

Requesting new data locations on 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.

New Data Locations

When a new data location needs to be created for Internal or External users, an **FAA Manager** must contact the MyIT Service Center and provide the following information for the new data location:

- First Name
- Middle Name (Optional)
- Last Name
- Email
- Telephone Number
- Purpose (Please capture what data or group the user needs access to)
- Folder Name

Once the data location has been created, the FAA Manager will need to request access for the users that will be able to read and/or write the data, and needs to refer to the reference guide for access to existing data.

MyIT Service Center

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

Helpdesk@faa.gov