The FAA FlyDrive

Federal Aviation Administration

This job aid provides guidance for FAA and external users to login and access date on the FAA FlyDrive.

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FAA FlyDrive Overview

The FAA FlyDrive is a secure FTP file-sharing solution available to both FAA users and external users who support the FAA. FAA FlyDrive provides the ability to transfer files that would normally be unavailable due to restrictions in file size or type.

The FAA FlyDrive supports faa.gov accounts and external user accounts. All FAA users have access to the FAA FlyDrive but are only be able to access data locations to which they have permission. All users that have an faa.gov email address use their FAA Network username and password. External users must register for an FAA FlyDrive account.

Log In As An FAA User

1 Access the FAA FlyDrive via flydrive.faa.gov.

2 Type your FAA network User Name in the *Login ID:* field.

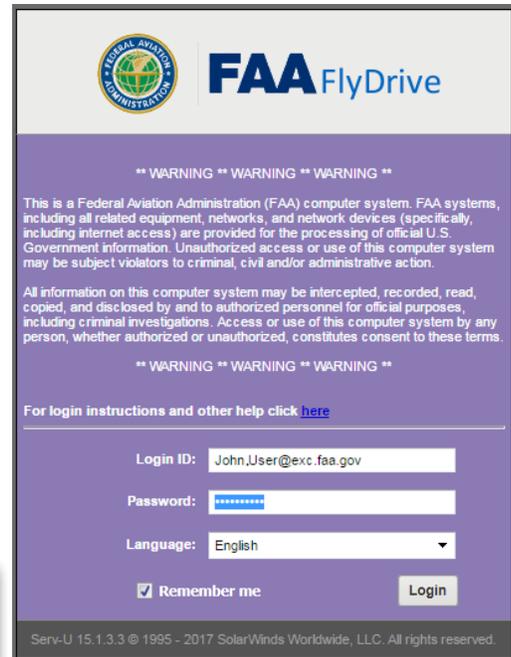**3** Type your FAA network password in the *Password:* field.

4 Click **Login**.

NOTE: Click **Remember me** to retain your *Login ID:* field information for subsequent logins.

Log In As An External User

1 Access the FAA FlyDrive via flydrive.faa.gov.

2 Type your FAA FlyDrive User Name in the *Login ID:* field.

3 Type your FAA FlyDrive password in the *Password:* field.

4 Click **Login**.

> **NOTE:** Click **Remember me** to retain your *Login ID:* field information for subsequent logins.

> **NOTE:** If you have a login issue, go to the FAA AVS Portal to reset your password or modify your user account.

Request External User Access

An already-identified POC must initiate an account for an external user. As a POC, begin the external user access request from https://provisioning.faa.gov and provide the following information for the external user:

- First name
- Middle name (Optional)
- Last name
- Email
- Telephone number

If there is no known POC, an FAA Manager must request a POC account before requesting access for an external user. Refer to Request a New Point of Contact (POC) Account.

After the POC initiates the external user's account, the external user will receive an email with instructions on completing the account registration. Each external user is required to create a password and security questions for his account.

Request a New Point of Contact (POC) Account

A POC account is issued to an FAA manager and includes the rights to create external user accounts. An FAA user may have a POC account if an FAA manager has delegated the task of creating external user accounts to that FAA user.

To request a new POC account, an FAA manager must provide the MyIT Service Center with the following information for the FAA manager or delegated FAA user receiving the POC account:

- First name
- Middle name (optional)
- Last name
- Email
- Telephone number

Request Access to Existing Data Locations

To request access to existing data on the FAA FlyDrive, an FAA Manager must provide the MyIT Service Center with the following information for the user that will be granted access:

- First name
- Middle name (optional)
- Last name
- Email address
- Telephone number
- Purpose (i.e., what data or group the user needs to access)
- Folder name and required permission level (i.e., read-only, read-write)

Request New Data Locations

To request a new data share location on the FAA FlyDrive for internal or external users, an FAA Manager must provide the MyIT Service Center with the following information:

- Purpose: (i.e., large file transfer to and from external user)
- Routing code or facility identifier:
- Federal manager/data owner (person requesting the network share)
- Primary POC: (if other than manager/data owner)
- Primary POC phone number:
- Alternate POC: (can be a contractor)
- New groups: (Read/Execute, Read/Write/Modify; Full Control will not be granted)
- Existing groups: (any current groups that should have access, if applicable)

Restore Data

When data needs to be restored to the FAA Flydrive, an FAA Manager must provide the MyIT Service Center with the following information:

- Source (flydrive.faa.gov)
- File name (name of the folder to be restored)
- Folder (name of the folder where the file was located)

NOTE: The FAA FlyDrive's server is backed up daily, and backed up data is maintained for 30 days.

NOTE: Files are retained on the FAA FlyDrive for 30 days after the original creation date. Overwriting an original file does not update its creation date. The FAA FlyDrive will process and delete the file after 30 days.

For IT support:

MyIT Service Center
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