



Carnegie Mellon University
Enterprise Risk Management

Uncrewed Aircraft System (UAS)/Drone Post-Flight Operations Survey User Quick Reference

Owner:	Enterprise Risk Management/Environmental Health and Safety
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USERGUIDE CONTENT

This UAS/Drone user guide provides direction regarding the completion of the Post-Flight Operations Survey.

To access the UAS/Drone web page and view the UAS/Drone program, select the following link:
<https://www.cmu.edu/ehs/Workplace-Construction/drone.html>

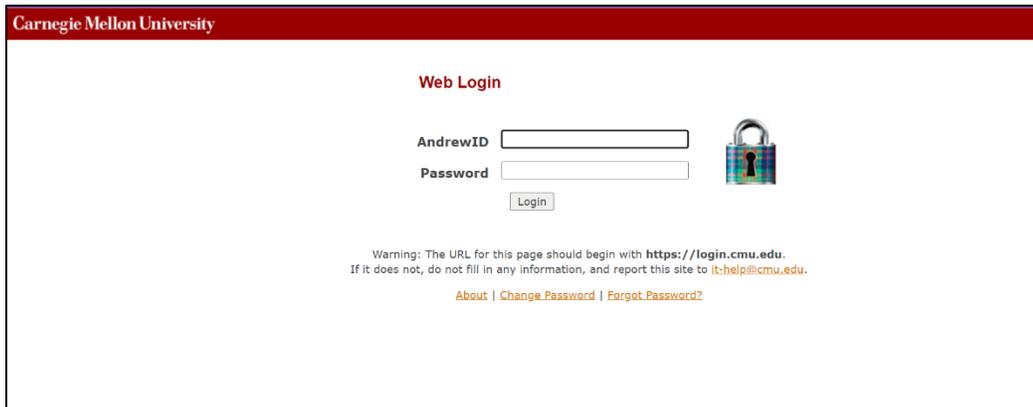
For additional assistance with the registration process, email drones@andrew.cmu.edu.

VIEWING THE POST-FLIGHT OPERATIONS SURVEY

After completing your approved flight operations, you will be prompted to complete the Post-Flight Operations Survey. This survey is intended to help Environmental Health and Safety track details regarding the completed UAS/Drone flights.

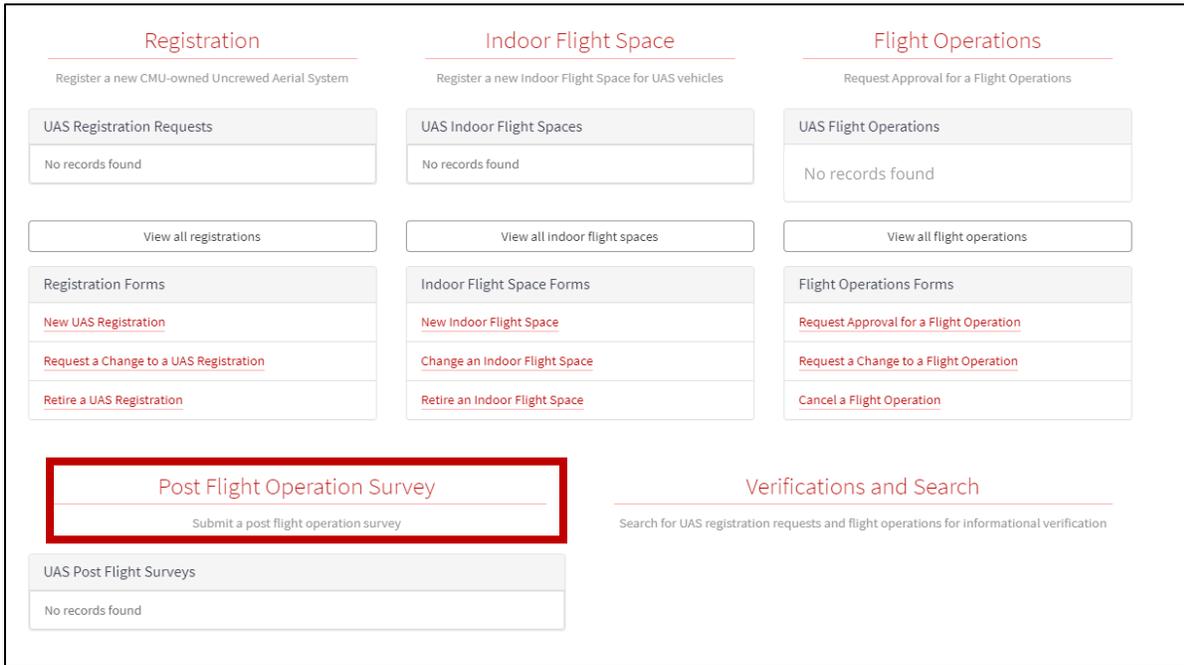
To view the Post-Flight Operations Survey sign into the web application, open a web browser, and go to:
<https://cmu.service-now.com/uas>

The web login screen for Carnegie Mellon University will appear:



The screenshot shows the Carnegie Mellon University Web Login page. At the top, there is a red header with the text "Carnegie Mellon University". Below the header, the page is titled "Web Login". There are two input fields: "AndrewID" and "Password". To the right of the "Password" field is a padlock icon. Below the input fields is a "Login" button. At the bottom of the page, there is a warning message: "Warning: The URL for this page should begin with https://login.cmu.edu. If it does not, do not fill in any information, and report this site to it-help@cmu.edu." Below the warning message are three links: "About", "Change Password", and "Forgot Password?".

After logging in, you will be directed to the UAS/Drone Portal which contains UAS/Drone forms as well as the Post-Flight Operations Survey.



Once you select Post-Flight Operations Survey you will find a dropdown menu with your completed flights. Select the flight you are using for the survey.



At the bottom of the Request Approval for a Flight Operation Form, you will find a listing of the required sections. The sections will disappear once answers have been provided. All questions with asterisk (*) require a response prior to submitting the form.

By clicking on the ? symbol found throughout the form you can expand/collapse the additional information text.

Additional feedback ?

Please provide any additional comments you would like to share with us. X

Submit

Required information

How did the flight go?

Add attachments

The survey collects the following information:

Survey:

The survey collects information on the completed UAS/Drone flight by answering “How did the flight go?” If you would like to provide additional information regarding the flight, you can use the open text field.

Survey ?

*How did the flight go?

Flight was completed safely and according to the submitted plan.

Flight was completed safely but we had to change the plan.

Flight resulted in a problem, injury to a person, or damage to property.

Flight was not completed or cancelled.

Select one of the following responses to answer how the flight went.

Additional feedback ?

Please provide any additional information here. X

Complete the Form:

Click on the red submit button when all the required fields have been completed. The form will be submitted to EHS for review.



The completed form is submitted to EHS who will review and document the survey response.