

Requesting a New Account for Flydrive.faa.gov

Flydrive.faa.gov is a file-sharing resource available to both FAA and External Users supporting the FAA.

User accounts that can access the above site consist of 2 types: **External** user accounts, and **FAA.GOV** user accounts.

FAA Users

All Users that have a FAA.GOV email address already have accounts that can access Flydrive.faa.gov. Refer to the links on the Flydrive.faa.gov logon page for information on requesting access to data.

External Users

Users that do not have a FAA.GOV email address (External) will need an account created in the EXC.FAA.GOV domain.

For external users, a new user request must be submitted by an **FAA Manager**. The request must be initiated from <https://provisioning.faa.gov>. The following information is required:

- First Name
- Middle Name (Optional)
- Last Name
- Email
- Telephone Number

If the manager does not have the rights within the application to request a new user account, they must contact the MyIT Service Center and request permissions.

Once the account has been initiated by the manager, the users will receive an email with instructions on completing the account registration. They will be required to create security questions, and a password for their account. An example email is below:

Your Name ,

FAA Manager, from the Federal Aviation Administration has authorized you to use the following FAA AVS Application(s):

FlyDrive

Once the Account Registration process has been completed, your AVS User ID will be sent to you via e-mail.

Please click on the following link to complete account registration:

If the above link does not work please cut and paste the URL below into Internet Explorer.

https://avsportal.faa.gov/courion/WebSamples/AccessOptions/HTML/AccountCourier/default.asp?Workflow=FAA_Profile_Registration_EndUser

Your email address is: ***Your Email Address***

Your temporary password is: ***Temporary Password***

For technical assistance, please contact:

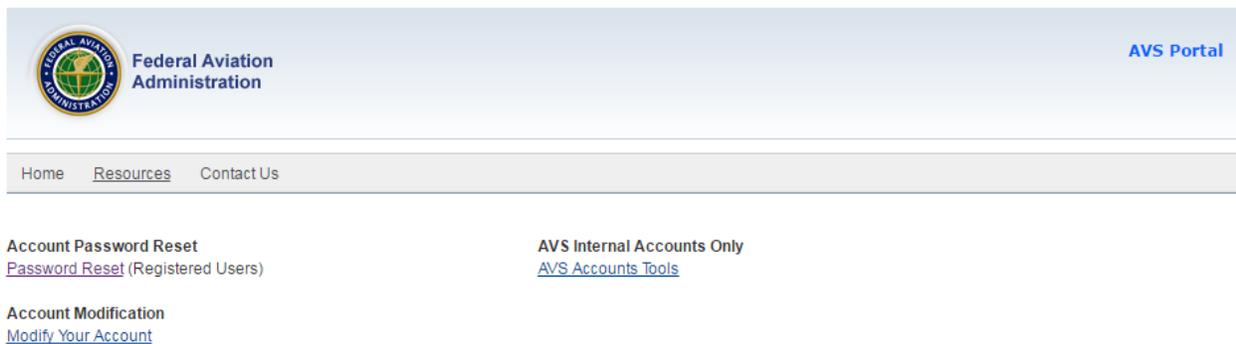
FAA IT Service Center (FSC)

1-844-FAA-MyIT(322-6948)

helpdesk@faa.gov

Once an External account has been created, the users can reset their own passwords at:

<https://avsportal.faa.gov> (Sample screen below)



The screenshot shows the top portion of the AVS Portal website. On the left is the Federal Aviation Administration logo. To its right is the text "Federal Aviation Administration". On the far right of the header is the text "AVS Portal". Below the header is a navigation bar with links for "Home", "Resources", and "Contact Us". Underneath the navigation bar, there are two columns of links. The left column contains "Account Password Reset" and "Password Reset (Registered Users)". The right column contains "AVS Internal Accounts Only" and "AVS Accounts Tools". Below these columns, there is a link for "Account Modification" and "Modify Your Account".

External User accounts will use their provided **UserName** and **Password** to access the Flydrive.faa.gov site. (Note: This is not the same as the user email address) For Example:

First.Last@exc.faa.gov

If you are having logon issues, you can contact the MyIT Service Center for assistance.

MyIT Service Center

1-844-FAA-MYIT (322-6948)

Helpdesk@faa.gov