date	Grade	Instructor	Status
Phase 1	Meteorology 1	04 JUN 2012	S	Hardick,E.+	Completed
Phase 1	Meteorology 2	05 JUN 2012	U	Hardick,E.+	Completed
Phase 1	Meteorology Exam	06 JUN 2012			Cancelled
Phase 1	Human Factors 1	09 JUN 2012			Cancelled
Phase 1	Human Factors 2	11 JUN 2012			Cancelled
Phase 2	Flight Planning	14 JUN 2012			Cancelled
Phase 1	Human Factors 1	21 JUN 2012	S	Hardick,E.+	Completed

Training Records - **Course Details**

